

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

I. Call to order

The meeting was called to order at 1:34 p.m. by Mr. William Allbritton, Committee Chair. Mr. Allbritton 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 2022-23 year-end June 30, 2023, and financial reports for FY 2023-24 July through August 31, 2023, were presented. No expenditure concerns were noted.

B. Action Items:

1. Review 2023-24 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 Florida Commerce as a self-assessment tool to ensure the presence of proper internal controls. The ICQ was completed, signed by the CSH Chair, and submitted 10/12/2023.

The committee reviewed the ICQ. No concerns were noted.

- A motion was made by committee member, Yessenia Irizarry, to acknowledge the PY2023-24 Internal Control Questionnaire and Assessment as presented.
- 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 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 Florida Commerce.

Staff are requesting the transfer of \$288,473.00 of FY 2022-23 dislocated worker funds to adult funding. This constitutes roughly 99% of that year's dislocated worker funds.

Updating the 3rd rationale point listed on the action item, Mrs. Doubleday informed the committee that the unemployment rate now stands at 4.2% which is considered "full employment" or the "natural rate of unemployment" set by U.S. Federal Reserve economists.

Further calling the committee's attention to item 6, Mrs. Doubleday informed the committee that the transfer of these funds will not adversely affect the provision of Dislocated Worker services as there are no known events which will require this funding. Additionally, CSH still has FY 2023-24

Dislocated Worker funds available. Adult funds are going very quickly and the individuals who typically qualify for Dislocated Worker funds are interested in returning to employment, not training.

In response to committee questions, Mrs. Doubleday explained that the fiscal period ended June 30th and that the biennial funds in discussion stem from the regular Dislocated Worker allocations CSH receives annually.

- A motion was made by committee member, Mary Dow, to approve submission of a request to Florida Commerce to transfer \$288,473.00 of FY 2022-23 allocated dislocated worker funding for expenditures on adult activities.
- Motion seconded by committee member, Yessenia Irizarry.
- Motion carried unanimously.

3. Annual Performance Incentives

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that CSH has a Board approved annual Performance Incentive Plan which has been reviewed as recently as 2020 which acknowledges and rewards staff's efforts. The policy includes a formula that calculates how much each individual is eligible for if their performance goals have been met. This calculation considers an individual's division, length of service, level of responsibility, and the individual's overall performance as determined by the score they received on their annual performance evaluation. If annual performance has been met organization wide, and if incentives are approved, they are issued in December.

The incentive plan gives the President/Chief Executive Officer (CEO) the authority to approve incentives for staff, and the Board Chair the authority to approve an incentive award for the CEO. However, in the interest of transparency and accountability, this item has been presented for committee and Board consideration.

Drawing the committee's attention to CSH's 2022-23 4th quarter performance, Mrs. Doubleday announced that CSH has met, and in many cases exceeded, all performance expectations. CSH received a 99.56, A+ grade which is the 4th highest rating in the state.

Since all performance measures were met for PY 2022-23, the President/CEO requested approval to move forward with authorizing incentive awards following the methodology outlined in the Plan, using a base not to exceed fifty-five thousand dollars (\$55,000) which includes an incentive for the President/CEO for an amount not to exceed \$4000.

This performance funding amount was approved as part of the budget.

- A motion was made by committee member, Mary Dow, to approve incentive awards as outlined in CareerSource Heartland's Annual Performance Incentive Plan following the methodology outlined in the Plan, using a base not to exceed fifty-five thousand dollars (\$55,000) and including an incentive for the President/CEO for an amount not to exceed \$4000.
- Motion seconded by committee member, Yessenia Irizarry.
- Motion carried unanimously.

C. Info Items:

1) PY 2022-23 Performance

As explained above, CSH met, or exceeded, all 2022-23 performance measures and achieved a 99.56, A+ grade, 4th highest rating in the state.

2) NFAs for Hope Florida

Hope Florida is First Lady DeSantis' initiative to help individuals develop long-term goals to overcome barriers to prosperity. CSH has received notices of funding availability from two different sources in

an approximate amount totaling \$135,000. This is 2-year funding with no guarantee of additional funds. This program would generate referrals from the Department of Children and Families to CSH for plan development. CSH has submitted the required implementation plan to CSF.

3) Single Independent Audit

The audit has been completed with no findings. James Moore will present the final report at the January Board meeting. Work will begin on the 990.

4) Florida Commerce PY 2022-23 Monitoring Report

The report is very detailed and examined each monitored program to a very deep level. In review of the report, and in light of the depth of information monitored, Mrs. Doubleday praised her staff for their work while also discussing the identified findings.

5) Taylor Hall Miller Parker (THMP) Monitoring

THMP monitoring was conducted 10/18/23 – 10/22/23. THMP are independent monitors contracted by CSH to identify potential weaknesses before any weakness becomes an issue. THMP may also make procedural or policy recommendations for improvement. The draft report they submitted revealed one minor finding that was termed as an inadvertent data entry error. This error has been corrected.

6) Florida Commerce Monitoring

Florida Commerce Monitoring is scheduled for 2/4/23 – 12/8/23. CSH has already received a partial list of data requests for their review.

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 meeting, there were no card charges. Mrs. Doubleday's travel expenses totaled \$299.38, which included local travel and travel to Orlando for the Workforce Summit.

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

I. Other

No other items were brought before the committee.

II. Adjourn

Committee Chair, William Allbritton, adjourned the meeting at 2:00 p.m.

Committee members present and participating: William Allbritton (Chair), Mary Dow, Lois Hilton, Yessenia Irizarry, and Raymond Royce (Glenn West arrived late)

Committee members absent:

Public attendance: None

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