

**Finance and Program Committees Budget Workshop**  
**Thursday, May 28, 2015**  
**2:00 p.m.**

**NOTES**

**MEMBERS PRESENT:** William Merck, Greg Beliveau, Paul Bough, Nicole Guillet, Brian Michaels, Richard Sweat, Chuck Todd, Larry Walter and Mark Wylie

**MEMBERS ABSENT:** Angela Adams, Melanie Cornell, Leslie Hielema, Tirso Moreno, Joseph Sarnovsky, Sanford Shugart, and Eric Ushkowitz

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Ike Powell, Robert Quinlan and Kaz Kasal

**Call To Order**

Ms. Nabors 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 – 2015-2016 BUDGET**

Ms. Nabors 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. Ms. Nabors stated that FY 15-16 will be a transition year with the new Workforce Innovation Opportunity Act legislation – Florida is ahead in the WIOA integration of workforce programs and already doing services deliverables that the new law envisions; deliverables will continue to be incorporated in alignment with WIOA. Ms. Nabors asked Mr. Alvarez to commence with the workshop. Mr. Alvarez referred to the Powerpoint handout in the meeting packet entitled “FY 2015-2016 Draft Annual Budget” and Mr. Alvarez and the leadership team provided a Powerpoint presentation, with each presenting in their respective areas, with the below highlights.

- **Funding Allocations**

Mr. Alvarez provided an overview of the main funding allocations and budget comparisons between FY 14-15 and 15-16. With a FY 15-16 budget of \$29.9M (a reduction of 4% from last year), Mr. Alvarez reviewed the percentage breakdowns by funding source allocations and projected expenditures.

- **Salaries/Benefits/Staffing**

Ms. Beecham reviewed personnel costs and staffing statistics for FY 15-16. 93% of the staff population have a program function.

- **Program Services**

Ms. Coenen reviewed funding breakdown and deliverables for career/business services, youth services

and support services. Mr. Powell reviewed career service highlights with the main focus of developing talent to meet business needs by increasing work experience internships and short term training as well as ITA's to increase skills not only towards permanent employment, but also career progression/wage enhancement – which increases productivity in the business community. The four target business sectors are healthcare, construction, advanced manufacturing and healthcare.

- Business Services Goals

Mr. Quinlan stated business service goals include: increase intensive services and number of businesses served and increase employer retention.

- Professional Fees

Mr. Alvarez reviewed the FY 15-16 professional fees that encompass accounting, programs, human resources and legal fees.

- Outreach

Ms. Elliott-Moore reviewed the FY 15-16 budget and goals for communications and community relations outreach. Areas of outreach focus include web-based platforms, programmatic, community relations and outreach collateral & development.

- Infrastructure/Maintenance & Related Costs

Mr. Alvarez reviewed the FY 15-16 budget on facilities and the breakdown of costs. Through lease negotiations and office consolidation, lease cost reductions will continue.

- Information Technology (IT)

Mr. Alvarez reviewed the FY 15-16 budget and goals for IT. Areas of focus include: IT license and business application renewal/support, productivity improvements which includes ability to video conference to reduce travel costs, and hardware replacement.

- Staff Development & Capacity Building

Ms. Beecham stated that in alignment with the Board goal of CareerSource Central Florida being the backbone organization for workforce development in this Region, there will be a continued focus on staff development and capacity building. Areas of focus include: department technical/professional development training, conferences and seminars, and board education.

- Unrestricted Fund Balance

Mr. Alvarez reviewed the unrestricted fund balance: Ticket to Work current revenue balance and projected expenditures for board retreat, all-staff meeting and business service/community relations activities.

Mr. Walter stated that staff should emphasize the program staff are not included in the 7% admin cost.

Mr. Bough asked if there are any legal issues that would have budget impact. Ms. Nabors replied that there is current litigation occurring with the former landlord.

Mr. Bough asked about company vehicles how many and costs involved. Mr. Alvarez stated there are ten vehicles used by the Business Services team and based on analysis, CareerSource Central Florida will surplus these vehicles next year as it will be more cost effective for the business services team to submit mileage reimbursement. The remaining vehicles that will be kept are currently used on a regular basis:: 2 mobile

units which service customers in remote/outlying areas and two facility trucks used by the facilities department to travel to the offices for maintenance and repairs.

Ms. Nabors stated that staff will continue to explore where to deploy vs. parked staff and resources - reducing fixed brick & mortar costs and continue partnerships with organizations to station staff/resources at partner facilities. Also look into app-based services to align with 21<sup>st</sup> century needs/environment.

Mr. Wylie asked about offering webinars – to educate employers on CSCF programs. Ms. Nabors affirmed that both webinars and podcasts are great ways to outreach and staff is reviewing.

Mr. Alvarez stated that staff will include tracking expenditures by county.

Ms. Nabors stated that the next steps will include the following:

- 6/2/15: Finance Committee meeting to finalize budget
- 6/3/15: Draft budget to Board and Consortium for review
- 6/17/15: Budget presented to Board and Consortium for approval.

Ms. Nabors thanked the committees for attending today's workshop.

There being no other business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor