

**Finance & Operations Committee Meeting**  
**Friday, June 10, 2022 – 2:00 p.m.**  
**MINUTES**

**I. Call to order**

The meeting was called to order at 2:03 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, 2022 were presented. No expenditure concerns were noted.

**B. Action Items:**

**1. FY 2022-23 Budget Review**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) reminded the committee that a salary matrix update was recently approved at the last F&O Committee meeting to stay ahead of mandated minimum wage increases. However, an evaluation of the new matrix showed that while it afforded benefit to new, or recently employed staff, it did little for those who have been with CSH longer.

In response, the budget being proposed includes implementation of the salary matrix or a 4% wage increase, whichever is better for the employee. This plan includes a 4% increase for the Chief Executive Officer and the Chief Programs Officer. Increases for the Chief Financial Officer and the Director of IT proceeded are based on the matrix.

Ms. Doubleday pointed out that the increases will result in a \$16,098 decrease in the personnel budget. This is due to restructuring and the departure of a few higher-paid, long-term employees. The restructuring will result in one position being eliminated, a position being created in a different department, and one open position not being filled, but instead being covered by a reassigned staff member. Ms. Doubleday indicated that the Attorney had been consulted and expressed no concerns with planned actions.

Ms. Doubleday also reported that State employees will receive pay increases to \$15.00/hour or an increase of 5.38%, whichever is greater.

F&O Committee Chair, Yessenia Irizarry, initiated approval of the action to approve the proposed 2022-23 budget calling for a motion.

- A motion was made by committee member, Donald Samuels, to approve the proposed budget for FY 2022-2023 as presented.
- Motion seconded by committee member, Mary Dow.

- Motion carried unanimously.

## 2. DEO Programmatic and Financial Monitoring Report for PY 2021-22

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) reported that the Department of Economic Opportunity (DEO) completed their annual programmatic, fiscal, and one-stop monitoring of CSH for PY 2021-22.

The report with CSH responses, in blue, was provided for committee review. Ms. Doubleday explained that the level of detail of staff responses presented is to fulfill administrative requirements designed to ensure that all bullet items in the report are addressed.

Responding to Ms. Hilton's question on the nature of the separation of the program staff responsible for the 2020-21 ONI, Ms. Doubleday explained that the separation was voluntary.

Ms. Doubleday shared comments from DEO's perspective that the performance of CSH is very good and that CSH is doing exceptionally well.

F&O Committee Chair, Yessenia Irizarry, initiated approval of the action to acknowledge the presentation of DEO monitoring report calling for a motion.

- A motion was made by committee member, Mary Dow, to acknowledge the presentation of DEO's Programmatic and One-Stop Monitoring Report including staff response.
- Motion seconded by committee member, Lois Hilton.
- Motion carried unanimously.

### C. Info Items:

- 1) None

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

Michele Arena (CFO) presented the President/CEO's travel expenses since the last F&O Committee meeting totaling \$103.23. 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 2:17 p.m.

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

**Committee members absent:** Denise Grimsley, Thomas Leitzel, David Royal

**Public attendance:** None

**CSH staff present:** Donna Doubleday, Ann Martin, Michele Arena, Caleb Henderson, and Brian Mercurio