



CareerSource Heartland
5901 US Hwy 27 South, Suite 1
Sebring, Florida 33870

**Finance & Operations Committee Meeting
Tuesday, April 16, 2024- 2:00 pm**

MINUTES

I. Call to order

The meeting was called to order at 2:09 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 through February 29, 2024 were presented. Discussion included annual targets, with specific focus on ITA and Work Experience expenditure rates. No expenditure concerns were noted.

B. Action Items:

1. Recommendation for Firm to Conduct Administrative/Fiscal, Programmatic, and One-Stop Operator Monitoring

Referring to the action item in the agenda packet, Ms. Doubleday stated In January 2024, CareerSource Heartland (CSH) issued a Request for Qualifications (RFQ) seeking firms interested in providing administrative/fiscal, programmatic, and one-stop operator monitoring services. Solicitation resulted in only one proposal, that being from Taylor Hall Miller Parker, P.A. (THMP). THMP performs these monitoring services for numerous local workforce development boards in Florida. Brief discussion ensued.

- Motion made by Glenn West to recommend approval to enter into a contract with Taylor Hall Miller Parker P.A. (THMP) for FY 2024-25 for administrative/fiscal, programmatic, and one-stop operator monitoring services in an amount not to exceed \$22,300, allowing for annual renewal for each year for two additional years (through June 30, 2027), contingent upon acceptable provision of services.
- Motion seconded by Mary Dow.
- Motion carried unanimously.

2. Recommendation for Staffing Agency to Serve as Employer of Record for Transitional Jobs and Work Experience Opportunities

Referring to the Action Item in the agenda packet, Ms. Doubleday reported that on January 17, 2024, CareerSource Heartland released a Request for Proposals soliciting qualified organizations to serve as employer of record to provide temporary staffing services for CSH customers participating in Transitional Jobs or Work Experience opportunities. The solicitation resulted in two respondents –

Manpower and Sunshine Staffing. These proposals were reviewed and rated by designated board members. The Committee reviewed and discussed the proposals and rating summaries.

- Motion made by Glenn West to recommend Sunshine Staffing to serve as employer of record to provide temporary staffing services for CSH customers participating in Transitional Jobs or Work Experience opportunities, at a not to exceed amount of \$150,000, with an initial contract amount of \$25,000, increasing in increments based on program use and identified need.
- Motion seconded by Mary Dow.
- Motion carried unanimously.

*Yessenia (Jessy) Irizarry, CSH Board member and employee of Sunshine Staffing, abstained from voting on this action and signed a conflict-of-interest form.

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, Ms. Doubleday stated that on occasion, CareerSource Heartland benefits from the ability to utilize a staffing agency to meet short-term, temporary hiring needs. Historically Sunshine Staffing has quickly responded to the needs of the organization.

- Motion by Glenn West to recommend Sunshine Staffing to serve as employer of record for CSH temporary employees as the need arises, for PY 2024-25, allowing an amount not to exceed \$8,500 for this purpose.
- Motion seconded by committee member Mary Dow.
- Motion carried unanimously.

*Yessenia (Jessy) Irizarry, CSH Board member and employee of Sunshine Staffing, abstained from voting on this action and signed a conflict-of-interest form.

4. Request to contract with IT Services Provider for PY 2024-25

Referring to the Action Item in the committee packet, Ms. Doubleday reported that CSH released a Request for Proposals (RFP) on February 21, 2022, soliciting proposals for Information Technology Services. Following review and evaluation of submitted proposals, CareerSource Heartland's (CSH) Board elected to contract with Enablewise (dba Concertium) for program year (PY) 2022-2023, with the possibility of renewing each year for two additional years contingent upon acceptable service delivery. The contract was renewed for PY 2023-24, as year two of three possible. That contract will end on June 30, 2024. The Committee discussed the services provided by this contract, the proposal submitted for PY 2024-25 (year three of three), and exploring options for the future.

- Motion made by Glenn West to recommend approval to allow the President/CEO to negotiate a contract with Concertium for PY 2024-25, in a not to exceed amount of \$122,148, and allowing for added charges as deemed necessary and as outlined in Concertium's annual proposal.
- Motion was seconded by committee member Mary Dow.
- Motion carried unanimously.

C. Information Items:

- 1) Florida Commerce Financial & Programmatic Monitoring Update

The programmatic component of this monitoring has been previously reported. The financial and administrative monitoring is still being conducted. The final report will not be submitted until all components have been completed.

2) Performance Update

CSH met all 18 federal performance indicators for the first and second quarters of PY2023-24. CSH received an “A” grade for the second quarter.

3) James Moore Auditing Contract Renewal

This will be the fifth year of five possible for the board approved contract with James Moore. The contract for PY 2024-25 will be in the amount of \$29,800, which includes a base amount of \$26,800 plus \$3000 for lease adjustment requirements.

4) FloridaCommerce Civil Rights/Nondiscrimination/Universal Access Compliance Review

FloridaCommerce is currently conducting a Civil Rights/Nondiscrimination/Universal Access Compliance Review of CSH. This year this is occurring via desk review. CSH staff is preparing all requested documentation for submittal.

5) SNAP Funding

The Executive Board met and voted to temporarily suspend SNAP Funding until funding become available or other funding sources are identified. FloridaCommerce and CareerSource Florida (CSF) have been notified.

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 \$501.35 for local travel and travel to Orlando for Workforce Summit and CSF meetings. There were no credit card charges to report.

Committee Chair, William Allbritton, 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, William Allbritton, adjourned the meeting at 2:41 p.m.

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

Committee members absent: Raymond Royce

Public attendance: None

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