

DRAFT
Finance Committee Meeting

CareerSource Central Florida Office
390 N Orange Ave., Suite 700
Orlando, FL 32801

Thursday, April 5, 2018
2:30 p.m.

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Glen Casel and Mark Wylie

MEMBERS ABSENT: Nicole Guillet, John Pittman and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, and Kaz Kasal

GUESTS PRESENT: Matt Walton / MiGre Engineers LLC

Agenda Item	Topic	Action Item / Follow Up Item
Business Matters of the Audit Committee		
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:33 pm and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes The Committee reviewed the draft minutes from the 2/15/18 Finance Committee Meeting.	Mr. Wylie made a motion to approve the minutes from the 2/15/18 Finance Committee Meeting. Mr. Casel seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<u>Budget vs. Actual Results as of 2/28/18</u> Mr. Alvarez, Chief Financial Officer, referenced the report entitled "Budget vs. Actual Report – as of 2/28/18" and "Current Year vs. Prior Year Comparison Report as of 3/31/18" (attachments) and stated that 51.5% of budget was spent through 2/28/18 which is tracking 7% below in expenditures, but an improvement and closer to targeted expenditure goals since the Committee's last meeting. Mr. Alvarez noted ITA target goal of 50% is expected to be met by 3/31/18 and 9% in Admin expenditures will reduce down to 8% target once budget is back on track. Ms. Coenen, Chief Operating Officer, referenced to the "PY 17-18 Operations Report through 2/28/18"	

(attachment) and reviewed the performance data. Mr. Casel suggested for staff to provide a quarterly report that ties the operations report to the financials and if meeting targets, under or over. Ms. Nabors, President/Chief Executive Officer, affirmed and stated this could be implemented with the new fiscal year budget.

Mr. Alvarez referred to the “Training Analysis/Projections as of 3/31/18” (attachment) and reviewed data on enrollments, expenditures and obligations for ITAs, Internships and OJTs activities, projections, and annual goals. Mr. Alvarez stated that there is an increase in activities especially with ITAs and internships and should meet budget targets by 6/30/18.

FY 18-19 Budget Timeline & Preliminary Projections

Mr. Alvarez referenced the FY 18–19 Budget Timeline memo (attachment) and reviewed the timeline for the approval of CSCF’s FY 18-19 Budget.

Mr. Alvarez also referred to the document entitled “FY 2018-2019 Budget Assumptions” (attachment) and reviewed preliminary projections with the following budget assumptions:

- Estimated increase of 2.2% in funding (includes carry forward balance of additional awarded grants and hurricane funds).
- Annual health benefit renewal not to exceed more than 7% of current costs.
- Training requirement of at least 50% WIOA Adult & DW funds allocated to career services.
- Total admin budget not to exceed 8% of state allowable cap of 10%.
- Proposed budget for salaries will reflect a 3% merit increase based upon achievement of performance goals.

FY 18-19 Health Insurance Projections

Ms. Beecham, Chief Talent Officer, referred to the “18-19 Renewal and Marketing” presentation compiled by OneDigital, CSCF’s healthcare broker. Ms. Beecham reviewed the premium vs. claim report (July 2016 thru December 2017) which showed the plan’s usage costs trended higher in FY 17-18. A market comparison was conducted to compare with Cigna’s negotiated renewal increase of 6.96%, and one of the carriers came in at 4.9%. The Committee further discussed the data, plan options and whether

Mr. Casel made a motion to approve renewing current plan with Cigna for FY 2018-2019 and to forward to Board for final approval at the 4/12/18 Board Meeting. Mr. Wylie seconded, motion passed unanimously.

	<p>the 2% difference was worth the administrative burden to change plans. The Committee concurred to renew with CSCF's current insurance carrier Cigna for FY 18-19 and place on the consent agenda portion of the 4/12/18 Board Meeting Agenda.</p> <p><u>Lease and Cost Discussion – Lake Sumter State College (LSSC)/ Foundation Building</u></p> <p>Mr. Alvarez stated the architect has drawn out a plan projecting \$250,000 to \$300,000 in buildout costs at LSSC's Foundation Building. The next step is to review the buildout costs with LSSC and also discuss a full service lease option where landlord (LSSC) pays for the buildout costs. Mr. Alvarez stated he has also reached out to Mr. John Doran, a real estate broker who CSCF has used before, to attain real estate market data and advice. Mr. Alvarez added that current Lake County office lease expires 7/30/18; however, after this date the landlord has agreed to a month by month lease with CSCF.</p> <p>The Committee also had a preliminary discussion on current issues and space options for CSCF's Osceola County office, which lease is set to expire in December 2019.</p>	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment There being no other business, the meeting was adjourned at 3:44 p.m.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator