



Finance Committee Meeting Minutes
February 23, 2023
9:00am

Conference Call: Nina Self and Scott Watson

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 November 17, 2022, meeting minutes.

II. Approval of Minutes – November 17, 2022 – Action Item I

Chair Self asked for a motion to approve the November 17, 2022, meeting minutes.

Motion: Chair Self entertained a motion to approve the November 17, 2022, minutes. Scott made the motion, and Chair Self seconded the motion—all in favor.

III. Revenue & Expense Statement 22-23 (Unrestricted) – Information Item I

Matt informed the Committee member that this is the unrestricted funds revenue expense statement. This statement is through December, halfway through the fiscal year, and only 23% has been expended from the budget. Most of the expenses will be for the Talent Innovation Summit, and he is still waiting for those expenses to come through.

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

Matt stated in the direct program costs, which are participant tuition fees and training at 38%. This is the highest since COVID, which is excellent news. The CSCR ITA expenditure rate is at 37%. CSCR has expended 47% of allocated costs and expenses and is under budget in total for the direct and allocated costs at 43% expended. WIOA Youth Work Experience, CSCR expended 20%. Total direct program costs total 40% of budgeted costs. For allocated costs and expenses some line items are above 50%, but that's because they accrue rapidly during the first half of the year, like the insurance and dues & memberships line items.

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

Matt stated there's nothing in the Proposed Change column however, CSCR received \$3,250 from the TALENT Innovation Summit sponsorships which will be reflected in the Executive Committee and BOD agenda packets.



VI. Budget 22-23 – Action Item II

Matt informed the committee that this is the consolidated federal funds budget. In the Proposed Change column, a surplus of total program funds is available, had a reduction of \$96,512 that breakout is broken out at the very bottom of the page to the program funds available. CSCR received funding for the Wagner Peyser apprenticeship navigate program for \$62,500. The SNAP program received an additional \$10,747. A new worker program called the RASEA program had a reduction of -\$126,759.

CSCR proposes increasing total costs by \$43,000. In Direct Program costs, a proposed change has a \$40,000 increase to the primary services contract for One-Stop Operations for the Apprenticeship Navigator position. In allocated costs and expenses, there's a small increase to accounting and auditing, for \$3,000 because of a new financial reporting law to report capital facility leases. The new CSCR Auditor did that, which was this year's requirement. Matt asked if anyone had questions, and there were none.

Motion: Chair Self entertained a motion to approve Action Item II - The Budget 22-23 (Unrestricted) and Action Item III - the Budget 22-23. Scott made the motion, and Chair Self seconded the motion—all in favor.

VII. Adjourn

Chair Self thanked Matt for his report and then adjourned the meeting.