

DRAFT MINUTES CAREERSOURCE PALM BEACH COUNTY, INC.
FINANCIAL PLANNING COMMITTEE MEETING
Friday, April 12, 2024

I. CALL MEETING TO ORDER, WELCOME

The meeting was audio and video recorded with a written transcript. CareerSource Board Chair Christopher Cothran welcomed attendees and called the meeting to order at 8:43 a.m. A quorum was present with committee members Christopher Cothran, David Markarian, David Talley, George Elmore, Dr. Laurie George and Ava Parker attending. Committee member Dr. Mel Coleman was absent.

II. AGENDA APPROVAL

a. Proposed Amendments and Approval of Agenda: There were none.

b. Approval of Agenda: Christopher Cothran called for a vote to approve the agenda.

Motion: David Talley

Second: George Elmore

The motion passed unanimously.

III. PUBLIC COMMENTS: There were none.

IV. ITEMS FOR APPROVAL

a. Minutes from January 26, 2024: Christopher Cothran asked the committee to review the minutes and after reviewing them, advise if they wished to make any corrections. Hearing none, he called for a motion to vote to approve.

Motion: David Talley

Second: George Elmore

The motion passed unanimously.

V. REVIEW FINANCIALS

a. February 29, 2024, Financials (Summary, Schedule 1 Actual vs. Budget, Schedule 2 Grant Funding, Schedule 3 Palm Beach Workforce Development Consortium and status of WIOA Training. Erica Scarpati presented the highlights of the financials. Overall expenses compared to the same time last year decreased 3.9%/\$360,000. Staff costs decreased 8.4%/\$532,000. Job seeker training, support services and insurances have increased. Supplies and outreach have decreased. WIOA (\$200,000) and WTP funded expenses have decreased. We are currently at 38% of the required annual 35% WIOA ITA training rate. The committee reviewed the information and found the financials to be in order. Julia Dattolo mentioned that we have had both the financial audits and two financial monitoring's conducted this year with no findings or observations.

VI. ADJOURNMENT: Christopher Cothran asked committee members if there was any further business of the committee, hearing none a motion was made by David Markarian and second by George Elmore to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 9:00 a.m. The next Financial Planning Committee meeting will be held on Friday, June 7, 2024.

CareerSource Palm Beach County, Inc.
Budget 2024/2025
for the year ended June 30th

DRAFT

5/23/2024

Account Code	Account Title	2022/2023 Actual	2023/2024 Forecast	DRAFT 2024/2025 BUDGET	% Variance From Actual 2022/2023
REVENUE					
	US DEPT OF LABOR	\$10,412,127	\$10,154,187	\$9,698,874	-6.9%
	US DEPT OF HEALTH AND HUMAN SERVICES	2,824,786	2,540,000	2,650,800	-6.2%
	US DEPARTMENT OF AGRICULTURE	437,256	445,000	350,000	-20.0%
	TOTAL REVENUE	\$13,674,169	\$13,139,187	\$12,699,674	-7.1%
Expenses					
5020	ADVERTISING - LEGAL	\$577	0	\$0	0.0%
5040	BANK SERVICE CHARGES	7,908	9,000	9,000	13.8%
5060	BOOKS - PUBS - SUBS	5,478	7,000	7,500	36.9%
5070	TELECOMMUNICATIONS	108,060	115,000	90,000	-16.7%
5072	MOBILE COMMUNICATIONS	22,266	26,000	25,000	12.3%
5090	TEMPORARY STAFF	37,455	25,000	10,000	-73.3%
5120	SERVICE CONTRACTS	10,073	20,000	20,000	98.6%
5122	CONTRACTUAL SERVICES - COPIERS	44,107	30,000	30,000	-32.0%
5143	OUTREACH EMPLOYER	116,967	85,000	90,375	-22.7%
5200	EDUCATIONAL TRAINING MATERIALS	0	6,050	4,000	0.0%
5210	EMPLOYEE TUITION ASSISTANCE	13,333	12,300	12,000	-10.0%
5220	AUTO EXPENSES	6,490	9,000	8,500	31.0%
5230	REPAIRS AND MAINTENANCE - BLDG	73,672	65,000	60,000	-18.6%
5240	IT LICENSES/SERVICES	502,607	493,100	550,650	9.6%
5420	INSURANCE - GENERAL	133,035	125,000	125,000	-6.0%
5475	CONSULTANTS	19,775	0	15,000	-24.1%
5480	LEGAL FEES	4,950	3,000	10,000	102.0%
5485	AUDIT SERVICES	48,000	40,000	40,000	-16.7%
5490	LICENSES AND FEES	20,635	30,000	27,050	31.1%
5495	MONITORING SERVICES	90,975	80,380	77,500	-14.8%
5510	MEMBERSHIPS AND DUES	27,767	28,885	24,679	-11.1%
5530	OFFICE RENTAL	605,368	636,000	652,800	7.8%
5610	POSTAGE	8,516	9,000	8,700	2.2%
5650	PRINTING	9,096	15,000	8,420	-7.4%
5720	STAFF DEVELOPMENT	77,371	60,000	68,655	-11.3%
5722	BOARD EVENTS	2,049	1,000	4,000	95.2%
5728	IT SUPPLIES & SMALL PURCHASES	50,827	20,000	121,300	138.7%
5730	SUPPLIES INTERNAL	68,109	50,000	69,450	2.0%
5731	EQUIPMENT & FURNITURE	79,929	65,448	0	0.0%
5780	TRAVEL LOCAL	12,260	10,000	16,700	36.2%
5790	TRAVEL OUT OF COUNTY	96,287	93,200	86,750	-9.9%
5820	UTILITIES	60,041	57,000	55,000	0.0%
7210	ASSESSMENTS	2,215	2,215	2,515	0.0%
	SUBTOTAL	2,366,198	2,228,578	2,330,544	-1.5%
6700	PBWDC	9,216,176	8,520,000	8,288,725	-10.1%
	SUBTOTAL	11,582,374	10,748,578	10,619,269	-8.3%
Other Direct Program Costs					
6598/6599	ITAs	1,222,961	1,268,690	1,030,000	-15.8%
6598/6599	OJT	81,459	123,310	110,000	35.0%
6409	Lord's Place	86,586	0	0	-100.0%
7207	STIPENDS/WORK EXPERIENCE	349,461	442,864	620,413	77.5%
7207	OTHER DIRECT COSTS	147,090	82,136	40,492	-72.5%
6411	CHILDCARE	29,606	94,000	79,000	166.8%
6590	SUPPORT SERVICES	174,632	230,000	200,500	14.8%
	TOTAL EXPENSES	\$13,674,169	12,989,578	\$12,699,674	-7.1%

**CareerSource Palm Beach County
Summary 2023/2024
for the period ended April 30, 2024**

Grant Revenue	10,836,409	Schedule 1
Other Revenue	92,589	
Total Revenue	<u>10,928,998</u>	Schedule 1
PBWDC (Employee Costs)	\$7,127,110	Schedule 3
Temporary Staffing	<u>17,028</u>	Schedule 1
Subtotal	<u>7,144,138</u>	
Other Costs	3,731,393	Schedule1
Total Expenses	<u>\$10,875,531</u>	Schedule 1

CareerSource Palm Beach County
Revenue and Expenses 2023/2024
for the period ended April 30, 2024

Schedule 1

Account #	Account Description	ACTUAL 07/1/23- 04/30/24	Forecast 7/1/23- 04/30/24	Variance \$	Variance %	Forecast 7/1/23- 6/30/24	Total Budget 7/1/23-6/30/24	Forecast/Budget \$	Variance %
4010	GRANT INCOME	\$ 10,836,409	\$ 10,845,779	(9,370)	(0.1%)	\$ 12,917,118	\$ 14,329,179	(1,412,061)	(9.9%)
4030	PROGRAM INCOME	59,337	66,000	(6,663)	(10.1%)	79,200	60,000	19,200	32.0%
4040	INTEREST INCOME	33,252	33,333	(81)	(0.2%)	40,000	10,000	30,000	300.0%
4050	CONTRIBUTIONS	0	0	0	0.0%	0	5,000	(5,000)	(100.0%)
Total Revenue		10,928,998	10,945,112	(16,114)	(0.1%)	13,036,318	14,404,179	(1,367,861)	(9.5%)
5020	ADVERTISING - LEGAL/HR	0	0	0	#DIV/0!	0	1,000	(1,000)	(100.0%)
5040	BANK/CC SERVICE CHARGES	7,543	7,500	(43)	(0.6%)	9,000	8,500	500	5.6%
5060	BOOKS - PUBS - SUBS	5,453	5,833	380	6.5%	7,000	7,000	0	0.0%
5070	TELECOMMUNICATIONS	100,178	95,833	(4,345)	(4.5%)	115,000	92,000	23,000	20.0%
5072	MOBILE COMMUNICATIONS	20,780	21,667	887	4.1%	26,000	30,000	(4,000)	(15.4%)
5090	TEMPORARY STAFF/AGENCY	17,028	20,833	3,805	18.3%	25,000	10,000	15,000	60.0%
5120	SERVICE CONTRACTS	14,526	16,667	2,141	12.8%	20,000	20,000	0	0.0%
5122	COPIERS	26,387	25,000	(1,387)	(5.5%)	30,000	30,000	0	0.0%
5143	OUTREACH	71,117	70,833	(284)	(0.4%)	85,000	140,375	(55,375)	(65.1%)
5200	EDUCATIONAL TRNG MATERIALS	4,050	5,042	992	19.7%	6,050	2,000	4,050	66.9%
5210	EMPLOYEE TUITION ASSISTANCE	16,797	10,250	(6,547)	(63.9%)	12,300	13,300	(1,000)	(8.1%)
5220	AUTO EXPENSES	7,290	7,500	210	2.8%	9,000	7,500	1,500	16.7%
5230	REPAIRS AND MAINT - BLDG	56,419	54,167	(2,252)	(4.2%)	65,000	60,000	5,000	7.7%
5240	IT LICENSES/SERVICES	414,405	410,917	(3,488)	(0.8%)	493,100	570,800	(77,700)	(15.8%)
5420	INSURANCE - GENERAL	110,600	110,000	(600)	0.0%	125,000	120,000	5,000	4.0%
5475	CONSULTANTS	0	0	0	0.0%	0	20,000	(20,000)	#DIV/0!
5480	LEGAL FEES	1,850	2,500	650	26.0%	3,000	20,000	(17,000)	(566.7%)
5485	AUDIT SERVICES	40,000	40,000	0	0.0%	40,000	40,000	0	0.0%
5490	LICENSES AND FEES	26,813	25,000	(1,813)	(7.3%)	30,000	24,350	5,650	18.8%
5495	MONITORING SERVICES	77,370	77,370	0	0.0%	77,370	77,500	(130)	(0.2%)
5510	MEMBERSHIPS AND DUES	28,740	28,740	0	0.0%	28,885	28,740	145	0.5%
5530	OFFICE RENTAL	579,935	583,000	3,065	0.5%	636,000	620,000	16,000	2.5%
5610	POSTAL EXPENSES	7,865	7,500	(365)	(4.9%)	9,000	8,130	870	9.7%
5650	PRINTING	13,760	12,500	(1,260)	(10.1%)	15,000	9,420	5,580	37.2%
5720	STAFF DEVELOPMENT	46,110	50,000	3,890	7.8%	60,000	75,020	(15,020)	(25.0%)
5722	BOARD EVENTS	753	833	80	9.6%	1,000	10,000	(9,000)	(900.0%)
5728	IT SUPPLIES	15,438	16,667	1,229	7.4%	20,000	94,800	(74,800)	(374.0%)
5730	SUPPLIES/SMALL PURCHASES	37,136	41,667	4,531	10.9%	50,000	78,750	(28,750)	(57.5%)
5731	FF&E/BLD IMPROVEMENT	65,448	65,448	0	0.0%	65,448	100,000	(34,552)	(52.8%)
5780	TRAVEL LOCAL (CLASS C)	8,125	8,333	208	2.5%	10,000	27,750	(17,750)	(177.5%)
5790	TRAVEL (OVERNIGHT)	76,482	77,667	1,185	1.5%	93,200	97,700	(4,500)	(4.8%)
5820	UTILITIES	48,123	47,500	(623)	(1.3%)	57,000	60,000	(3,000)	(5.3%)
6411	CHILDCARE	77,447	70,500	(6,947)	(9.9%)	94,000	55,000	39,000	41.5%
6590	SUPPORT SERVICE	212,480	191,667	(20,813)	(10.9%)	230,000	220,000	10,000	4.3%
6599	INDIVIDUAL TRAINING ACCOUNT	1,110,363	1,160,000	49,637	4.3%	1,392,000	1,230,000	162,000	11.6%
6700	PBWD CONSORTIUM	7,127,110	7,100,000	(27,110)	(0.4%)	8,520,000	9,568,920	(1,048,920)	(12.3%)
7207	OTHER DIRECT PROGRAM COSTS	362,488	375,000	12,512	3.3%	525,000	748,109	(223,109)	(42.5%)
7210	ASSESSMENTS	0	1,846	1,846	0.0%	2,215	2,515	(300)	(13.5%)
9998	NON GRANT (UNRESTRICTED)	39,122	33,333	(5,789)	(17.4%)	40,000	35,000	5,000	12.5%
Total Expenses		10,875,531	10,879,112	3,581	0.0%	13,026,568	14,364,179	(1,337,611)	(10.3%)
Revenue less Expenses		\$ 53,467	\$ 66,000	(\$12,533)		\$ 9,750	\$ 40,000	(\$30,250)	

CareerSource Palm Beach County Inc.
Grant Funding 2023/2024
for the period ended April 30, 2024

GRANT	Expiration Date	Funds Available '23/24		% Spent	Funds Available
2023 WIOA Adult	6/30/2025	1,959,406	269,078	13.73%	1,690,328
2022 WIOA Adult	6/30/2024	1,356,122	1,243,441	91.69%	112,681
Total WIOA Adult		<u>3,315,528</u>	<u>1,512,519</u>	<u>45.62%</u>	<u>1,803,008</u>
2024 WIOA Youth	6/30/2026	1,501,578	192,584	12.83%	1,308,994
2023 WIOA Youth	6/30/2025	1,799,009	1,799,009	100.00%	-
2022 WIOA Youth	6/30/2024	383,207	383,207	100.00%	(0)
Total WIOA Youth		<u>3,683,794</u>	<u>2,374,800</u>	<u>64.47%</u>	<u>1,308,994</u>
2023 WIOA Dislocated/42859	6/30/2025	2,112,873	1,414,286	66.94%	698,587
2022 WIOA Dislocated	6/30/2024	281,956	281,956	100.00%	(0)
Total WIOA Dislocated		<u>2,394,829</u>	<u>1,696,242</u>	<u>70.83%</u>	<u>698,587</u>
WSL-Rapid Response/42835	6/30/2024	300,000	300,000	100.00%	-
GTF-VET 40846	6/30/2024	518,803	517,817	99.81%	986
GTF-VET 43566	6/30/2025	400,000	-	0.00%	400,000
HOPE WIOA / 43063	6/30/2025	128,127	12,523	9.77%	115,604
Total WIOA Cluster		<u>10,741,080</u>	<u>6,413,901</u>	<u>59.71%</u>	<u>4,327,178</u>
Wagner Peyser 23	9/30/2024	720,695	720,695	100.00%	-
Apprenticeship Navigator/	6/30/2024	122,500	73,846	60.28%	48,654
Vet Incentive 22	9/30/2022	28,054	6,321	22.53%	21,733
Vet Incentive 23	9/30/2023	11,866	-	0.00%	11,866
Vet Consolidated 42264	12/31/2024	2,627	2,627	100.00%	-
Vet Consolidated 43443	12/31/2025	16,125	7,082	43.92%	9,043
HOPE WP 43039	6/30/2025	89,689	37,190	41.47%	52,499
DVOP 43329	12/31/2025	69,170	58,592	84.71%	10,578
DVOP 42350	12/31/2024	89,968	89,968	100.00%	-
LVER 42219	12/31/2024	62,293	62,293	100.00%	-
LVER 43276	12/31/2025	46,760	46,760	100.00%	-
Total Employment Services Cluster		<u>1,259,746</u>	<u>1,105,374</u>	<u>87.75%</u>	<u>154,372</u>
RESEA UCRE23/43088	9/30/2024	939,446	160,899	17.13%	778,547
RESEA UCRE22/41950	9/30/2023	671,659	622,070	92.62%	49,589
TAA CM/41992	9/30/2023	12,531	12,531	100.00%	-
TAA CM/43206	9/30/2024	45,049	29,577	65.66%	15,472
TAA Training/43194	9/30/2024	10,000	1,282	12.82%	8,718
TAA Training/42296	9/30/2023	1,906	1,906	100.00%	-
Total Trade Adjustment Services		<u>69,486</u>	<u>45,296</u>	<u>65.19%</u>	<u>24,190</u>
Total Department of Labor		<u>13,681,417</u>	<u>8,347,540</u>	<u>61.01%</u>	<u>5,333,877</u>
2023 WTP	8/31/2024	2,570,647	1,811,698	70.48%	758,949
2022 WTP	8/31/2023	227,403	227,403	100.00%	(0)
Total US Dept of HHS		<u>2,798,050</u>	<u>2,039,101</u>	<u>72.88%</u>	<u>758,949</u>
2023 SNAP/FWFLP 43169	9/30/2024	339,669	244,887	72.10%	94,782
2022 SNAP/FSH23 41975	9/30/2023	149,996	149,996	100.00%	-
Total US Dept of Agriculture		<u>489,665</u>	<u>394,883</u>	<u>80.64%</u>	<u>94,782</u>
Handicap Accessibility Grant	9/30/2024	6,500	-	0.00%	6,500
Marine Industry Assn		<u>10,000</u>	<u>7,107</u>	<u>71.07%</u>	<u>2,893</u>
Total Non Federal		<u>16,500</u>	<u>7,107</u>	<u>43.07%</u>	<u>9,393</u>
GRAND TOTAL		<u>16,985,632</u>	<u>10,788,631</u>	<u>63.52%</u>	<u>6,197,000</u>

Palm Beach Workforce Development Consortium
Account 6700
Revenue and Expenses 2023/2024
for the period ended April 30, 2024

Schedule 3

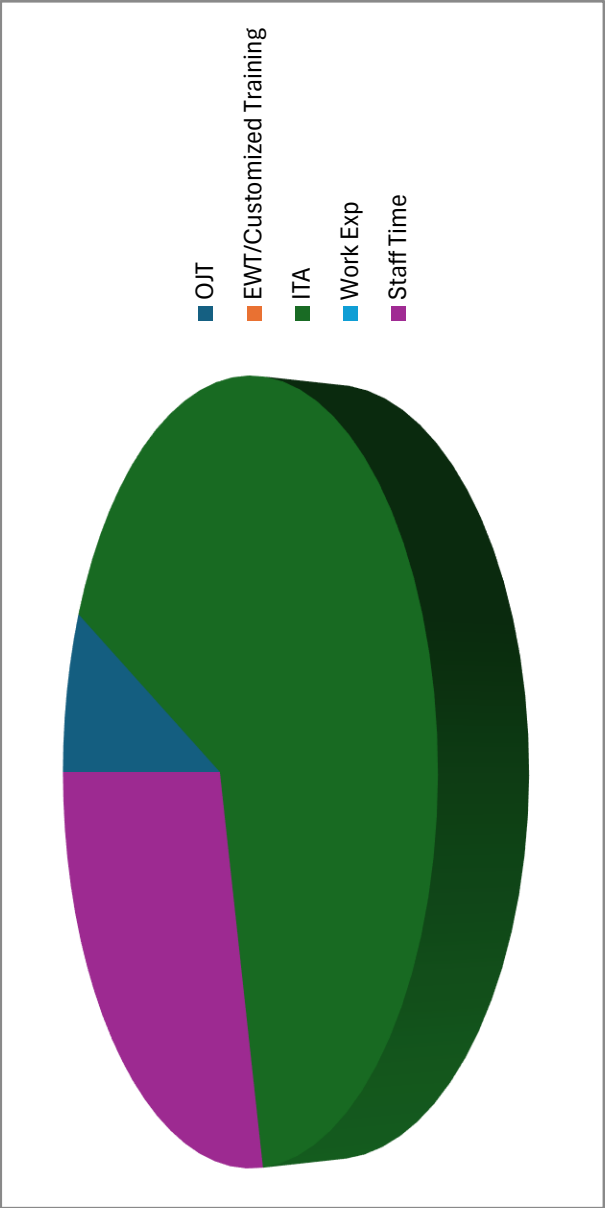
			ACTUAL		FORECAST	
			07/1/23-04/30/24			
Total Revenue			7,127,110		8,520,000	
Expenditures						
Personnel						
Salaries			4,990,744		5,967,500	
Fringe						
5490	Misc. Fees		3,600			
5820	Worker's comp Exp		35,872		0.7%	
5910	Health Insurance		923,040		18.5%	
5930	Life		17,348		0.3%	
5926	Employee Legal/Credit		923		0.0%	
5936	Flexible Spending		1,435		0.0%	
5950	FRS		772,881		15.5%	
5965	Employee Retirement Account		3,026		0.1%	
5960	Other Employee Benefits		0		0.0%	
Total			1,758,125		35.2%	
PTO Accrual			1,015			
Taxes			354,389		7.1%	
Total Personnel			7,104,273		8,493,000	
Professional						
5475	Consultants		2,000		2,000	
5480	Legal Expenses		5,837		10,000	
5485	Audit		15,000		15,000	
Total Professional			22,837		27,000	
Total			7,127,110		8,520,000	
Revenue less Expenses			\$0		\$0	

Adult/Dislocated WIOA Training
7/1/23-4/30/24

Training	ACTUAL		Annual Target	Orig Forecast		Actual		Including	
							% of Target	Encumbrances	% of Target
OJT	\$87,982	\$0	\$95,000	\$200,000	\$0		92.61%	\$0	43.99%
EWT/Customized Training		\$0	\$0	\$0					
ITA	\$733,220	\$0	\$845,000	\$780,000			86.77%	\$54,241	100.96%
Work Exp			\$0	\$55,000					0.00%
Staff Time	\$329,712		\$390,000	\$405,000			84.54%		81.41%
Total State ITA	\$1,150,914		\$1,330,000	\$1,440,000			86.53%	\$54,241	83.69%
Total Adult/Dislocated WIOA	\$3,086,571		\$3,800,000	4,800,000			81.23%		

%

37.29% 35.00% 30.00%



Encumbrances ITA \$54,241
Encumbrances OJT \$0