

**Finance & Operations Committee Meeting**  
**Monday, October 17, 2022 – 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 2021-22 year-end June 30, 2022 and financial reports for FY 2022-23 July through August 31, 2022 were presented. No expenditure concerns or questions were noted.

**B. Action Items:**

**1. Review 2022-23 Internal Control Questionnaire and Assessment**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that the Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO) as a self-assessment tool to ensure the presence of proper internal controls. The ICQ was completed, signed by the CSH Chair, and submitted 10/14/2022.

The committee reviewed the ICQ. No questions or concerns were noted.

- A motion was made by Board Chair, Raymond Royce, to acknowledge the PY2022-23 Internal Control Questionnaire and Assessment as presented.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

**2. CSH President/CEO Request to Sign Renewal Lease for CSH Hardee Center**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that Hardee Center has been in the same location since 2012. The lease has expired and CSH has been operating out of the current facility on a month-to-month basis pending Board determination of lease renewal.

The annual rent was \$37,000, based on cost per square foot of \$9.25 for four thousand (4000) square feet of space. The Hardee Fruit Company has requested an increase to \$9.75 per square foot, which would result in an annual rental cost of \$39,000. An internet search to identify comparable space in the County yielded minimal results. Costs per square foot ranged from \$13.00-\$15.00.

The current facility has served CSH well. The location is visible and accessible. The landlord has been completely satisfactory, with issues or problems remedied immediately or within a reasonable and acceptable amount of time.

Considering the unknown future outcome of the REACH Act realignment and the potential costs incurred by moving, staff are requesting approval for the President/CEO to sign a renewal 5-year lease with the Hardee Fruit Company, with an effective date of July 1, 2022, and end date of June 30, 2027. This would keep the lease aligned with CSH's fiscal year schedule. Should it be needed, the lease will include a funding termination exception.

- A motion was made by committee member, Donald Samuels, to approve staff's recommendation to maintain occupancy of the CareerSource Heartland Hardee Center at 324 6<sup>th</sup> Avenue North in Wauchula and allow the President/CEO to sign a 5-year lease with the Hardee Fruit Company with effective dates of July 1, 2022, through June 30, 2027, at a rate of \$9.75 per square foot for four thousand (4000) square feet, or \$39,000 annually.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

#### **C. Info Items:**

1) PY 2021-22 Performance

Looking at the 4<sup>th</sup> quarter performance, CSH met all goals. CSH is 1 of only 3 regions to have met, or exceeded, all annual goals.

The performance goals for 2022-23 were established based on a new format implemented by the state that actually resulted in the lowering of a few of CSH's goals (e.g. decreased goals in the dislocated worker category) for the next 2 years.

2) 2020-21 Single Independent Audit

The audit is almost complete. No findings have been uncovered. The final audit report will be presented at the 1/25/23 Board meeting. The 990 has not been completed yet.

3) Taylor Hall Miller Parker (THMP) Monitoring

THMP monitoring is scheduled 11/1/22 – 11/3/22. THMP are independent monitors contracted by CSH to evaluate our current policies/procedures and how CSH is implementing those procedures to identify potential weaknesses before any potential weakness becomes an issue. THMP may also make procedural or policy recommendations for improvement.

4) DEO Monitoring

DEO Monitoring is scheduled 12/5/22 – 12/9/22.

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

Michele Arena (CFO) presented the President/CEO's travel expenses and credit card charges since the last F&O Committee meeting. Since the last meeting, Ms. Doubleday had \$2,625 in credit card charges. These charges were for workforce summit registrations for 6 employees, and registration for 1 employee to attend the Florida Agriculture Forum. Ms. Doubleday's travel expenses totaled \$1,080.74, which included travel to Tallahassee for FWDA and CareerSource Florida meetings, travel to Orlando for the Workforce Summit, FWDA and CareerSource Florida meetings, and some local travel.

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

#### **I. Other**

Ms. Doubleday notified committee members that CSH is working with our communities on state disaster recovery efforts. Although CSH has applied for some disaster recovery funding, our service area counties are making great use of FIMA funding. CSH does anticipate some humanitarian efforts that we might be able to assist with as we continue to coordinate with local municipalities.

## II. Adjourn

Committee Chair, Yessenia Irizarry, adjourned the meeting at 1:50 p.m.

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**Committee members present and participating:** Yessenia Irizarry (Chair), William Allbritton, Mary Dow, Thomas Leitzel, Raymond Royce, and Donald Samuels

**Committee members absent:** Lois Hilton,

**Public attendance:** None

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