

**Finance & Operations Committee Meeting****Monday, January 24, 2022 – 1:30 p.m.****MINUTES****I. Call to order**

The meeting was called to order at 1:34 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 November 30, 2021 were as presented. No expenditure concerns were noted.

**B. Action Items:****1. South Florida State College/Panther Youth Program Performance Holdback Funds**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that CareerSource Heartland's contracts for youth services with South Florida State College (SFSC) Panther Youth Partners (PYP) have performance holdback clauses. Ten percent of each invoice is held back until the end of the year, pending achievement of performance measures.

Each measure is weighted, so that each earns back a specific percentage of the total expensed. For FY20-21, the total held back was \$64,213.95. The total paid to SFSC at the end of the year was \$53,945.01. While SFSC/PYP typically meets all measures, one measure was missed in the 3<sup>rd</sup> quarter. This equated to \$10,268.94 of expended funds that CSH was not able to reimburse.

However, later review of 4<sup>th</sup> quarter data indicates that SFSC met all measures. Based on this information, staff recommended paying SFSC the remaining \$10,268.94 of FY20-21 holdback funds.

- As a related-party contract, Dr. Thomas Leitzel (CSH Board member and employee of South Florida State College) abstained from voting on this action and signed conflict of interest forms.
- A motion was made by committee member, Raymond Royce, to approve payment to SFSC/PYP for the remaining FY20-21 performance holdback funds totaling \$10,268.94.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

**2. Request Transfer of Dislocated Worker Funding to Adult Funding**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, with the approval of the Governor, WIOA sec. 133(b)(4) provides the authority for LWDBs to transfer up to 100 percent of the funds allocated for dislocated worker activities for expenditure on adult activities.

Staff is requesting transfer of FY 2020-2021 allocated dislocated worker funds in the amount of \$300,692.00 (this equates to 80 % of that fiscal year's dislocated worker funds), which are set to expire this June. CSH enacted a similar transfer of funds last year; however, unlike previous years where the transfer was automatic, reallocation now requires Board and Florida Department of Economic Opportunity (FLDOE) approval.

It is staff's belief that most enrolled individuals seeking training are eligible under the adult program while those who would qualify under the dislocated worker program are seeking employment over training. Additional reasons for transfer were discussed.

- A motion was made by committee member, Thomas Leitzel, to approve submission of a request to FLDOE to transfer \$300,692.00 of FY 2020-2021 allocated dislocated worker funding for expenditures on adult activities.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

### **3. Request for Sunshine Staffing to Serve as Employer of Record for CareerSource Heartland Temporary Employment Needs**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, on occasion, CareerSource Heartland would benefit from the ability to utilize a staffing agency to meet short-term, temporary hiring needs. Examples include employee vacations or extended leaves of absence and unexpected or long-term position openings.

Recently, when a front-line staff member resigned unexpectedly, CSH contacted two other staffing agencies to assist with short-term staffing needs. One company indicated they could only provide blue collar workers. Although CSH signed an agreement with the second company, that company did not successfully provide the needed services. Historically, Sunshine Staffing has been responsive to the needs of CSH.

For these reasons, CSH staff respectfully requested the opportunity to use Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises. Board approval is needed because Sunshine Staffing is considered a related party. The maximum dollar amount requested for this purpose through June 30, 2022, is \$7,500.

- ✿ As a related-party contract, Yessenia Irizarry (CSH Board member and employee of Sunshine Staffing) abstained from voting on this action and signed conflict of interest forms.
- A motion was made by committee member, Raymond Royce, to approve Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises, through June 30, 2022, allowing an amount not to exceed \$7,500.00 for this purpose.
- Motion seconded by committee member, Thomas Leitzel.
- Motion carried unanimously.

### **4. Disposal/Donation of Equipment**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that CSH staff has identified electronic equipment that is outmoded, unusable, or not worthy of upgrade in our current operating environment. Some of the excess equipment is non-functional, but some is still functional and could possibly be used by a not-for-profit organization in a basic setting.

CSH is required to donate useful excess equipment/furniture to non-profit organizations/entities. Upon Board approval, a notice of excess equipment will be released. Non-profit entities will be asked to submit a request for the desired items and donations will be made on a "first-come-first-served" basis.

Staff has identified eleven (11) computers and three (3) monitors for donation and/or disposal. The hard drives of these computers have been cleaned and all data has been removed.

- A motion was made by committee member, Denise Grimsley, to approve the donation of usable equipment to non-profit entities and to disposal of unusable equipment and any remaining items which have not been picked-up by March 1, 2022.
- Motion seconded by committee member, Thomas Leitzel.
- Motion carried unanimously.

**C. Info Items:**

**1) RFP for Youth Services Provider Update**

The RFP was released 10/25/2021. Proposals are due 2/11/2022. A few questions were received, and answers have been posted to the CSH website.

**2) Taylor, Hall, Miller, Parker P.A. Monitoring Report**

Taylor, Hall, Miller, Parker (THMP) is the agency hired by CSH to perform an annual monitoring to identify any potential areas of concern related to compliance in all areas of operation. The THMP monitoring report with CSH responses is as presented. Committee member, Lois Hilton, congratulated CSH staff on their monitoring results.

**3) DEO Financial & Programmatic Monitoring Update**

DEO has completed their programmatic monitoring update but are still in the process of completing the financial and administrative monitoring. The initial programmatic monitoring feedback is positive.

**4) RFP for Information Technology Services**

The current fully-managed-services contract with Concertium came about as an emergency procurement following the loss of the information technology director. Emergency procurement is good for only one year. CSH staff are currently in the process of preparing an information technology services RFP for release. The initial partially-managed services Concertium contract was going well; however, the fully-managed services contract is not progressing as well as anticipated. As CSH proceeds, we will continue to evaluate the benefits of continuing with a fully-managed contract versus a possible return to the staffing CSH had before. In response to committee chair Irizarry's question, Ms. Doubleday explained that the information technology services RFP will be worded to request proposals for partially and/or fully-managed services.

**5) PY 2020-21 Performance Update**

We have completed our technical assistance review with DEO. The review was very positive. DEO shared with us the data they pulled and the changes they have made as to how they obtain, report, and evaluate the data that counts towards our performance. It is the 4<sup>th</sup> quarter data for the fiscal year that counts for the LWDB's annual performance. CSH missed 4 measures in the 4<sup>th</sup> quarter of 2020-2021. Three of the missed measures were in the Dislocated Worker program, which had just 3 exiters. Missed median wage rates clearly appeared to have been impacted by COVID. In the Adult program, although CSH missed the region's median wage rate goal, CSH's actual performance exceeded the State's goal.

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

Michele Arena (CFO) presented the President/CEO's expenses from 10/18/2021 – 1/24/2022 which consisted of 3 local travel reimbursement checks totaling \$114.36 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 2:01 p.m.

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**Committee members present and participating:** Yessenia Irizarry (Chair), Mary Dow, Denise Grimsley, Lois Hilton, Thomas Leitzel, Raymond Royce, and Donald Samuels

**Committee members absent:**

**Public attendance:** None

**CSH staff present:** Donna Doubleday, Michele Arena, and Brian Mercurio