Finance & Operations Committee Meeting
Tuesday, June 9, 2026 – 9:00 a.m.

MINUTES

I. Call to order

The meeting was called to order at 9:00 a.m. by Mr. William Allbritton, Committee Chair. Mr. Allbritton inquired if any Requests for Public Comment had been made and was advised that none had been received.

II. Introductions

Roll was called to identify and confirm committee members present in the room and those participating by phone. Staff and others present were identified (see end of meeting minutes for attendees). It was determined that quorum had been established.

III. Topics

A. Presentation/discussion of:

1. Financial Reports (7/1/2025-4/30/2026)

The Financial Reports for 7/1/25-4/30/26 were presented. No expenditure concerns were noted.

B. Action Items:

1. CareerSource Heartland (CSH) FY 2026–27 Budget

Referring to the action item in the agenda packet, Mrs. Doubleday (President/CEO) explained that the budgets presented are a best guess as the exact numbers of funding from the state are not available at this time. For the budgeted revenues, the recurring funding sources represent planning allocation amounts received from the State, although no Notices of Funding Availability have been issued yet. Non-recurring revenues are best guesses based on last year's allocations. To promote employee retention and morale, this budget also includes a cost-of-living increase of 1.25% for individuals who have been employed at CSH at least 6 months but less than one full year, and a 2.5% increase for individuals employed 1 year or longer. These increases include the Chief Financial Officer (CFO), the Chief Programs Officer (CPO), and the Director of Information Technology (DIT). The CEO respectfully requested if any increase is approved for her position that increase be capped at 1%.

Following Committee review and discussion, Chair Allbritton called for a motion.

- A motion was made by committee member, Mr. Glenn West, to recommend Board approval of the proposed budget for FY 2026-2027; and approval of the pay increases as outlined; and a 1% increase for the CEO.
- Motion seconded by committee member, Ms. Jessy Irizarry.
- Motion carried unanimously.

2. Finance and Operations Committee Meeting Schedule FY 2026 – 2027

CSH's Finance and Operations Committee (F&O) members have requested that a meeting schedule be established to enhance planning and promote regular attendance. The F&O Committee meets quarterly to provide fiscal and operational oversight through review of expenditures to budget, performance reports, auditing and monitoring reports, etc. After brief discussion and correction to the day of the week to reflect all Tuesdays, along with review of calendars, Committee Chair Albritton called for a motion to accept the schedule.

- A motion was made by committee member, Mr. David Royal, to approve the proposed FY 2026 - 2027 F&O Committee Meeting Schedule after the correction to Tuesdays.

- Motion seconded by committee member, Mr. Glenn West.
- Motion carried unanimously.

4. Request for Selection of vendor for Copy Services

Referring to the Action Item in the agenda packet, Ms. Donna Doubleday (CSH President/CEO) explained that to ensure the best market value and to maintain transparency and audit compliance, on March 16, 2026, CareerSource Heartland (CSH) issued a Request for Quotes for Copy Services. Entities on the CSH Bidders List were notified and public notices were posted through CSH's website and local newspapers, inviting entities to submit quotes/proposals.
Three firms responded to the RFQ. A comparison of the quotes and machine specifications was provided.

CSH staff respectfully requested recommendation/approval of a vendor to provide copy services beginning July 1, 2026, through June 30, 2031, contingent upon acceptable service delivery. Following review of the quote comparisons and brief discussion, Committee Chair Albritton called for a motion.

- A motion was made by committee member, Mr. Glenn West to recommend Board approval of Toshiba as the vendor to provide copy services beginning July 1, 2026, through June 30, 2031, contingent upon acceptable service delivery.
- Motion seconded by committee member, Mr. David Royal.
- Motion carried unanimously.

C. Review of Information Items:

1. Indirect Cost Allocation Changes Update

Ms. Arena (CFO) explained that after further clarification from the State, the changes will not be of issue. Affirming the good news, Chair Allbritton asked the Committee if they had any questions and not were offered.

2. Review of President/CEO travel and credit card charges

Ms. Arena presented the President/CEO's travel expenses and credit card charges. Since the last meeting, there were $501.08 in credit card charges for ELI training expenses. Her travel reimbursement expenses totaled $113.03 for local travel.

Committee Chair, William Allbritton, asked if there were any questions or concerns about the expenses as presented. None were noted.

IV. Other

Chair Allbritton asked if the staff or Committee members had anything more to share and no other discussion items were offered.

V. Adjourn

Committee Chair, William Allbritton, adjourned the meeting at 9:15 a.m.

Committee members present and participating: William Allbritton (Chair), Lucy Castillo, Yessenia "Jessy" Irizarry, David Royal, and Glenn West

Committee members absent: Rick Herndon, Bill Stephenson

Public attendance: None

CSH staff present: Michele Arena, Donna Doubleday, Matthew Horkan, Ann Martin, Nica Morgan