



Minutes
February 24, 2022
Finance Committee Meeting

Attendees: Nina Self, Monique Gustafson, Scott Watson, and Josh Desha

Staff: Jim McShane, Matt Salera

Recording: Patricia McCray

I. Call to Order

Chair Self greeted everyone and welcomed them to the meeting. She then called the meeting to order.

II. Approval of Minutes – November 10, 2021

Chair Self then directed everyone to the November 10, 2021, meeting minutes. She stated that she hoped everyone had the opportunity to review the minutes. A motion was then opened for any discussions by the chair.

Motion: Chair Self entertained a motion to approve the minutes. Josh made the motion and Scott seconded—all in favor.

III. Revenue & Expense Statement 21-22 (Unrestricted)

Chair Self then turned over to Matt to share his report with the committee.

Matt turned everyone's attention to page three (3) next to the Unrestricted Revenue and Expense Statement for unrestricted non-federal funds, which shows the actual column. There you will see we spent a little more than twelve thousand dollars \$12,000, representing 30% of what they budgeted during December. The majority of the budget is related to the Talent Innovation Summit.

The revenue from sponsorship and registration fees is thirteen thousand seven hundred and fifty dollars \$13,750. The related expenses were eleven thousand eight hundred and forty-five dollars \$11,845. This year's Talent Innovation Summit saw a surplus of one thousand nine hundred five dollars \$1,905. Matt asked the committee members if there were any questions - there were none.

IV. Revenue & Expense Statements 21-22

Matt moved on to report the Revenue and Expense Statements for the federal funds. Matt mentioned that he is reporting a consolidated version. The direct program costs reflects a low expenditure rate due to Covid and career seekers not coming to the career centers. Tuition fees are at a mere 7%, so less than seventeen thousand dollars \$17,000 was spent. There are improvements being made with regards to training and work experience expenses as career seekers are returning gradually.

Dynamic Workforce Solutions has had a lot of turnover and unable to expend as a normal rate with regards to their primary services contract. The primary services contract reflects a 41% expenditure rate through December. Matt reported that we expended 32% of the budget for direct program costs. In allocated costs and expenses we expended 46%. In total the direct program costs and allocated costs totals 38% of budgeted costs. Matt went on say that one of the greatest concerns is have a high administrative expenditure rate with low program costs. CSCR is only allowed to go up to 10% and CSCR is under 9%. He asked if there were any questions.

V. **Budget 21-22 (Unrestricted)**

Matt discussed page 20, the third column to the right, shows the information for the unrestricted funds budget. The proposed change column shows the total program funds available, which increased by eight thousand five hundred and fifty dollars \$8,550. The Talent Innovation Summit sponsorship checks were received. One was for seven thousand five hundred and fifty dollars \$7,550 and another one for one thousand dollars \$1,000 sponsorship for the paychecks for patriots. Matt asked if anyone had questions from the report he provided. No one had any questions.

Motion: Chair Self entertained a motion to approve the unrestricted funds budget. Scott made the motion and Josh seconded—all in favor.

VI. **Budget 21-22**

Matt spoke on the consolidated budget for the federal funds. The second line item from the bottom shows the total program funds available. The proposed changes column is up by one hundred and twenty-five thousand four hundred and three dollars \$125,403. The breakdown can be seen below.

They also received a new grant under the Wagner-Peyser program and it's for a reentry navigator project. The grant is relatively new, so he is unsure about some of the project's specifics. In the allocated costs and expenses section, there are three proposed increases for different line items. The first proposal is for recruiting and staff development recognition, an increase of seven thousand five hundred dollars \$7,500. which is for the Fairman Consulting contract for the Board Retreat that the board approved. There is also an increase of twenty thousand dollars \$20,000 for security for an armed security guard at \$15 hourly at the Leon career center. An armed security guard was needed after DEO began serving Reemployment Assistance clients in the Leon center. Matt stated that has also been an issue at the Gadsden Career Center, where the police was called frequently. In order to end this problem, one of the 2 security guards at Leon was transferred to the Gadsden Career Center. Lastly, there is a need to increase the budget for systems, which is thirty thousand dollars \$30,000.

Matt told the committee one of the things CSCR ran into this year was the need to have all computers on Windows 10. That transition and upgrade started last year. But there's even a further need to get it done as soon as possible this year. CSCR has several lab PCs that participants use, and Windows 10 is required. CSCR is looking for another \$30,000 to add to that line item.

With the new grant and the additional revenue, the surplus is up \$67,000. At the bottom, right-hand corner, the total surplus is at \$818,000. Matt's is confident that the surplus will be over a million dollars because DWFS's contract is expected to be underspent as previously discussed. Matt asked if anyone had questions.

At the end of the presentation, Chair Self asked Matt if there had been issues since they changed to the armed security guard. Matt stated yes, having the armed security guard helped to alleviate the problem.

Motion: Chair Self entertained a motion to approve Action Item III, Budget 21-22. Josh made the motion to approve, and Scott seconded—all in favor.

VII. Data Lines Contract

The current provider is Unit Fiber for our data lines and Internet lines contract. This contract expires at the end of March. The current contract signed with Unit fiber, they were able to provide the Internet combined the CSCR administrative office, the Leon administrative offices and the Wakulla administrative office. When CSCR moved into the Innovation Park, Unit did not have fiber in those buildings. CSCR had to sign with Lumen, who was really CenturyLink. To offset the loss of the admin building Unit Fiber doubled our speeds for Wakulla and Leon career centers and we are paying them \$1,715 a month.

CSCR got three quotes – 1. Lumen/Century Link - \$698 monthly – Wakulla 200 Mbps – Leon 250 Mbps for 36 months. 2. Unity Fiber - \$908 monthly - Wakulla 200 Mbps – Leon 250 Mbps for 48 months. 3. Metronet - \$259 monthly – Only Leon 300Mbps

Lumen/Century Link came in less expensive at \$698 a month. This is a big cost savings for CSCR. If approved, we can sign with Lumen/Century Link for a under \$700 a month for a period of 26 months which will present a savings to CSCR of over \$1,000 a month. Matt asked if anyone had questions.

Motion: Chair Self entertained a motion to approved Lumen/Century Link as the new internet provider. Josh made the motion to approve Lumen/Century Link as the Internet provider and Scott seconded the motion—all in favor.

VIII. Adjourn

Chair Self thanked everyone for attending the meeting and adjourned.