

**Finance and Program Committees Budget Workshop**  
**Tuesday, May 27, 2014**  
**2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** William Merck, Greg Beliveau, Paul Bough, Wendy Brandon, Melanie Cornell, Brian Michaels, Joseph Sarnovsky, Richard Sweat, Chuck Todd, Eric Ushkowitz and Mark Wylie

**STAFF PRESENT:** Pam Nabors, Kevin Neal, Leo Alvarez, Kameel Abdurrahman, Ann Beecham, Nilda Blanco, Anika Holmes, Joyce Hinton, Homer Boone and Kaz Kasal

**Call To Order**

Mr. Merck called the meeting workshop to order at 2:00 p.m. and welcomed those in attendance.

**Roll Call**

Ms. Kasal commenced with roll call.

**Public Comment**

None offered.

**FY – 2014-2015 BUDGET**

Mr. Merck stated the purpose of this workshop is to provide an opportunity for the Finance and Program Committees to review/discuss the program budget lines and program priorities. Mr. Merck asked Ms. Nabors to commence with the workshop. Ms. Nabors greeted the committees and referred to the Powerpoint handout in the meeting packet entitled “FY 2014-2015 Draft Annual Budget” – which will serve as the main document in today’s workshop. Ms. Nabors referenced the three strategic goals which Board established earlier in the year and how CareerSource Central Florida, in keeping with these goals, continues to move toward direct alignment between budget and goals/program outcomes. Ms. Nabors asked Mr. Alvarez to continue with the presentation.

- **Funding Allocations**

Mr. Alvarez provided an overview of the main funding allocations. With a FY 14-15 budget of \$33.5M, Mr. Alvarez reviewed the percentage breakdowns by funding source allocations as well as projected expenditures. Mr. Alvarez stated that each of CareerSource Central Florida directors will provide a review of their respective departments.

- **Staff Cost**

Ms. Meecham reviewed personnel costs, staffing statistics and staff development for FY 14-15. The majority of the staff is composed of program staff.

- **Outreach**

Ms. Elliott-Moore reviewed the FY 14-15 budget and goals for outreach. Areas of outreach focus include website (redesign existing website, change intranet platform), advertising & promotions (continue brand awareness), business & community (develop strategic outreach plan), and outreach collateral (annual

report, additional programmatic pieces). Mr. Wylie asked about outreach to employers. Ms. Nabors replied that a new plan is currently being developed with a major focus on outreach which aligns with growing businesses such as manufacturing, construction. Mr. Ushkowitz added that outreach/referrals have already increased with many organizations such as the MACF, and the chambers.

- Professional Development

Ms. Meecham stated there will be a continued focus on professional development for internal staff so customers receive the most quality service.

- Facilities & Related Costs

Mr. Alvarez reviewed the FY 14-15 budget on facilities and the breakdown of costs. Through lease negotiations and projected move/downsizing of Admin office there will be lease cost savings.

- IT Cost/Network Expenses

Mr. Abdurrahman reviewed the FY 14-15 budget and goals for information technology, which is divided into two areas: operations & management (hardware/software support of the network infrastructure) and capital investment (productivity improvements and hardware replacement program). Mr. Beliveau asked about hardware replacement and how this will be handled. Mr. Abdurrahman replied that there will be a cost analysis to evaluate leasing vs. purchasing. Due to the short cycle with technology, the leasing option will be considered. Mr. Merck asked how security is handled on laptops. Mr. Abdurrahman replied that a cloud system is used – so all confidential information is stored in the cloud and not on the laptop.

- Professional Fees

Mr. Alvarez reviewed the FY 14-15 professions fees which include audit, 403B, financial technical assistance, legal fees.

- Program Services

Mr. Neal and Ms. Hinton reviewed the FY 14-15 budget and goals for program services which consists of youth services, occupations skills training, work-based training, pre-vocational/intensive training and support services. Ms. Holmes reviewed the FY 14-15 budget and goals for business services with a focus to reduce costs associated with hiring through recruitment services and training & transitioning existing and future employees through skill building opportunities. Additional discussion commenced with regard to welfare transition and how Department of Children and Families (DCF) refers individuals to CareerSource Central Florida whether they are job ready or not. Ms. Nabors stated that there are discussions with Department of Economic Opportunity and DCF change to focus to those individuals who can actually benefit from work readiness activities – waiting on a decision. Mr. Merck asked how staff will handle/refocus as unemployment declines. Ms. Nabors replied that as unemployment goes down, there will be more demand for talent on the business side. It will be important to focus on how to best make customers competitive and meet employers' needs - this will positively affect the reputation of CareerSource Central Florida and, as a result, bring more employers and job seekers to us for services. Thus, there will be more of a focus for customers to receive work related experience vs. scholarship. Staff will need to be nimble and able to triage, thus the continued focus on professional development for staff.

Mr. Alvarez stated that the next steps will include the following:

- 6/3/14: Finance Committee meeting to finalize budget
- 6/6/14: Draft budget to Board and Consortium for review

- 6/20/14: Budget presented to Board and Consortium for approval.

Mr. Merck thanked the committees for attending today's workshop.

There being no other business, the meeting was adjourned at 3:22 p.m.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant