



**Minutes**  
**August 25, 2022**  
**9:00am**  
**Finance Committee Meeting**

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

**Staff:** Matt Salera

**Recording:** Patricia McCray

**I. Call to Order**

Chair Self called the meeting to order at 9am. She then turned everyone's attention to the next line item on the agenda: the approval of the May 26, 2022, meeting minutes.

**II. Approval of Minutes – May 26, 2022 – Action Item I**

Chair Self stated that she had hoped everyone got the opportunity to review the meeting minutes before attending the meeting.

**Motion:** Chair Self entertained a motion to approve the May 26, 2022, minutes. Josh made the motion and Scott seconded the motion—all in favor.

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

Matt informed the meeting that the first two items are informational items. They are last year's June 2022 ending financial statements. He further mentioned that the figures in the report were forwarded to the new auditor, James Moore & Company. Matt turned everyone's attention to page 4, which contains the Unrestricted Revenue and Expense Statement. He told the committee that they only spent 56% of what they budgeted. The majority of the expenses were related to the Talent Innovation Summit. The budget is underspent because some events had to be converted into virtual events due to COVID.

There's a total of seventeen thousand three hundred and fourteen dollars (\$17,314.00). This total figure is carried forward in the current year's budget. Matt asked if there were any questions, there were none.

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

Matt turned everyone's attention to page 5, which contains the 2021-22 Consolidated Revenue and Expense Statement for the federal funds. He outlined that 82% of the budget was expended for the fiscal year. The largest line item presented was the OneStop Operation contract, in which the Workforce Services provider, DWFS could only expend 90% of their contract.

In the work experience line item, a total of 47% of the budget was expended which is for the adult & youth work experience. The federal requirement for the Youth Work Experience line is 20% and CSCR did meet that 20% requirement. There is a 25% requirement for WIOA adult and dislocated worker ITA's and that was not met. This is a state requirement and not federal. CSCR missed this same requirement last year and no penalties were incurred. In the allocated costs and expenses, section 93% of the budget was spent. There two line items that were overspent, security & maintenance and contracts. Maintenance was overspent by four hundred and ninety-nine dollars (\$499.00). The Security line item that was overspent was related to having to hire a security guard for the Gadsden Career Center because of unforeseen circumstances. The overall total surplus is a little over one million dollars.

**V. Budget 22-23 (Unrestricted) – Action Item II**

Matt then proceeded to speak on the Unrestricted Funds budget, the Proposed Change column, which is the third column to the right. The total program funds available have increased by twenty thousand five hundred and six dollars (\$20,506.00). The increase is due to the under-expenditure from the previous year of seventeen thousand three hundred and fourteen dollars (\$17,314.00). The Lead program registrations received three thousand one hundred and fifty dollars (\$3,150.00). It includes added interest, which totals forty-two dollars (\$42.00). As a result, the total funds available for the year were above one hundred and ninety thousand dollars (\$190,000.00). Matt asked if there were any questions, there were none.

**Motion:** Chair Self entertained a motion to approve the Budget 22-23 (Unrestricted).  
Josh made the motion and Scott seconded the motion—all in favor.

**VI. Budget 22-23 – Action Item II**

Matt informed the committee the consolidated federal funds budget; CSCR received additional revenue, which totaled three hundred and thirty thousand eight hundred and seventy-two dollars (\$330,872.00). This breakdown is located at the bottom of the statement. CSCR received the WIOA Dislocated Worker Supplemental Funding grant, which was a little more than one hundred and forty-two thousand dollars (\$142,000.00). CSCR also received the WIOA Rural Initiatives grant for one hundred and twenty-five thousand dollars (\$125,000.00). Also received a SNAP allocation of seventy-six thousand dollars (\$76,000.00). There was also a negative thirteen thousand dollar (-\$13,000.00) difference in the carry forward when the books closed versus the estimate that was reported. CSCR's surplus at the bottom right hand corner is nine hundred forty four thousand now (\$944,000). All of that is eligible to be carried into next year. Because all of the funding is related to WIOA is a two-year grant. Matt asked if there were any questions and there were none.

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

**VII. Adjourn**

Chair Self thanked Matt for his report and then moved to adjourn the meeting.