

Finance & Operations Committee Meeting
Monday, April 24, 2023 – 1:30 p.m.
MINUTES

I. Call to order

The meeting was called to order at 1:33 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 February 28, 2023 were presented. Donna Doubleday (CSH President/CEO) informed the committee that the ITA Expenditure rate is 8.29% below the 30% requirement. This is due to payments for insurance, monitoring, and auditing services. Staff does not anticipate any issues with meeting the 30% requirement by the end of the program year. No expenditure concerns were noted.

B. Action Items:

1. Request for Contract Renewal for PY 2023-24 for Sunshine Staffing to Serve as Employer of Record for WIOA Transitional Employment and Work Experience (year 3 of 3)

Referring to the action item in the agenda packet, Ms. Doubleday explained that the current contract (in year 2 of 3), which ends June 30, 2023, establishes Sunshine Staffing as the Employer of Record for Workforce Innovation and Opportunity Act (WIOA) job seekers enrolled in Transitional Jobs and Work Experience training opportunities. This service provides customers with added work-based learning/training options and provides CareerSource Heartland (CSH) a greater opportunity to meet the state-mandated ITA expenditure compliance.

This year's contract amount was not to exceed \$150,000 issued in \$25,000 increments. Moving forward into PY 2023-24, CSH is asking for the same.

- ✿ As a related-party contract, Yessenia Irizarry, CSH Board member and employee of Sunshine Staffing, abstained from voting on this action and signed a conflict-of-interest form.
 - A motion was made by committee member, Thomas Leitzel, to renew the Sunshine Staffing employer of record Transitional Jobs/Work Experience Training contract for year three of three in an amount not to exceed \$150,000 and obligated in increments of \$25,000 based upon program needs.
 - Motion seconded by committee member, Raymond Royce.
 - Motion carried unanimously.

2. Request for Sunshine Staffing to Serve as Employer of Record for CSH Temporary Employment Needs for PY 2023-24

Referring to the action item in the agenda packet, Ms. Doubleday explained that, on occasion, CareerSource Heartland benefits from the ability to utilize a staffing agency to meet short-term, temporary hiring needs. CSH staff requested that Sunshine Staffing continue as a vendor to serve as employer of record for CSH temporary employees as the need arises. The maximum dollar amount requested for this purpose for PY 2023-24 is \$7500.

- ✿ As a related-party contract, Yessenia Irizarry, CSH Board member and employee of Sunshine Staffing, abstained from voting on this action and signed a conflict-of-interest form.
- A motion was made by committee member, William Allbritton, to use Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises, for PY 2023-24, allowing an amount not to exceed \$7,500.00 for this purpose.
- Motion seconded by committee member, Thomas Leitzel.
- Motion carried unanimously.

3. Request for Contract Renewal with Concertium for Information Technology Services for PY 2023-24

Referring to the action item in the agenda packet, Ms. Doubleday explained that CSH's IT Services provider contract with Concertium will end on June 30, 2023. This was year one of three possible. Concertium's services include general IT maintenance monitoring services (including virus and dark web monitoring), management of CSH Microsoft licenses, and specific projects addressing Active Directory and Group Policy issues, the correction of hardware or software concerns, and the activation of a successful Disaster Recovery System. The IT Managed Services contract also provides a host of tools and applications that strengthen CSH's IT network and internal service delivery.

CSH staff recommends contracting with Concertium for PY 2023-24, in an amount not to exceed \$116,000 and to allow for added charges as deemed necessary as outlined.

- A motion was made by committee member, Thomas Leitzel, to contract with Concertium for Information Technology Services for PY 2023-24, in an amount not to exceed \$116,000 and to allow for added charges as deemed necessary as outlined.
- Motion seconded by committee member, Raymond Royce.
- Motion carried unanimously.

C. Info Items:

1) Contracts up for renewal

Contracts up for renewal include...

- Taylor, Miller, Parker, Hall, P.A: CSH is currently in year 3 of 3 for subrecipient fiscal, programmatic, administrative, and one-stop monitoring at \$20,980.
- James Moore CPA: CSH is currently in year 4 of 5 for auditing services at \$26,000.

2) DEO Financial & Programmatic Monitoring Update

CSH is still awaiting the final report. The full final report will include the fiscal audit which has been completed and uncovered no findings. The full final report will be shared at the 6/21/23 Board meeting.

3) AARP Back to Work 50+ Program

Ms. Doubleday reported that CSH returned the \$10,000 received from the AARP Foundation to implement AARP Foundation's Back to Work 50+ program because of the high level of individualized support that would be required to carry out this program to the standard it deserves. The option was left open to reconsider implementation in the future.

4) Funds for Disaster-Related Short Term Training Opportunities

CSH received the \$200,000 notice of funds availability for Disaster-Related Short Term Training Opportunities in response to Hurricane Ian. CSH has been in contact with SFSC and will discuss opportunities with IRSC also. Recipients must still meet WIOA eligibility.

5) RFQ and Provider Selection Update for VoIP Telephone Services

CSH received 9 proposals. Each was reviewed for cost, services (auto attendant, pickup groups, call forwarding and transferring, conferencing, voice mail, speakerphone, hosted management through web interface, phone number and phone extension retention, provision of phones [lease, lease to own, or purchase], brand of phones to be provided the reviews for the phones, onboarding costs and time, and potential down time including down time for portability of numbers). Ms. Doubleday reported staff's intent to remain with the current vendor, which is KIT Communications. The annual cost will be approximately \$19,300. However, this will include a return of \$3216 in deposits and no down time. Staff is pleased with the current services. KIT is responsive when issues arise.

6) RFQ Update for Copy Services

CSH received 4 proposals. The current vendor missed the submission deadline. Staff hopes to have reviews of all proposals completed for the 4/26/23 Board meeting.

7) DEO's Civil Rights/Nondiscrimination/Universal Access Compliance Review

DEO completed a Civil Rights/Nondiscrimination/Universal Access Compliance monitoring for all 4 centers. The report indicated no findings and actually highlighted several commendable practices. .

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

Michele Arena (CFO) presented the President/CEO's expenses since the last F&O committee meeting on 1/23/2023. Ms. Doubleday had \$2424.90 in credit card charges. These were for lodging and tolls to attend FWDA and CareerSource Florida meetings in Tallahassee. Rooms were provided for Ann Martin, Jeff King, and Donna Doubleday. Ms. Doubleday's travel expenses totaled \$736.76, for travel to these meetings as well as 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

No other matters were brought before the committee.

II. Adjourn

Committee Chair, Yessenia Irizarry, adjourned the meeting at 1:56 p.m.

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

Committee members absent: Lois Hilton, Donald Samuels

Public attendance: None

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