

**Finance & Operations Committee Meeting**  
**Monday, June 15, 2020 – 1:30 p.m.**  
**MINUTES**

**I. Call to order**

The meeting was called to order at 1:30 p.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**

Financial reports through April 30, 2020 were presented. No expenditure concerns or questions were noted.

**B. Action Items:**

**1. FY 2020-21 Budget Review**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that the proposed budget reflects a 2.5% cost of living increase for all who have been employees for one year or longer (which follows CSH historical policy). She indicated that DEO now requires Board approval for increases for all executive staff members, and stated that this budget does include a 2.5% wage increase for the Chief Financial Officer, the Chief Programs Officer, the Director of Information Technology, and the Chief Executive Officer.

The budget includes an additional Business Representative position. In the wake of covid-19, CSH needs to increase outreach to all area businesses to determine their needs and their plans moving forward, and to identify and develop work-based training options as a possible solution for filling open positions.

CSH's Center Branch Manager in Okeechobee unexpectedly resigned from her position. After review of the CSH organizational chart, staff recommends downgrading that position from Center Branch Manager to Center Branch Coordinator. That position oversees 3 staff members in 3 programs. The Center Branch Manager in Highlands oversees 12 employees in 5 different programs. Changing the position in Okeechobee from a Branch Manager to a Center Branch Coordinator would provide a more equitable solution for the organization. Since there was no pay grade level for a Center Branch Coordinator on the previously approved Salary Range matrix, staff suggests revising the matrix to add this level (level 4 on the attached draft matrix). The wage was determined at mid salary between pay grade levels 3 and 5. No other changes were made to the matrix.

Budget Attachment A (Recurring and Non-recurring Revenues) was reviewed, indicating that the proposed budget can be met based on the Recurring Revenues presented. The net increase in the FY 2020-21 total operational budget is approximately \$12,500. The increase in personnel costs from

last year's budget is about \$49,000, but this is mitigated by several cost reduction actions that have occurred, the greatest being a \$32,000 reduction in rent for the Highlands facility. Preliminary allocations suggest a \$59,000 increase in WIOA funds and \$235,000 increase in TANF.

Tom Leitzel asked if CSH was hearing anything related to possible cuts after the Governor signs the budget, and how CSH would handle mid-year cuts if that occurred. Donna Doubleday responded that CareerSource Florida had taken steps to keep workforce boards whole through the upcoming year, and that such cuts were not anticipated at this time. She added that such cuts could be handled through budget amendments if needed.

A motion was made by David Royal to approve the budget as proposed inclusive of all items presented.

- Motion seconded by Mary Dow.
- Motion carried unanimously.

## **2. Annual Performance Incentive Plan Update**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that prior to 2008, the Heartland Workforce Investment Board, Inc. (now d/b/a CareerSource Heartland [CSH]) Board of Directors approved an Annual Performance Incentive Plan. The intent is to reward workforce staff efforts in meeting annual goals and the overall accomplishments of the organization. In July 2008, the CSH Board approved the inclusion of the President/CEO in the distribution of incentive awards, with the amount to be determined. A process for determining the amount of the President/CEO's incentive award was later established and has been in practice since FY 2008-2009. However, those details do not appear in the Plan. To ensure full transparency and accountability, staff suggests adding the process that has been historically followed for determination of the amount of the CSH President/CEO's annual incentive award. That process is as follows:

Obtain Board Chair's approval for the President/CEO's incentive, based upon the same methodology below. Evaluation percentage for the President/CEO will be equal to the percentage determined for highest rated employee within the organization.

CSH staff respectfully requests approval of this added verbiage to the Annual Performance Incentive Plan.

A motion was made by Mary Dow to add the verbiage as indicated above to CSH's Annual Performance Incentive Plan.

- Motion seconded by Lois Hilton.
- Motion carried unanimously.

## **C. Info Items:**

### **1) Request for Proposals for One-Stop Operator:**

Donna Doubleday reported that CSH's approval to serve as One-Stop Operator expires on June 30, 2021. The Workforce Innovation and Opportunity Act requires One-Stop Operator services to be competitively procured. Sole source procurement is only allowed when, after solicitation, competition is determined inadequate. Therefore, CSH will release a Request for Proposals for One-Stop Operator Services.

### **2) Performance and PPE Funding**

Donna Doubleday reported that CSH received \$38,724 for exceeding 2019-20 performance measures and \$12,500 from CSF for personal protective equipment, supplies, and needs related to COVID-19.

In addition, she reported:

- a) the lease for the Highlands facility has been signed and becomes effective July 1;
- b) the Auditing Services contract and engagement letter have been signed with James Moore & Co.;  
and
- c) the agreement with Ward Damon, Attorneys at Law has been established.

Both providers for auditing and legal services were approved at the April 2020 Board meeting.

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

Sheryl Elliott (CFO) presented the President/CEO's travel expenses from 4/1/2020-6/15/2020 which consisted of one check totaling \$24.92. There were no credit card charges to report.

Committee Chair, Yessenia Irizarry, asked if there were any questions or concerns on the expenses as presented. None were noted.

**I. Other**

No other matters were brought before the committee.

**II. Adjourn**

Committee Chair, Yessenia Irizarry, adjourned the meeting at 1:47 p.m.

---

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

**Committee members absent:** None

**Public attendance:** None

**CSH staff present:** Donna Doubleday, Sheryl Elliott, Caleb Henderson, and Ann Martin