

Finance & Operations Committee Meeting
Monday, January 22, 2024 – 10:30 am
MINUTES

I. Call to order

The meeting was called to order at 10:31 am 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 covering July 1, 2023, through November 30, 2023, were reviewed by the committee. The committee expressed no concerns with the information presented.

B. Action Items:

1. CSH Sebring Center Lease Extension

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that the building at 5901 US 27 South, Sebring Florida is currently for sale. At the request of the realtor, CSH President/CEO signed an intent to Extend the Lease Term for 5 years, changing the end date from June 30, 2025, to June 30, 2030, subject to approval of the CareerSource Heartland Board of Directors. After some discussion and clarification that this action would benefit CSH, the Committee agreed to recommend approval. At the time of this meeting, the property owner had not yet signed this Letter of Intent, so the Committee agreed to approve the action recommendation extending the lease to June 30 of any year up to and including June 2030, subject to the property owner's approval. The Property Owner has since signed the Letter of Intent. Approval of the recommendation will allow the President/CEO to sign an amendment extending the lease term.

- A Motion was made by Committee Member Glenn West to recommend approval of the Lease Extension.
- Motion seconded by Committee Member Raymond Royce.
- Motion carried Unanimously.

C. Discussion Items

1. Snap Funding

The Committee was made aware of anticipated funding shortages in the allocations CSH receives for the Supplemental Nutrition Assistance Program (SNAP). At the current rate of spending, allocated funds may be exhausted as early as March. There is no other funding source to charge these services to. This is an issue for many of the local boards throughout the State. The State is aware of the issue and has indicated there will be no additional funding for this year. They are working on solutions. Committee discussion included clarification on how funds were received, how individuals were referred to CSH, the program's services, and the impact on customers and staff. The Committee suggested that Ms. Doubleday submit written concerns to Florida Commerce to ensure a

documentation trail is in place. Although presented as a discussion item, if funds are exhausted, the Board may need to make some tough decisions. In that event, an action will be brought before the Board, or the Executive Committee.

D. Info Items:

1) Florida Commerce Financial & Programmatic Monitoring Update

Ms. Doubleday presented general information on Florida Commerce's programmatic and partial administrative monitoring. She indicated that the monitoring was very thorough. The committee was made aware of a few findings, 2 programmatic that staff were already aware would be identified, and 1 administrative that consisted of a few required phrases missing from a procedure. Florida Commerce has just started the fiscal and continued administrative monitoring. The final report will be released when all monitoring has been completed.

2) Monitoring Services RFQ (Admin, Fiscal, Programmatic, One-Stop)

Ms. Doubleday reported that a Request for Qualifications for Administrative, Fiscal, Programmatic, and One-Stop Monitoring Services was released on January 11. Proposals are due March 8.

3) Temporary Staffing Services RFP

Ms. Doubleday reported that a request for Proposals for an entity to provide Temporary Staffing Services to serve as Employer of Record for Transitional Jobs and Work Experience opportunities was released on January 16. Those proposals are due March 15.

In both cases, the contracts are in the third year of three possible and expire on June 30. Proposals received will be presented to designated committee members for review, and Committee recommendations are anticipated to be presented to the Board at the April meeting.

E. 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, Ms. Doubleday has had \$193.45 in credit card charges. This was for attendance at a multiple day FWDA retreat in Sarasota. She received travel checks totaling \$312.92 for in and out of area travel for the various workforce related meetings.

Committee Chair, William Allbritton, asked if there were any questions or concerns on the information or 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 11:10 am

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

Committee members absent:

Public attendance: None

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