

**Finance & Operations Committee Meeting
Wednesday, October 9, 2019****MINUTES****I. Call to order**

The meeting was called to order at 1:30 p.m. by Mr. David Royal, CSH Board Chair. Mr. Royal 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/confirm all participants phoning in. Committee members, staff, and others present were identified (see end of meeting minutes for attendees). A quorum was established.

III. Topics**A. Presentation/discussion of:****1. Financial Reports**

Referring to the 2018-19 Expenditure Report, Donna Doubleday (President / CEO) reported 1 notable.

- 1) CSH has a waiver to be at 30% for ITA legislative compliance. Currently, CSH is at 61.93%. This is due to the timing of invoices received for individuals enrolled in training. This percentage will decrease as the year progresses.

No expenditure concerns or questions were noted.

B. Action Items:**1. Review the 2018-19 DEO Financial Compliance Monitoring Report**

Ms. Doubleday explained that there were no findings, no observations, and no compliance issues. She congratulated Sheryl Elliot (CFO) and her staff along with Ann Martin (Chief Programs Officer) and her staff for an excellent job. Likewise, several Board members offered their congratulations as well.

- A motion was made by Mary Dow to accept the 2018-19 DEO Financial Compliance Monitoring Report as presented.
- Motion seconded by Thomas Leitzel.
- Motion carried.

2. Review of the CareerSource Heartland Bylaws

Mr. Royal communicated the feelings of Ms. Doubleday and himself that the CSH Bylaws should be reviewed periodically for possible modification. During discussion, Ms. Hilton and Ms. Doubleday suggested that the wording pertaining to Board meeting location on page 9 be amended to change "shall be rotated" to "may be rotated" as follows.

ORIGINAL

Regular Board meeting locations shall be rotated among each of the member counties, provided that an appropriate location can be identified.

PROPOSED CHANGE

Regular Board meeting locations ~~shall~~ may be rotated among each of the member counties, provided that an appropriate location can be identified.

No other changes were recommended.

- A motion was made by Thomas Leitzel to approve the CSH Bylaws in their current form with revision to the wording on page 9 as indicated above.
- Motion seconded by Mary Dow.
- Motion carried.

3. Review the 2019-20 Internal Control Questionnaire and Assessment

During discussion, Dr. Leitzel requested clarification on the reasons behind the evaluation score given to items 4, 5, and 6 under Principal 2. Items under Principal 2 deal with the Board of Directors' ability to effectively function as a guiding/monitoring body.

Dr. Leitzel expressed his concern that items were rated under this principal as a four instead of achieving the highest rating of 5. Dr. Leitzel shared his views on the excellent job he feels CSH does working with and supporting the Board and implementing their directives.

Ms. Doubleday explained that the evaluative elements under Principal 2 reflect upon the effectiveness of the communication between CSH staff and the Board regarding the oversight and performance of the organization. While self-assessing CSH policies and procedures, CSH staff found no concerns or areas in need of improvement but did not feel comfortable speaking on behalf of the Board by giving the highest rating of 5.

Discussion of Principal 2 ratings concluded with consensus to leave evaluation scores as they are as their current ratings do not negatively impact the Board or the organization.

- A motion was made by Mary Dow to accept the 2019-20 Internal Control Questionnaire and Assessment as presented.
- Motion seconded by Lois Hilton.
- Motion carried.

4. Request for Attorney Review of Revised Employee Handbook

CSH staff have identified the need to revise the current employee handbook and have identified 2 reliable resources for use during the re-writing process:

- 2) Sample Handbook provided through the Society for Human Resource Management (SHRM)
- 3) The Department of Economic Opportunity's (DEO) Employee Handbook

Both resources have been vetted for legal compliance. SHRM's document is short and limited whereas DEO's document is more extensive. Staff believe CSH's handbook should follow SHRM's format but should include some components from DEO's example.

Once the draft of the Employee Handbook has been completed, staff recommended having the revised handbook vetted by an attorney. CSH staff also recommended retention of an attorney for general labor and legal issues.

- A motion was made by Mary Dow to approve vetting of a revised employee handbook by an attorney for an amount not expected to exceed \$1,500.
- Motion seconded by Donald Samuels.
- Motion carried.

- A motion was made by Mary Dow to authorize CSH to release a request for qualifications for the retention of an attorney for general labor and legal issues.
- Motion seconded by Thomas Leitzel.
- Motion carried.

C. Info Items:

Ms. Doubleday confirmed the completion and submission of the Single Independent Audit which uncovered no findings. The auditing firm, CliftonLarsonAllen, will present their findings to the Board at the January 22nd meeting. Ms. Doubleday reminded the committee that the waiver obtained to contract CliftonLarsonAllen as CSH's auditing firm for a 6th, and final, year requires the creation of a new RFP which will be released in early January.

D. Review of President/CEO credit card charges:

There were 2 charges noted:

- 1) Staff development items for 3 individuals attending "*Leadership, Team Building, and Coaching Skills for Managers and Supervisors*" in the total amount of \$766.00 paid on 8/22/19.
- 2) Staff development for individuals attending "*How to Spot a Potentially Violent Worker in the Workplace*" in the total amount of \$879.00 paid on 9/18/19.

I. Other

Ms. Doubleday thanked committee members for their participation and support. There were no other matters brought before the committee.

II. Adjourn

Board Chair, David Royal, adjourned the meeting at 1:53 p.m.

Committee members present and participating: Mary Dow, Lois Hilton, Thomas Leitzel, David Royal, and Donald Samuels

Committee members absent: Vanessa Hernandez

Public attendance: None

CSH staff present: Donna Doubleday, Sheryl Elliott, Ann Martin, and Brian Mercurio