



**Finance Committee Meeting Minutes**  
**November 4, 2020**  
**9:00am**

**Conference Call:** Nina Self, Scott Watson, and Josh DeSha

**Absent:** Tawana Gilbert

**Staff/Guests Present:** Jim McShane, Matt Salera and Dee Robinson

**Recording:** Patricia McCray

**I. Welcome and Call to Order:**

Chair Self welcomed everyone and called the meeting to order at 9:00am. She thanked everyone for taking time out to participate in the board conference call. She explained that the public can participate with comments held to three (3) minutes and 12 minutes overall.

**II. Action Item I: Meeting Minutes Approval – August 18, 2020**

Chair Self asked if anyone had any questions or comments about the August 18, 2020, Finance Committee meeting minutes. There were none.

**Motion:** Chair Self entertained a motion to approve the August 18, 2020 minutes. Josh DeSha made the motion, and Scott Watson seconded. All in favor.

**Action Item I approved unanimously.**

**III. Revenue & Expense Statement 20-21 (Unrestricted) – Information Item I**

Matt stated that Information Item I is the current year's unrestricted revenue and expense statement through October one-third of the year. 62% of the budget has been expended which is a much higher expenditure rate than 1/3 through the year, but that's because we've accrued almost \$14,000 in Talent Innovation Summit expenses. And that's by far the largest expense that hits this budget. So as time goes on, the percentage will come down. No reason that we will not be under budget by year-end. Matt asked if anyone had questions? No one posed questions.

Matt stated that not all of the sponsorships and expenditures have not been recorded yet for the Talent Innovation Summit had been received but will provide final numbers at the next Finance Committee meeting, he will have the final Talent Innovation Summit revenue and expenditure figures.

**IV. Revenue & Expense Statement 20-21 – Information Item II**

Matt discussed Information Item II, which is the current year federal funds revenue and expense statement. This is through September and not October since it takes much longer to close out each month for the federal funds, so this is 25% through the year. In the direct program costs, you'll see we expended 18% of what was budgeted. In the allocated costs and expenses section the total expenditures total 25% of the budget which is typically a higher expenditure rate for the first quarter due to many line items that accrue at the beginning of the

year. Dues and memberships are at 43%, maintenance contracts at 33%, security at 38%. Line items accrue rapidly in the first quarter because those are the line items where annual fees are paid during July. As the year goes on, the expenditure rate will go down. In total, through September for direct program costs and allocated costs, 20% of the budget was expended in the consolidated version. Matt asked if there were questions?

Chair Self asked, is the line item for virtual operations for expenses associated with the Coronavirus?

Matt stated yes, virtual operations is a new line item. It's for virtual hiring fairs and the software and programs for career seekers to do what needs to do in finding employment virtually. He noted that other line items are well undersent due to COVID19 such as the travel budget which is at zero dollars. Typically it would be at least \$10,000 through September. Also, in the supplies line item, \$7,000 has been expended.

Chair Self thanked Matt for his answer.

Josh asked if another budget line item has been reallocated to support the virtual operations line item?

Matt stated that it's a \$60K direct cost budget line item created to support virtual operations and approved by the Board in May.

Josh asked if this will be a permanent line item in the budget?

Jim stated, yes, it will be.

#### **V. Action Item II: Budget 20-21 (Unrestricted)**

Matt asked everyone to go to page 21, which is their unrestricted funds budget for the current fiscal year. In the third column to the right, it shows their proposed change column. Total program funds available are up by \$53,061, an enormous number on a budget of less than a quarter-million dollars. Talent Innovation Sponsorships and registration fees of \$9,605 and the Florida Georgia Workforce Alliance sponsorships totaling \$3,350 and received the Veteran's Performance Incentive Grant for \$38,206. The Veteran's Incentive Grant is unrestricted. Also, additional events sponsorships for \$1,900 were received. A proposed change out of the \$53,000 in additional revenue is to budget \$7,563 to the food, drinks, & special grants line item of which \$1,000 is related to the Veterans Incentive Grant. The good thing about the changes is that \$45,500 will be added to the surplus, which brings the overall surplus to \$191,000. Matt noted that it is an action item and asked if there are questions.

Chair Self thanked Matt and asked if anyone had questions on Action Item II? No one responded.

**Motion:** Chair Nina entertained a motion to approve Action Item II the Budget 19-20 (unrestricted). Scott made the motion, and Josh seconded, and the motion carries.

**Action Item II was approved unanimously.**

#### **VI. Action Item III: Budget 20-21**

Matt directed the committee to the proposed change column, the second line from the bottom, and you'll see total program funds available is up over \$450,000. That is related to the

WakullaCares grant allocation for \$316,948. And WIOA performance incentive grant for \$128,760, and another WIOA performance incentive grant for \$10,379. So that overall increase is related to those three grants/programs. In the proposed change column, the direct costs are reduced for sector strategy and the WakullaCares grant and now initiating that line item for \$280,000. That's the direct cost, which is the contract with our current service provider and direct training costs related to career seekers. In allocated costs and expenses, there is a proposal to increase the facility rent line item for \$65,000 for the administrative office lease, which expires January 2021—and having to extend or resign the lease from the administrative office through June 30. So, out of the \$456,000 of revenue received, \$315,000 will be budgeted out, so the surplus increases \$141,087, bringing the new surplus for the year is just under \$800,000.

Jim stated the WakullaCares Act grant funding was requested in August. However, it was not approved until October 8 and the deadline to expend the funds is December 30. There is one person that is being paid out of that grant right now. In Wakulla, twelve businesses have fifteen openings trying to fill those positions that will pay for individuals' salaries with this money. Jim stated he is pleased they received the funds. However, to benefit Wakulla Co. citizens, the funds will need to be extended beyond December 30. Jim has heard that the legislation will probably extend it and hopes it will be extended to June 2021. Everybody's having a problem trying to ramp up and do all this work at one time. And for CSCR, it's only been two months to get forty-five people through a program, and it's challenging.

Chair Self asked about the rent in the administrative office, which thought there was discussion about us giving up that space?

Jim stated yes that he and Matt discussed that CSCR will only use half of the space used now. We will reduce our space in half. We're going to keep one half of the space that we have. The other half is up for rental. At this point, the owners have already shown up once, and yesterday probably the second time. They would like CSCR to give up space where Matt's office, my office, and senior management are located. Jim stated he's not willing to do that because he can't predict the future. He doesn't know where CSCR will be, but it should reduce our expenses considerably. We were paying, what about \$200,000 a year for that space.

Matt stated the rent is around \$16,000 monthly, and to use half the space would definitely reduce that amount.

Chair Self stated, so this \$55,000 would carry it from January through June is what you're saying?

Jim stated, yes.

**Motion:** Chair Nina entertained a motion to approve Action Item III the Budget 20-21. Josh made the motion, and Scott seconded, and the motion carries.

**Action Item III was approved unanimously.**

## **VII. Action Item IV – RFP 2020-03 – Information Technology Services**

Matt stated that action item IV is for the RFP for the CSCR information technology services (IT). CSCR has a contracted service provider for over fifteen years. It does not make financial sense to have a staff person to serve in this role. Currently, the CSCR contract for information technology services is around \$110 000, \$120,000 a year. So it definitely makes sense to have a contracted service provider for IT as CSCR would need at least 2 or 3

people, and benefits could easily exceed what is paid to a company that has the expertise to provide these services.

The work scope is clear, and it's defined, and you can easily compare the differences between companies that tend to fail on this RFP. But this is pretty much the same RFP that was released four years ago, except for the revised certifications and just updating what our current IT infrastructure looks like at this time. Matt asked if there were any questions?

Chair Self asked, how did CSCR advertise the RFP?

Matt stated it was advertised in the Tallahassee Democrat, which is required for RFPs, and it was also posted on the CSCR website and is sent directly via email to companies on the CSCR vendor list.

Chair Self asked, how is the current IT vendor?

Matt stated, Inspired technology and their performance has been good.

**Motion:** Chair Self entertained a motion to approve Action Item IV RFP 2020-03 – Information Technology Services. Scott made the motion to approve the proposed 2020-21 program year budget, and Josh seconded. All in favor.

**VIII. Adjourn**

Chair Self thanked everyone for attending today and adjourned the meeting at 9:30am

**Next Meeting:**

**February 25, 2021**