



Minutes
May 26, 2022
9:00am
Finance Committee Meeting

Attendees: Nina Self, Scott Watson, and Josh Desha

Staff: Jim McShane, Matt Salera

Recording: Patricia McCray

I. Call to Order

Chair Self called the meeting to order and then directed everyone's attention to the next line item: the approval of the February 24, 2022 meeting minutes.

II. Approval of Minutes – February 24, 2022 – Action Item I

Motion: Chair Self entertained a motion to approve the February 24 minutes. Josh made the motion, and Nina seconded—all in favor.

III. Revenue & Expense Statement 21-22 (Unrestricted) – Information Item I

Chair Self then turned over this line item to Matt, who reported on the Revenue and Expense Statement. Matt outlined that there are six action items, and in the packet, the budget for the next year was included, so his report should not take too long. He then mentioned that the statement is for ten (10) months through the year, and so far, they had expended 40% of the total cost they had budgeted for. The Talent Innovation Summit accounted for most of the 40% that had been expended so far. Some face-to-face events were canceled because of COVID, and the projected spending had decreased.

IV. Revenue & Expense Statements 21-22 – Information Item II

Matt mentioned that this is the federal funds budget, and it takes a little longer to close out each month than the unrestricted funds; it is through March, which accounts for 75% of the fiscal year. For the direct program costs, the total expenditure is 52%. The participant tuition & fees/training costs are 42%. The ITA requirement states that at least 25% of the adult & dislocated worker funds are expended on training and work experience, and currently, CSCR is not meeting this requirement. Of the 25% requirement, CSCR has an expense rate of 14.6%, an increase from the 6-7% seen earlier in the year—the low figure results from individuals not entering the career center. CSCR did not meet the 25% last year, and Matt stated he does not think that CSCR will meet the 25% this year. It's not a federal requirement. The contract with Dynamic Workforce Solutions which is the primary services contract line item is at 66% expended due to internal staffing turnovers and

vacancies. The direct and allocated costs total 60% of what was budgeted. The overall budget has a surplus of eight hundred and eighty-four thousand dollars \$884,000.

Matt asked if there were any questions, and Josh responded by asking if the company doesn't mean specific criteria if the money automatically rolls over. Matt replied that every program is different and that two-thirds of CSCR's funding is from WIOA and are for two (2) year grants.

V. Budget 21-22 (Unrestricted) – Action Item II

CSCR received four thousand two hundred dollars \$4,200 in sponsorships for the LEAD program. Matt stated that this is the current year's unrestricted funds, and he is not proposing any changes to direct costs. Matt asked if there were any questions based on his report; there were none.

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

VI. Budget 21-22 – Action Item III

Matt stated that this is CSCR's current year consolidated budget for federal funds. He is not proposing any changes to direct costs or allocated costs. In the proposed change column, there is a decrease in revenue of one hundred and nine thousand four hundred and four dollars $-(\$109,404)$ which reduces the total program funds available. The SNAP allocation had a reduction of over one hundred and fifty-nine thousand dollars $-(\$159,000)$. At the beginning of the year, CSCR received a planning allocation of over two hundred thousand dollars \$200,000; however, to date, CSCR has only received fifty-eight thousand six hundred and two dollars \$58,602. Matt stated that he is uncertain whether CSCR will receive more SNAP funding. The WIOA performance incentives had a statewide de-obligation of $-(1.9$ million dollars). CSCR's decrease to their WIOA incentive allocation was seventy-five thousand one hundred and ten dollars $-(\$75,110)$. CSCR did receive funding for a new program under the unemployment insurance program called EUC RES REA, and the allocation for that new program is one hundred twenty-five thousand \$125,000. As a result, the surplus decreased by one hundred and nine thousand dollars $-(\$109,404)$. Matt asked if there were any questions; there were none.

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

VII. Budget 22-23 (Unrestricted) – Action Item IV

Matt mentioned that for this line item, the budget is comparative, i.e., the current year budget is on the left and the proposed budget is in the middle. There is a reduction in the direct cost line item of three thousand eight hundred dollars $-(\$3,800)$. The proposed budget is thirty-six thousand dollars \$36,000. Total program funds available is a little over one hundred and seventy thousand dollars \$170,000. Matt asked if there were any questions; there were none.

Motion: Chair Self entertained a motion to approve the Budget 22-23 unrestricted funds budget. Josh made the motion, and Scott seconded—all in favor.

VIII. Budget 22-23 – Action Item V

Matt said this is also a comparative budget, like the previous line item. The total program funds available is five million eight hundred thousand and seventy-five thousand dollars \$5,875,570, a reduction of seven hundred and thirty-thousand $-(\$733,084)$ of what is available in the current year. CSCR received the planning allocations, two-thirds of their funding which is WIOA, and the WIOA planning allocation came in at a decrease of 4%, which is \$2.7 million. The Welfare Transition program increased by 4%, which is about a one-million-dollar program. The Wagner-Peyser program increased 8%. The CSCR planning allocations came in better than we had expected. Matt stated he thought CSCR would get a 7% decrease, but that was not the case. It's a minimal 3%, which is good. The total program funds available are down \$733,000 from the current year. However, this is the beginning of the year, and there will be new grants, a new program, and even incentive funds as the year progresses. Matt asked if there were questions, and there were none.

Motion: Chair Self entertained a motion to approve the Budget 22-23 funds budget. Josh made the motion, and Scott seconded—all in favor.

IX. Gadsden Career Center Facility Lease – Action Item VI

Matt informed the committee that the current lease for the Gadsden Career Center facility expires on April 30, 2023. He further stated that he only found one available space for lease in Gadsden with a minimum of 5,000 square feet and it was a retail center not office space that is over 34,000 square feet. The cost per square foot for the existing building is \$14, and the current owner proposes an 8% increase, which will increase the price to \$15.17 per square foot. The total value of the lease is \$238,459, over a 20 month period.

Motion: Chair Self entertained a motion to approve the Gadsden Career Center Facility lease for 20 months at an 8% increase for \$238,459. Scott made the motion, and Josh seconded—all in favor.

X. Adjourn

The chair thanked everyone for attending the meeting and adjourned.