

Finance & Operations Committee Meeting
Monday, April 20, 2020 – 1:30 p.m.
MINUTES

I. Call to order

The meeting was called to order at 1:34 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 were as presented. No expenditure concerns or questions were noted.

B. Action Items:

1. Selection of Firm to Perform Auditing Services

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, following the Department of Economic Opportunity's audit retention policy, CareerSource Heartland released a Request for Proposals (RFP) for Auditing Services on 12/19/2019. The RFP procures auditing services to be performed in 2020-2021 for the 2019-2020 fiscal year.

As written, the recipient of the auditing contract could continue to provide annual audits each year for a five-year period, contingent upon high-quality service delivery.

Four Certified Public Accountant firms responded to the RFP. These proposals were reviewed and rated independently by three CSH Board members. A rating summary was provided and discussed along with comments collected from checked references. Clarification was made that recommendation was at the sole discretion of the committee based upon the proposal ratings, summary, reference comments, and committee discussion.

- A motion was made by Lois Hilton to recommend James Moore CPAs to conduct CSH's Single Independent Audit for FY 2019-2020, with additional years as indicated.
- Motion seconded by Mary Dow.
- Motion carried.

2. Selection of Firm to Perform Legal Services

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that the solicitation of legal services was for the review of the revised CSH Employee Handbook to ensure the handbook's legal compliance and for consultation on general labor and legal issues as needed. A Request for Qualifications (RFQ) was issued on 12/2/2019 to secure a qualified labor attorney or firm.

Four firms responded to the RFQ. Their qualifications were reviewed and rated independently by three CSH board members. A rating summary was provided and discussed along with comments collected from checked references. Tom Leitzel asked if any of the references were workforce entities and Donna Doubleday responded that some were.

- A motion was made by Mary Dow to recommend Ward Damon Attorneys at Law to review the revised Employee Handbook to ensure its legal compliance and for general labor and legal issues as needed.
- Motion seconded by Thomas Leitzel.
- Motion carried.

3. Waiver of ITA Expenditure Rate

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that at least 50 percent of the Title I funds for Adults and Dislocated Workers must be expended on Individual Training Accounts unless the Local Workforce Development Board obtains a waiver from CareerSource Florida.

Historically, CareerSource Heartland has applied for, and received, a waiver requiring a minimum 30% ITA expenditure rate. However, recognizing that COVID-19 related actions may have a dramatic impact on CSHs' ability to meet a 30% expenditure requirement, staff's recommendation was to request a 20% ITA expenditure rate waiver for PY2020-2021.

- A motion was made by Mary Dow to approve staff's recommendation to request a 20% ITA expenditure rate waiver for PY2020-2021.
- Motion seconded by Lois Hilton.
- Motion carried.

C. Info Items:

1) Review Draft DEO Monitoring Report:

In presenting the draft DEO Monitoring Report, Donna Doubleday (CSH President/CEO) brought to the attention of the committee the types of findings uncovered. She explained that CSH has not received the final report from DEO, but it is important for the Board to be aware of the nature of any findings along with the action taken by CSH.

Committee members conveyed their confidence in Ms. Doubleday and the staff regarding their diligence in implementing all reporting requirements and thoroughness in corrective action when necessary. Speaking to this, committee members commented that they see no history of repeated findings.

2) Issues with MIP Accounting System:

Sheryl Elliott, CFO, explained that the MIP Fund Accounting software utilized by CareerSource Heartland, and many other Workforce Development Boards, fell victim to a ransomware attack. While work to recover the MIP accounting system is underway, CSH has been given access to a temporary accounting system on a separate server. Although the temporary system is not currently fulfilling ITA tracking needs, CSH is able to complete accounting functions. ITA vouchers are being tracked manually. Lois Hilton asked about data breach and whether required reporting occurred. Ms. Elliott reported that there was no breach of CSH data. She continues to monitor the provider's progress toward full system recovery.

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

As presented by Sheryl Elliott (CFO), the President/CEO's travel expenses from 1/1/2020-3/31/2020, comprising 4 checks, totaled \$895.83. During this period, credit card charges consisted of a single charge

on 2/21/2020 in the amount of \$478.00 for the Doubletree Hotel. This charge was incurred during the attendance of a State Board Meeting in Tallahassee.

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 2:04 p.m.

Committee members present and participating: Yessenia Irizarry (Chair), Mary Dow, Lois Hilton, Thomas Leitzel, and David Royal

Committee members absent: Donald Samuels

Public attendance: Kimberlie Buchanan representing CRI Carl Riggs & Ingram, LLC

CSH staff present: Donna Doubleday, Sheryl Elliott, Ann Martin, and Brian Mercurio