

Finance & Operations Committee Meeting
Friday, October 15, 2021 – 1:30 p.m.
MINUTES

I. Call to order

The meeting was called to order at 1:31 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 for FY 2020-21 year-end June 30, 2021 and financial reports for FY 2021-22 July through August 31, 2021 were presented. Two questions were posed about the incentive expenditures. Staff reported that Incentive funds are restricted but can be spent on anything allowed by the specified funding source. Using incentive funds for the expenditures reported in that category helped to extend the life of other funding sources. Incentive expenditures are audited following the normal auditing procedures. The Committee expressed no concerns with the information presented.

B. Action Items:

1. Review 2021-22 Internal Control Questionnaire and Assessment

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, using a form provided by DEO, CareerSource Heartland staff is required to conduct a self-assessment of internal controls to identify if there are areas where additional controls may be needed to minimize risk to the organization. Specifically, areas reviewed include effectiveness and efficiency, reliability of financial reporting, and compliance with laws and regulations. The form has been completed and submitted to DEO. Upon review of the document, committee member, Lois Hilton, asked about succession planning. Staff reported there is a board approved succession plan in place for the President/CEO position, and that the Chief Finance and Programs Officers have been actively training the HR & Fiscal Coordinator and Quality Assurance/Compliance Coordinator respectively. The committee had no other questions or concerns and voted to recommend that the Board acknowledge the results of the 2021-22 Internal Control Questionnaire and Assessment.

- A motion was made by committee member, Lois Hilton, to acknowledge the PY2021-22 Internal Control Questionnaire and Assessment as presented.
- Motion seconded by committee member, Donald Samuels.
- Motion carried unanimously.

C. Info Items:

1) RFP for Youth Services Provider:

This is year 3 of 3 possible for the Youth Services contract. A new RFP for Youth Services will be released on October 25, 2021 with responses due February 11, 2022. Related to the current PYP contract, Ms. Doubleday informed the committee that the current PYP coordinator, Kamille Manalo,

resigned and that her last day will be tomorrow, October 16th. In response to Ms. Irizarry's question, Ms. Doubleday confirmed that the current youth services contractor, South Florida State College is eligible to respond to the RFP.

2) PY 2020-21 Performance

CSH did not meet 12 of the 72 required performance measures for program year 20-21. A copy of the performance results for the year is included in your packet. Following guidance, staff has requested technical assistance from DEO. DEO is in the process of analyzing the data and is working with the US Department of Labor using the regression model to determine how state (and local) performance compares statistically throughout the state and the nation. Staff is awaiting additional information but reported that:

1. PY20-21 performance was severely impacted locally, statewide, and nationally due to covid.
2. None of Florida's 24 workforce areas met all 72 performance measures.
3. 9 of the measures missed are in the Dislocated Worker (DW) program. Preliminary data suggests that there are just 3 closed cases that are impacting the DW measures.

3) SFSC / PYP Performance Holdback Funds

One of the measures missed was a youth measure that impacts SFSC's Panther Youth Program. CSH's contract with SFSC contains a performance holdback clause. Last year the Board voted to approve paying SFSC all funds held back since the missed measures appeared to be covid related and beyond their control. However, the WIOA law identifies program year 2020-2021 as the first year that sanctions should be imposed for contractors not meeting performance measures. DEO suggests waiting for regression model results and final DOL guidance before taking any action on this. This will be addressed once DOL's results are final. The total unpaid to SFSC was \$10,268.94.

4) Single Independent Audit

James Moore has finalized and submitted the Single Independent Audit and will present results at the January 2022 Board meeting. There were no findings.

5) Monitoring by Taylor, Hall, Miller, Parker scheduled October 19th – 21st

Taylor, Hall, Miller, Parker P.A is performing Administrative/Fiscal, Programmatic, and One-Stop monitoring October 19th – 21st.

6) Monitoring by DEO scheduled December 6th – 10th

DEO is scheduled to perform Administrative/Fiscal, Programmatic, and One-Stop monitoring the week of December 6th.

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

Sheryl Elliott (CFO) presented the President/CEO's expenses from 6/18/2021-9/30/2021 which consisted of 4 local travel reimbursement checks totaling \$420.52 and no credit card charges.

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 1:52 p.m.

Committee members present and participating: Yessenia Irizarry (Chair), Lois Hilton, Raymond Royce, and Donald Samuels

Committee members absent: Mary Dow, Denise Grimsley, Thomas Leitzel,

Public attendance: None

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