

**Finance & Operations Committee Meeting**  
**Thursday, October 22, 2020 – 10 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**

Financial reports for FY 2019-20 year-end June 30, 2020 and financial reports for FY 2020-21 through August 31, 2020 were presented. No expenditure concerns or questions were noted.

**B. Action Items:**

**1. SFSC Panther Youth Program Performance Holdback Funds**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that the South Florida State College Panther Youth Program contracts have performance holdback clauses. Ten percent of each invoice is held back until the end of the year, pending achievement of 5 performance measures per contract.

Each measure is weighted to earn back a specific percentage of the total expensed. For PY 19-20, the cumulative holdback for both In-School and Out-of-School Panther Youth contracts amounts to \$65,426.64. While SFSC/PYP typically meets all measures, for PY19-20, they failed to meet two measures (one for each contract) totaling \$13,085.33 in holdback funds (\$2,516.50 In-School and \$10,568.83 Out-of-School).

The measure not met for each program was “employment/post-secondary enrollment in the 4th quarter after exit.” The time period for these statistics was April-June 2020. Discussion explained that SFSC/PYP’s inability to meet these two measures was likely due to the impacts of COVID-19 and the temporary closure of many business by executive order. It is expected that the impact of COVID-19 on performance will be felt locally, statewide, and nationwide. The Department of Labor, and Florida’s Dept of Economic Opportunity, are monitoring COVID impact closely but have not issued any waivers for performance requirements.

Although the two performance measures were not met, CSH staff requested approval to pay SFSC/PYP the remaining \$13,085.33, as their inability to meet these measures appears to be COVID related and beyond their control.

During discussion, Thomas Leitzel (SFSC President) spoke to the diligence and thoroughness of SFSC staff in the delivery of youth services emphasizing that their inability to meeting the employment/post-secondary enrollment performance standard was, without question, the result of COVID-19. In support, Ms. Irizarry referenced SFSC’s history of exemplary performance. For

clarification, Donald Samuels (CSH Board member) asked if the action being considered was within the Board's authority, to which, Ms. Doubleday responded that it was.

♣ As a related-party contract, Dr. Thomas Leitzel (CSH Board member and employee of South Florida State College) and Yessenia Irizarry (CSH Board member and employee of Sunshine Staffing, who has a work experience contract with SFSC) abstained from voting on this action and signed conflict of interest forms.

- A motion was made by David Royal to approve payment to SFSC/PYP for the remaining PY19-20 performance holdback funds totaling \$13,085.33.
- Motion seconded by Mary Dow.
- Motion carried unanimously.

**C. Info Items:**

1) Request for Proposals for One-Stop Operator:

Donna Doubleday reported that the RFP for One-Stop Operator was released on 10/5/2020 and that proposals are due 11/6/2020. Dr. Leitzel inquired if any responses had been received thus far and was informed that none had.

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

Sheryl Elliott (CFO) presented the President/CEO's expenses from 6/15/2020-10/22/2020 which totaled \$7,258.99 in credit card charges. These charges consisted of \$716.00 in registration fees for the 2020 Virtual Future of Florida Forum through the FL Chamber of Commerce and \$6,542.99 for audio/video capable monitors from Hewlett Packard. Due to staff oversight, no travel expenses were reported.

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 10:16 a.m.

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

**Committee members absent:** Lois Hilton

**Public attendance:** None

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