



**What:** Finance Committee Meeting  
**When:** Tuesday, October 8, 2019, 2:30 p.m. – 4:00 p.m.  
**Where:** CareerSource Central Florida 390 N. Orange Ave., Suite 700, Orlando, FL  
**Virtual:** GoToMeeting (remote attendees):  
 ➤ <https://global.gotomeeting.com/join/259189429>  
 ➤ **Dial In: 1 (866) 899-4679 or 1 (312) 757-3117**  
**/ Access Code: 259-189-429**

Item	Topic	Presenter	Action Item
1.	Welcome	Eric Ushkowitz	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items	Eric Ushkowitz	
	<a href="#">A. 6/6/19 Finance Committee Meeting - Draft Minutes</a>		X
	<a href="#">B. Revised Charter Approval</a>		X
	<a href="#">C. FY 2019-20 Budget Revisions</a>		X
	<a href="#">D. RFQ – Computer Equipment</a>		X
5.	Information	Leo Alvarez	
	<a href="#">A. Budget vs. Actual as of 8/31/19</a>		
	<a href="#">B. Two Year Comparison as of 8/31/19</a>		
	C. Facilities Update		
6.	Other Business		
7.	Adjournment		

###

- Upcoming Meetings:
- Consortium & Board Meeting: 12/12/19, 9:00 am – 11:00 am  
Location: To Be Determined
  - Finance Committee Meeting: 2/11/20, 2:30 pm – 4:00 pm  
Location: To Be Determined



**DRAFT**  
**Finance Committee Meeting**

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

**Thursday, June 6, 2019**  
**2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Ushkowitz, Wendy Brandon, Keira des Anges, Matt Walton and Mark Wylie

**MEMBERS PRESENT:** Glen Casel and Nicole Guillet

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

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Ushkowitz, Finance Committee Chair, called meeting to order at 2:32 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 4/18/19 Finance Committee Meeting</li> </ul>	<b>Mr. Wylie made a motion to approve the minutes from the 4/18/19 Finance Committee Meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information / Action Items</b> <u>403(b) Retirement Plan Updates</u> <ul style="list-style-type: none"> <li>• Reviewed updated from CSCF's 403(b) retirement plan (attachment).</li> </ul> <u>Budget vs. Actual - as of 4/30/19</u> <ul style="list-style-type: none"> <li>• Reviewed financial and operations reports (attachments) through 4/30/19.</li> </ul> <u>Two-Year Comparison and Fiscal Year Projections</u> <ul style="list-style-type: none"> <li>• Reviewed two year comparison budget/expenditures - current vs. previous year as of 4/30/19 (attachment).</li> </ul>	

Finance Committee Meeting  
 June 6, 2019  
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Agenda Item	Topic	Action Item / Follow Up Item
	<u>Approval of Fiscal Year 19-20 Draft Budget</u> <ul style="list-style-type: none"> <li>Reviewed draft budget for Fiscal Year 2019-2020.</li> </ul>	<b>Mr. Wylie made a motion to move to Board the recommendation to approve 19-20 draft budget. Ms. Brandon seconded; motion passed unanimously.</b>
6	<b>Other Business</b> <ul style="list-style-type: none"> <li>Further revisions are being made to the proposed Finance Committee meeting dates for fiscal year 2019-2020. Ms. Kasal will forward updated list once finalized.</li> </ul>	
7	<b>Adjournment</b> There being no other business, the meeting was adjourned at 3:28 p.m.	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator

RETURN TO AGENDA

## CareerSource Central Florida Finance Committee Charter

### 1. Purpose:

The Finance Committee reports to the Board of Directors and is charged with providing review, policy guidance and strategic oversight of the Boards financial matters to include:

1. Develop the Board's annual budget and review regularly; approve amendments as necessary.
2. Oversee the accounts of the Board and review of the Board's periodic financial statements,
3. Financial oversight of the Board's retirement plan and employee benefits plan.
4. Oversight of all Board real estate activities.

### 2. Responsibilities:

- Provide ongoing evaluation of the Board's budget and recommend appropriate action to the Board as necessary.
  - *Metric: Evaluate the Boards budget against expenditures to ensure alignment between expenditures and approved budget. Make adjustment recommendations when necessary.*
- Develop a new budget each year for submission to the Board for approval.
  - *Metric: Present a budget that is approved by the Board and Consortium each year in June.*
- Review periodic financial statements of the Board, making recommendations for action to the Board as needed.
  - *Metric: Review periodic financial statements to ensure full compliance. The goal is an unqualified audit opinion each year from an independent auditor.*
- Regularly review the retirement plan and benefits for CareerSource Central Florida employees.
  - *Metric: Review plan assets and make plan adjustments when necessary with the goal of increasing the overall quality of the plan.*
- Recommend appropriate action to the Board regarding the addition, deletion or major structural changes to leased offices.

### 3. Skills/Expertise:

- Willingness to serve through Board participation and engagement with the organization.
- Interest in board leadership.
- Prior experience as a board member desired.
- Prior experience with financial oversight or operations desired.

#### 4. Structure:

- The Board Treasurer is the Chair of the Finance Committee. The Committee Chair and is responsible to report on the Committee activities at the full Board meetings.
- The Chair of the Board will appoint other members of the Committee who are recommended by the Treasurer.
- The Committee will consist of at least three members.
- Meetings shall be held not less than four times per year.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.

DRAFT

**CareerSource Central Florida  
Budget Adjustment Request  
As of 09/30/19**

**Note:** CSCF received an additional \$700K in National Emergency Grant Funding to positively closeout out open case files for customers effected by Hurricane Maria. CSCF is seeking approval to allocate the additional funding as follows.

<b>FISCAL YEAR 2019-20 BUDGET</b>				
	<b>ORIGINAL</b>	<b>REVISED</b>	<b>\$</b>	<b>%</b>
	<b>Revenue</b>	<b>Revenue</b>	<b>Difference</b>	<b>Difference</b>
Award Total - Available Funds	31,800,000	32,500,000	(700,000)	
LESS planned Carryover For FY 20 - 21	(2,300,000)	(2,300,000)	-	
<b>Total Available Funds Budgeted</b>	<b>29,500,000</b>	<b>30,200,000</b>	<b>(700,000)</b>	<b>-2.3%</b>

  

	<b>ORIGINAL</b>	<b>REVISED</b>	<b>\$</b>	<b>%</b>
	<b>EXPENDITURES</b>	<b>EXPENDITURES</b>	<b>Difference</b>	<b>% Difference</b>
Salaries/Benefits	13,355,000	13,855,000	500,000	3.6%
Career & Youth Services	11,000,000	11,200,000	200,000	1.8%
Professional Fees	440,000	440,000	-	0%
Outreach	450,000	450,000	-	0%
Infrastructure/Maintenance & Related Cost	2,700,000	2,700,000	-	0%
IT Cost/Network Expenses	1,200,000	1,200,000	-	0%
Staff Development & Capacity Building	355,000	355,000	-	0%
<b>TOTAL EXPENDITURES</b>	<b>29,500,000</b>	<b>30,200,000</b>	<b>700,000</b>	<b>2.3%</b>



## ACTION ITEM

**To: Finance Committee**

**From: Leo Alvarez**

**Subject: CareerSource Central Florida – Computer Equipment RFQ**

**Date: October 8, 2019**

**Purpose:**

To provide a recommendation to the Finance Committee to select NETSYNC as the preferred vendor of choice for the purchase of desktop and laptop computer equipment.

**Background:**

CareerSource Central Florida has a need to refresh and update a portion of its customer facing computer systems. A request for quotes (RFQ) was developed to solicit proposals from qualified organizations for the purchase or lease of desktop and laptop computers. The RFQ was released via the company website for a 2-weeks duration, beginning August 21, 2019 and a bid closeout date September 4, 2019. In conjunction, CSCF also published a legal notice in Orlando Sentinel. The RFQ was developed based on specifications made by CSCF's IT Department. A budget of not to exceed \$250,000 was established for the purchase of computer equipment. This balance was earmarked and approved in CSCF's fiscal year 2019-20 budget.

Notification of the RFQ was provided to thirty (30) sellers of computer equipment. Those provided advance notification were as follows: 1) CDW Government, 2) ERISS, 3) Netsync Network Solution, 4) HP Inc., 5) Staples, 6) SHI International, 7) Ace Technology Partners LLC, 8) Insight Public Sector, 9) Carahsoft Technology Corp., 10) Office Depot Inc., 11) Zones, 12) Dell, 13) LENOVO, 14) Best Buy, 15) Presidio, 16) Newegg, 17) GovConnection, 18) PC Mall, 19) BH Photo, 20) Verteks, 21) 9 to 5 Computer, 22) Curvature, 23) Computer Warehouse – Central, 24) CDI Computers, 25) Joy Systems, 26) Evertex, 27) Daly Computers Inc., 28) Synnex Corp., 29) JourneyEd.com Inc., and 30) Deltex.

Three responses to the RFQ were received, thus allowing for free and open competition. Proposers submitting responses were as follows: 1) CDW Government, 2), and 3) Staples. Responses were opened and names of entities submitting proposals were recorded and distributed to CSCF review team for evaluation. The review team met to review the submitted proposals and summary scores awarded by review team are shown below:

Respondent Name	NETSYNC	STAPLES	CDW-G
Score	103.3	90	75.3
Rank	1	2	3

NETSYNC's proposal was rated highest overall due in part to its comprehensive response, which provided make, model and spec details of proposed computer equipment. NETSYNC also provided the lowest average cost for the desired model of desktop and laptop computers, at a combined average cost of \$750 per unit.

**Action Item:**

CSCF recommends that the Finance Committee selects NETSYNC as the preferred vendor for the purchase of desktop and laptop computers, at a not to exceed cost of \$250,000.

**CareerSource Central Florida**  
Budget Versus Actual Report  
As of 08/31/19

CSCF Budget FY 2019 - 2020		INDIRECT COST	RESEA	WIOA Adult	Youth	WIOA DW	WT	TAA	SNAP	WP	DVOP	UC	LVER	Special Grants/ Other Awards	UNRESTRICTED	Actual Expenditures	% of Expenditures
Funding Sources	Total Revenue		119	20	22	30	60	81	85	90	94	96	98				
Carry In Funds From FY 18 - 19	6,500,000		-	3,214,754	1,879,586	-	878,735	-	-	-	-	-	-	526,925			
FY 19 - 20 Award	25,300,000		530,000	3,930,441	3,744,098	5,234,780	6,974,230	250,000	934,555	1,974,764	150,232	246,318	113,842	416,740	800,000		
Award Total - Available Funds	31,800,000		530,000	7,145,195	5,623,684	5,234,780	7,852,965	250,000	934,555	1,974,764	150,232	246,318	113,842	943,665	800,000		
LESS planned Carryover For FY 20 - 21	(2,300,000)		-	(786,088)	(748,820)	(765,092)	-	-	-	(485,441)	-	-	-	-	-		
<b>Total Available Funds Budgeted</b>	<b>29,500,000</b>		<b>530,000</b>	<b>6,359,107</b>	<b>4,874,864</b>	<b>4,469,688</b>	<b>7,852,965</b>	<b>250,000</b>	<b>934,555</b>	<b>1,489,323</b>	<b>150,232</b>	<b>246,318</b>	<b>113,842</b>	<b>943,665</b>	<b>800,000</b>		
<b>PROGRAM</b>	<b>Authorized Budget</b>																
Salaries/Benefits	13,355,000	284,761	59,080	533,222	341,903	55,870	406,050	1,914	75,016	61,719	20,396	15,272	14,525	102,604	30,383	2,002,715	15.0%
Program Services	11,000,000	-	-	723,786	242,370	68,595	1,896,600	18,994	45	-	-	-	-	332,988	190	3,283,567 A	29.9%
Professional Services	440,000	21,929	43	387	222	23	281	6	57	198	45	9	27	70	21	23,319	5.3%
Outreach	450,000	1,016	924	8,859	5,672	2,129	45,485	139	1,319	4,714	1,160	455	1,010	27,471	266	100,621	22.4%
Infrastructure/Maintenance & Related Cost	2,700,000	48,407	3,887	34,643	20,877	5,863	26,141	687	5,248	422,274	4,187	1,376	8,342	6,402	5,211	593,544	22.0%
IT Cost/Network Expenses	1,200,000	17,551	3,479	33,869	22,417	5,456	24,096	503	5,182	25,171	4,616	1,266	3,086	6,659	31,124	184,478	15.4%
Staff Development & Capacity Building	355,000	1,168	313	3,061	1,879	564	2,050	43	471	1,394	338	109	263	1,348	2,386	15,386	4.3%
Indirect Cost (10%)		(535,461)	6,712	132,523	60,307	13,724	239,712	2,220	8,648	10,766	3,000	1,821	2,275	47,649	17,243		
<b>EXPENDITURES</b>	<b>29,500,000</b>	<b>(160,627)</b>	<b>74,439</b>	<b>1,470,349</b>	<b>695,648</b>	<b>152,223</b>	<b>2,640,416</b>	<b>24,507</b>	<b>95,986</b>	<b>526,236</b>	<b>33,740</b>	<b>20,308</b>	<b>29,528</b>	<b>525,192</b>	<b>86,824</b>	<b>6,203,631</b>	<b>21.0%</b>
<b>FUNDING DECISIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,879</b>	<b>18,565</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(26,732)</b>	<b>(37,711)</b>	<b>(26,732)</b>	
<b>TOTAL BUDGET/EXPENDITURES</b>	<b>6,203,631</b>	<b>(160,627)</b>	<b>74,439</b>	<b>1,516,228</b>	<b>714,213</b>	<b>152,223</b>	<b>2,640,416</b>	<b>24,507</b>	<b>95,986</b>	<b>526,236</b>	<b>33,740</b>	<b>20,308</b>	<b>29,528</b>	<b>498,460</b>	<b>49,113</b>	<b>6,203,631</b>	<b>21.0%</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>23,296,369</b>	<b>160,627</b>	<b>455,561</b>	<b>4,842,879</b>	<b>4,160,652</b>	<b>4,317,465</b>	<b>5,212,549</b>	<b>225,493</b>	<b>838,569</b>	<b>963,087</b>	<b>116,492</b>	<b>226,010</b>	<b>84,314</b>	<b>4,042,679</b>	<b>750,886</b>		
<b>% OF FUNDS EXPENDED BY GRANT</b>	<b>21.0%</b>		<b>14.0%</b>	<b>23.8%</b>	<b>14.7%</b>	<b>3.4%</b>	<b>33.6%</b>	<b>9.8%</b>	<b>10.3%</b>	<b>35.3%</b>	<b>22.5%</b>	<b>8.2%</b>	<b>25.9%</b>	<b>52.8%</b>	<b>6.1%</b>		
<b>% OF FUNDS EXPENDED (INCLUDING OBLIGATIONS)</b>	<b>26.7%</b>																
<b>TRAINING OBLIGATIONS</b>	<b>\$</b>	<b>% of Budget</b>															
Training Expenditures as of 08/31/19	3,283,567 A	29.9%															
Obligations (Training not yet billed by vendors)	1,676,274	15.2%															
Total Training & Expenditures	4,959,841	45.1%															
	<b>ACTUAL</b>	<b>TARGET</b>															
ITA % (Adult DW)	54.8%	50.0%															
ITA% (Youth)	22.0%	20.0%															
ADMINISTRATIVE COST %	9.2%	10.0%															

A - The states mandates that 50% of total WIOA adult and dislocated worker funds are spent in client intensive training activities.

B - The state mandates that total administrative cost are not to exceed 10% of total cost.



**CareerSource Central Florida  
Current Year Budget and 2 yr Expenditure Comparison  
As of 08/31/19**

	CY	PY	\$	%
Funding Sources	Revenue	Revenue	Difference	Difference
Carry In Funds From FY 18 - 19	6,500,000	11,048,130	(4,548,130)	
FY 19 - 20 Award	25,300,000	26,415,505	(1,115,505)	
Award Total - Available Funds	31,800,000	37,463,635	(5,663,635)	
LESS planned Carryover For FY 20 - 21	(2,300,000)	(6,263,635)	3,963,635	
<b>Total Available Funds Budgeted</b>	<b>29,500,000</b>	<b>31,200,000</b>	<b>(1,700,000)</b>	<b>-5.4%</b>

	Budget	CY Expenditures	PY Expenditures	\$ Difference	% Difference
Salaries/Benefits	13,355,000	2,002,715	2,004,220	(1,506)	-0.1%
Career & Youth Services	11,000,000	3,283,567	1,867,600	1,415,967	75.8%
Professional Fees	440,000	23,319	49,946	(26,627)	-53.3%
Outreach	450,000	100,621	1,877	98,744	5260.7%
Infrastructure/Maintenance & Related Cost	2,700,000	593,544	368,630	224,914	61.0%
IT Cost/Network Expenses	1,200,000	184,478	118,459	66,019	55.7%
Staff Development & Capacity Building	355,000	15,386	42,585	(27,199)	-63.9%
<b>TOTAL EXPENDITURES</b>	<b>29,500,000</b>	<b>6,203,631</b>	<b>4,453,318</b>	<b>1,750,313</b>	<b>39.3%</b>

	BUDGET	CY ACTUAL	PY ACTUAL
ITA %	50.0%	54.8%	50.3%
ADIMINISTRATIVE COST %	8.0%	9.2%	9.1%