

Finance & Operations Committee Meeting
Monday, June 19, 2023 – 1:30 p.m.
MINUTES

I. Call to order

The meeting was called to order at 1:32 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 April 30, 2023 were presented. No expenditure concerns were noted.

B. Action Items:

1. FY 2023-24 Budget Review

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) notified the committee of a needed correction. Referencing the sixth line down under funding Sources, Ms. Doubleday explained that WIOA Youth – PY 2021 Carryover should read, PY 2022.

Discussing projected revenues, Ms. Doubleday explained that, when a figure refers to a one-time allocation or an amount not yet known, the cell was left empty rather than building upon estimated quantities. As part of the budget review, Ms. Doubleday discussed funding reductions, open positions, and the loss of three senior staff to retirement or medical resignation. Ms. Doubleday also informed the committee of the FL legislature's approval of a 5% pay increase for state employees and proposed a similar 5% increase for CSH staff. CSH's current practice requires a full year of employment to be eligible for a wage increase. However, because increases are only evaluated annually, CSH staff recommended a change to this practice to allow individuals who have been employed a minimum of 6 months to be eligible to receive one-half of the annually approved pay percentage increase.

For FY 2023-24, this would result in a 2.5% increase for those individuals who have been employed at CSH at least 6 months but less than one full year, and a 5% increase for individuals employed 1 year or more. For FY 2023-24, Ms. Doubleday respectfully requested that any increase approved for her position be capped at 2%.

During discussion, Dr. Leitzel applauded the dedication, contributions, and leadership of Ms. Doubleday to the organization and expressed his feeling that she should be awarded the full 5% increase. This sentiment was echoed by all committee members present.

Also during discussion, Mr. Royce called for a reexamination of the total revenue % variance shown in the budget as (-14.13%). Reviewing the calculations, Mr. Royce believes the true figure to be

(-21.8%). Michele Arena, CSH Chief Financial Officer, will review this calculation and make any needed changes prior to the budget's presentation to the Board.

- A motion was made by committee member, Donald Samuels, to approve the proposed budget for FY 2023-24 including the procedural change granting individuals employed a minimum of 6 months, eligible to receive one-half of the annually approved pay percentage increase (2.5%) and approval of an increase, for individuals employed 1 year or more, including the CSH President/CEO, as presented (5%).
- Motion seconded by committee member, Thomas Leitzel.
- Motion carried unanimously.

C. Info Items:

1) SFSC ISY/OSY 2023-24 Contract Amounts:

There is an approximately \$14,000 reduction in youth funds which CSH has asked the SFSC Panther Youth Program to budget for. Additionally, CSH is still waiting for DEO approval to move forward.

2) Get-There-Faster Grant Update

CSH is 3 weeks into the first 6-week entrepreneurial workshop. CSH needs to train 25 individuals. A total of 18 were enrolled in this first class which is going very well with many positive feedback comments. SFSC Panther Youth Partner's workshops are set to start after 7/1/23.

3) DEO Programmatic and Financial Monitoring Report

CSH has not yet received the DEO report; although, CSH has been informed that it is done.

4) Copy Services RFQ Update

Toshiba has been selected as the new vendor. They offered the best deal in terms of equipment and price. Toshiba is anticipated to complete delivery and pick-up of the Sharp equipment for return by the end of the month as outlined in the contract.

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

Michele Arena (CFO) presented the President/CEO's travel expenses since the last F&O Committee meeting totaling \$435.65. There were no credit card charges to report.

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 1:52 p.m.

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

Committee members absent: William Allbritton, Mary Dow

Public attendance: None

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