



Finance/Performance Committee Meeting Minutes
Virtual TEAMS Meeting
Tuesday April 25, 2024
8:00 a.m.

I. Call to Order- Lisa Eding

Lisa Eding called the meeting to order at 8:01 a.m.

Attendees: Lisa Eding, Jim Bos, Peter Hayes and CareerSource Suncoast (CSS) staff – Joshua Matlock, Robin Dawson, Anthony Gagliano, Kathy Bouchard, and Christina Witt.

II. Approval of February 27, 2024 Finance and Performance Committee Meeting Minutes

Lisa Eding requested a motion to approve the February 27, 2024 Meeting Minutes.

Motion: Peter Hayes Second: Jim Bos

Motion passed unanimously

III. Budget to Expenditure Reports Review – Robin Dawson

Robin Dawson, VP/CFAO, reviewed the following reports.

1. Review of Budget to Expenditure Report as of March 31, 2024.
 - a) Overall burn rate of 58%
 - b) YTD Federal and State requirements:
 - Admin: 9.24%; max allowed 10%
 - ITAs: 46.41%; minimum requirement 35%
 - Youth Paid Internships/Work Experience: PY22 is 18.4%; minimum requirement 20%,
 - Youth Out of School: PY22 is 97.37%; minimum requirement 50%
2. Summary of Non-Federal Funds Revenue & Expenditures as of March 31, 2024.
3. Planning Allocations PY24-25 vs PY23-24 report was provided and reviewed.

IV. Performance Update- Anthony Gagliano

A copy of the FloridaCommerce preliminary review exit summary monitoring report was reviewed. The review period was January 1, 2023 to December 31, 2023. The monitoring was conducted March 4, 2024 through March 8, 2024. A copy of the report was provided in the agenda packet. Anthony Gagliano reviewed the monitoring report.

CSS WIOA Performance Indicators for the second quarter of program year 2023-24 ending 12/31/2023 were reviewed. A copy of the performance results was provided in the agenda packet.

The CSS Quarter 2 Letter Grade for PY 2023-24 was reviewed. A copy of the letter grade metrics was provided in the agenda packet.

V. Next Meeting Date(s):

June 6, 2024 combined Executive Committee and Finance and Performance meeting.

VI. Final Comments and Adjournment – Lisa Eding

No final comments. The meeting was adjourned at 9:05a.m.