

**Finance & Operations Committee Meeting**  
**Monday, January 23, 2023 – 1:30 p.m.**  
**MINUTES**

**I. Call to order**

The meeting was called to order at 1:30 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, 2022 were presented. No expenditure concerns were noted.

**B. Action Items:**

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

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that 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. The request to transfer funds must be submitted to DEO.

Staff are requesting the transfer of \$283,746.00 of FY 2021-22 dislocated worker funds to adult funding. This constitutes roughly 97% of that year's dislocated worker funds. The transfer of this amount would still leave some dislocated worker funds from last year as well as all dislocated worker funds from 2023.

Updating the 3<sup>rd</sup> rationale point listed on the action item, Mrs. Doubleday explain that new numbers have been made available since the formulation of this action reporting the regional unemployment rate now as 2.9%. This indicates that most people interested in working, are working, reducing the need for dislocated worker funds.

Mrs. Doubleday referred to the additional rationale points listed on the included action item.

- A motion was made by committee member, Raymond Royce, to approve submission of a request to FLDOE to transfer \$283,746.00 of FY21-22 allocated dislocated worker funding for expenditures on adult activities.
- Motion seconded by committee member, Thomas Leitzel.
- Motion carried unanimously.

**2. Request to Revise Employee Handbook – Leave Carry Forward Date**

Referring to the action item in the agenda packet, Mrs. Doubleday explained staff's request to revise the annual carry forward leave balance policy to change from calendar year to fiscal year and to revise the wording in the Employee Handbook to read "Up to 240 hours may be carried forward as of June

30<sup>th</sup> of each year. The balance of hours in excess of 240 hours on June 30<sup>th</sup> will be forfeited and uncompensated.” CSH’s attorney and monitors were consulted and expressed no concerns.

- A motion was made by committee member, Raymond Royce, to revise the annual carry forward leave balance policy to change from calendar year to fiscal year and to revise the wording in the Employee Handbook to read “Up to 240 hours may be carried forward as of June 30<sup>th</sup> of each year. The balance of hours in excess of 240 hours on June 30<sup>th</sup> will be forfeited and uncompensated.”
- Motion seconded by committee member, Lois Hilton.
- Motion carried unanimously.

### **3. Request to Apply to Continue as a Direct Service Provider**

Referring to the action item in the agenda packet, Mrs. Doubleday informed the committee that CareerSource Heartland (CSH) has been operating as a Direct Service Provider of “One-Stop” Operations since 2008 (then Heartland Workforce). Current approval to operate as such expires June 30, 2023.

Mrs. Doubleday reported that in the first 3 years, starting in 2008, CSH saved roughly \$275,000 with a 5% cost savings each year thereafter. Additionally, acting as a Direct Service Provider, CSH benefited from: better communication with front-line staff, a reduction in administrative costs allowing for a greater percentage of funds for customer services, a more streamlined service delivery, and direct control over hiring resulting in a more attentive response to staffing needs, a better trained staff, and a more positive morale.

- A motion was made by committee member, Raymond Royce, to permit staff to submit to CareerSource Florida a request for extension to continue to operate as a Direct Service Provider.
- Motion seconded by committee member, Thomas Leitzel.
- Motion carried unanimously.

### **4. Request to Negotiate Renewal Lease for CSH Okeechobee Center**

Referring to the action item in the agenda packet, Mrs. Doubleday related staff’s recommendation to maintain occupancy of the CareerSource Heartland Okeechobee Center at its current location of 207 SW Park St., Okeechobee, and allow the President/CEO to enter into negotiations for a 5-year renewal lease.

CSH is currently paying \$8.75/sq ft. An increase in the rental cost is anticipated as no increase has occurred for 5 years. Mrs. Doubleday indicated that current office rental rates range anywhere from \$10.62 - \$22.00 /sq ft. It is speculated that a renegotiated rate will be between \$10.00 – \$11.00 /sq ft. The current space has served the needs of CSH well and is conveniently located in the center of town. Remaining at the current location will avoid the costs of relocation and build-out.

- A motion was made by committee member, Donald Samuels, to maintain occupancy of the CareerSource Heartland Okeechobee Center at its current location of 207 SW Park St., Okeechobee, and allow the President/CEO to enter into negotiations for a 5-year renewal lease.
- Motion seconded by committee member, William Allbritton.
- Motion carried unanimously.

### C. Info Items:

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

The Taylor, Hall, Miller, Parker (THMP) monitoring report, contained within in the committee packet, is as presented with CSH responses.

Responding to committee member Royce, Mrs. Doubleday clarified that Taylor, Hall, Miller, Parker (THMP) is the agency hired by CSH to perform annual monitoring to identify any potential areas of concern related to compliance in all areas of operation prior to DEO monitoring.

#### 2) **DEO Financial & Programmatic Monitoring Update**

The programmatic component has been conducted, and the fiscal component is ongoing. The preliminary report has not yet been released. Mrs. Doubleday expressed concerns about this year's process, provided a few examples, and requested the committee's guidance. Following discussion, the committee directed staff to continue to effectively and efficiently serve our customers, while remaining in compliance with the intent and parameters of the law.

#### 3) **AARP Back to Work 50+ Program**

CSH has received \$10,000 to implement AARP Foundation's Back to Work 50+ program, which is designed to help eligible individuals aged 50 and older return to work.

#### 4) **CSH to Receive Funding for Short-Term Disaster-Related Training**

CSH is to receive an award of \$200,000 for short-term disaster-related training opportunities. Much of the short-term training is construction related. The intent of the funding is to train a workforce able to assist businesses impacted by Hurricane Ian.

#### 5) **James Moore 2021-22 Single Independent Audit**

The James Moore 2021-22 Financial Audit has been completed and will be presented at the upcoming 1/25/2023 Board meeting. There were no findings.

#### 6) **Form 990**

Ms. Doubleday also indicated the 990 is almost completed and will be sent to Board members for review before submittal.

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

Michele Arena (CFO) presented the President/CEO's expenses from 10/17/2022 – 1/23/2023 which consisted of travel totaling \$375.57 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 2:17 p.m.

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

**Committee members absent:**

**Public attendance:** None

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