Finance & Operations Committee Meeting
Tuesday, April 7, 2026 – 9:00 a.m.

MINUTES

I. Call to order

The meeting was called to order at 9:00 a.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. The Financial Reports for 7/1/25-2/28/26 were presented. Discussion included comments on the legislative compliance sections of both reports. No expenditure concerns were noted.

B. Action Items:

1. Request to Revise Revision of Employee Handbook

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained CSH has a long-standing policy that a 90-day introductory period is re-implemented for employees who are promoted or otherwise moved into different positions. As written, the recently revised verbiage/policy would negatively impact valuable employees who move into new positions. Staff recommended adding the word "initial" to the verbiage, allowing employees who change positions to use accrued leave time during their new 90-day introductory period. Staff requested the revision and the recommended verbiage changes per the Action item. Following Committee review and discussion, Chair Allbritton called for a motion.

- A motion was made by committee member, Glenn West, to recommend Board approval to update the verbiage in the Employee Handbook to read "Accrued time off may not be used during the initial 90-day introductory period," to be effective immediately.
- Motion seconded by committee member, Rick Herndon.
- Motion carried unanimously.

2. Request to Contract with Sunshine Staffing to Serve as Employer of Record for WIOA Transitional Jobs and Work Experience

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained CSH has been successful in the implementation of this initiative and intends to enhance and carry the program forward into PY 2026-27. This service provides customers with added work-based learning/training options, and CSH with a greater opportunity to meet the state-mandated ITA expenditure compliance. The current contract, which ends June 30, 2026, is in year two of three possible contract periods. The initial contract amount for year one was not to exceed $150,000 issued in $25,000 increments.

Staff respectfully requested approval 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. As a related-party contract, Jessy 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, David Royal, to recommend that the Board approve renewing 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, Glenn West.
- Motion carried unanimously.

3. Request for Sunshine Staffing to Serve as Employer of Record for CareerSource Heartland Temporary Employment Needs

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained CareerSource Heartland occasionally benefits from the ability to utilize a staffing agency to meet short-term temporary hiring needs (e.g., employee vacations, extended leaves of absence, unexpected or long-term position openings). Historically, Sunshine Staffing has quickly responded to the needs of this organization.

Staff respectfully requested approval to use Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises, July 1, 2026, through June 30, 2027, allowing an amount not to exceed $9,500.00 for this purpose. As a related-party contract, Jessy 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, David Royal, to recommend the Board’s approval to use Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises, July 1, 2026, through June 30, 2027, allowing an amount not to exceed $9,500.00 for this purpose.
- Motion seconded by committee member, Rick Herndon.
- Motion carried unanimously.

4. Request to Contract with IT Services Provider for PY 2026-27

Referring to the Action Item in the agenda packet, Ms. Donna Doubleday (CSH President/CEO) explained that the Concertium IT Managed Services contract provides many services to include general IT maintenance monitoring services (including virus and dark web monitoring), management of CSH Microsoft licenses, 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. Additionally, this comprehensive contract provides a host of tools and applications that strengthen CSH’s IT network and internal service delivery, such as the ability to remotely manage computers through “automate,” a help desk ticketing system, added Email security, and Antivirus/antimalware protection. CSH requested approval to contract with Concertium for PY 2026-27 which would be year two of three possible contract periods, in an amount not to exceed $47,000, and to allow for added charges as deemed necessary and as outlined in Concertium’s proposal. Following discussion, Committee Chair Albritton called for a motion.

- A motion was made by committee member, Glenn West, to recommend that Board approval to contract with Concertium for Information Technology Services for PY 2026-2027, in an amount not to exceed $47,000, and to allow for added charges as deemed necessary as outlined.

- Motion seconded by committee member, David Royal.
- Motion carried unanimously.

5. **Request to Contract for Auditing Services**

Referring to the Action Item in the agenda packet, Ms. Donna Doubleday (CSH President/CEO) explained that to ensure compliance with procurement requirements, CSH released a Request for Proposals (RFP) in FY 2024-25 for Auditing Services. CSH's Joint Boards identified James Moore & Co., P.L. as the top proposer and a contract was entered into for PY 2025-26, with the possibility of renewing each year for four additional years contingent upon acceptable service delivery. The initial contract one of five possible years with James Moore & Co., P.L. will end on June 30, 2026.

Services provided by James Moore & Co., P.L. include the single independent financial audit, lease liability analysis and calculation, and preparation of CSH's Form 990 Tax Return. For FY 2025-26, the CSH Board approved a contract not to exceed $37,500. For FY 2026-27, James Moore & Co., P.L. has proposed a 4.4 % increase in fees, as follows:

Audit Fee: $31,200 (4% increase)
990 Fee: $4,200 (5% increase)
Lease Services: $3,750 (7% increase)
Total Fee: $39,150 (4.4% increase)

CSH requested approval to contract with James Moore & Co., P.L. for FY 2026-27 year two of five years, in an amount not to exceed $39,150 as proposed. Questions arose about local providers and the possibility of a new proposal. Following discussion, Committee Chair Albritton called for a motion.

- A motion was made by committee member, David Royal, to recommend Board approval to contract with James Moore & Co., P.L. for FY 2026-27 (year two of five possible), in an amount not to exceed $39,150 as proposed.
- Motion seconded by committee member, Bill Stephenson and Rick Herndon.
- Motion carried unanimously.

C. Review of Information Items:

1. **PY 2025-26 THMP Administrative, Financial, Programmatic, and One-Stop Monitoring**

Ms. Doubleday notified the Committee of the intent to renew the contract with Taylor, Hall, Miller, Parker, P.A. (THMP) for Administrative, Financial, Programmatic, and One-Stop Monitoring. This is the third of three possible contract years. There is no increase in cost. The Board previously selected THMP as the entity to perform this monitoring. The cost is below the threshold requiring Board approval for this renewal. No concerns were raised.

2. **Indirect Cost Allocation Changes**

Ms. Arena (CFO) explained mandated State changes to the Indirect Cost Allocation method which will change allocation to various funding sources. The new method excludes support services, ITA training costs, and stipends. Though CSH will not lose money, the impact is how funds are distributed. Since this is a new process, it is too early to discern what this means and how budget and programs will be affected. Following brief discussion, the Committee voiced no concerns at this time.

3. **Review of President/CEO travel and credit card charges**

Ms. Arena presented the President/CEO's travel expenses and credit card charges. Since the last meeting, there were $202.00 in credit card charges for stamps. Her travel reimbursement expenses totaled $117.48.

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

IV. Other

Committee members discussed the current local labor market. Comments were made that some businesses are hiring and some are laying off, yet no industrial or occupational trends were identified. Skill gaps continue to be an issue and training opportunities continue to be encouraged. One member shared that there were 87 applicants for a real estate job opening and only six applicants were qualified. One member added there has been a decrease in manufacturing position openings, with greater effort placed in retaining current employees.

No other discussion items were offered.

V. Adjourn

Committee Chair, William Allbritton, adjourned the meeting at 9:31 a.m.

Committee members present and participating: William Allbritton (Chair), Lucy Castillo, Rick Herndon, Yessenia "Jessy" Irizarry, David Royal, Bill Stephenson, and Glenn West

Committee members absent: None

Public attendance: None

CSH staff present: Donna Doubleday, Michele Arena, Ann Martin, Nica Morgan, and Matthew Horkan