

Finance & Operations Committee Meeting

Wednesday, January 15, 2020 – 10:00 a.m.

MINUTES**I. Call to order**

The meeting was called to order at 10:02 a.m. by Ms. Yessenia Irizarry, Committee Chair. Ms. Irizarry 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**

Referring to the 2019-20 Expenditure Report, Sheryl Elliott (CFO) reported 2 notables.

- CSH is a little high on the overage for the WIOA ITA expenditure requirement. CSH has had several tuition payments come through and it is expected that the WIOA ITA expenditure requirement will fluctuate and normalize itself between now and the end of June.
- CSH is meeting both components of legislative compliance for work experience and state ITA.

No expenditure concerns or questions were noted.

B. Action Items:**1. Request to Apply to Continue as a Direct Service Provider**

Ms. Doubleday explained that Florida Statute 445.007(6) permits the local workforce development board to function as a direct provider of intake, assessment, eligibility determinations, or other direct provider services except training. Such designation may occur only with the agreement of the chief elected official and the Governor as specified in 29 U.S.C. s. 2832(f)(2). Permission may be granted for a period not to exceed three (3) years for any single request submitted by a Local Workforce Development Board. CSH has been operating as a direct service provider since 2008. As such, it is time to either reapply (current approval expires in June 2020) or RFP to procure an outside provider.

It is staff's recommendation that CSH reapply to continue as the direct services provider. Ms. Doubleday recounted past issues with procured service providers including poor employee morale, funding issues, and the lack of follow-through on unfunded mandates. Acting as a direct services provider, CSH has been able to streamline service delivery and save money by eliminating the administrative costs paid to an outside provider.

CSH staff is asking for committee recommendation to submit to CSF a request for extension to continue to operate as a direct service provider. To get approval in time, a request for extension should be submitted prior to the April or May CSF Board meeting.

- A motion was made by Donald Samuels that CSH apply to continue to function as a direct service provider.
- Motion seconded by Mary Dow.
- Motion carried.

2. Disposal/Donation of Equipment

Ms. Doubleday explained that, utilizing incentive funds, CSH has been replacing outdated computer equipment that no longer fulfills our needs. Although insufficient for our purposes, the condition of some of this equipment is such that it may still be utilized. For items that are usable, CSH is required to donate those to any nonprofit entity that may be interested.

CSH is requesting committee recommendation to dispose of any of the items listed on the Donation Letter in poor condition and donate any items in fair or good condition. If the committee (and later the Board) approves this recommendation, a notice will be posted on the CSH website and emailed to the non-profits we are aware of informing them of the availability of the donated equipment on a first-come, first-serve basis. If CSH does not receive any, or enough, interest in the donated equipment by 2/14/2020 then equipment not claimed will be disposed of. Nonprofits accepting donated equipment will come to the CSH Sebring office to pick up, and signoff, for what they received.

- A motion was made by Mary Dow to approve CSH staff's recommendation to dispose of any items listed on the Donation Letter in poor condition and donate any items in fair or good condition to interested nonprofits on a first-come, first-serve basis with unclaimed equipment being disposed of after 2/14/2020.
- Motion seconded by Lois Hilton.
- Motion carried.

C. Info Items:

- 1) October 2019 Taylor Hall Miller Parker (THMP) Monitoring:
THMP conducts an extensive, annual review to look for anything that may become problematic or may indicate a lack of compliance with guidance. The THMP report is as presented. No concerns were noted.
- 2) 2018-19 Audit has been completed and filed:
Completion and filing of the 2018-19 Audit was done by Clifton Larson Allen who will be in attendance at the 1/22/2020 Board Meeting to present the final audit results. No findings were identified.
- 3) The 2018 Form 990 has been completed and filed with the IRS. Prior to submittal the 990 was shared with this committee and the Board. This item is just to confirm notification that the document was filed as required.

D. Review of President/CEO travel and credit card charges:

As explained by Sheryl Elliott (CFO), a review of the President/CEO's travel expenses has been included in response to recommendations made in the THMP monitoring report. Because CSH has a single check signer, Ms. Doubleday herself, ends up signing for her own travel check. However, Ms. Elliott and Ms. Arena (Fiscal/HR Coordinator) review Ms. Doubleday's travel before submitting it for processing. Both Ms. Elliott and Ms. Arena are very aware of Ms. Doubleday's travel and related expenses. The inclusion of CEO travel in the expenses review is added for enhanced Board oversight and transparency.

For further clarification, Ms. Doubleday explained that the President/CEO does not have access to the system where the checks are written.

For last quarter, no credit card charges were noted. However, there were 8 travel checks issued to Ms. Doubleday between August – December 2019 totaling \$990.96, resulting from a variety of meetings and Board activities.

During discussion, David Royal (Board Chair) suggested the F&O Committee Chair should also sign the check register after review. All present agreed. Yessenia Irizarry (Board Secretary/Treasurer and F&O Committee Chair) reviewed these expenses in depth.

I. Other

No other matters were brought before the committee.

II. Adjourn

Committee Chair, Yessenia Irizarry, adjourned the meeting at 10:22 p.m.

Committee members present and participating: Yessenia Irizarry (Chair), Mary Dow, Lois Hilton, David Royal, and Donald Samuels

Committee members absent: Thomas Leitzel

Public attendance: None

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