

**Finance & Operations Committee Meeting****Friday, January 15, 2021 – 11 a.m.****MINUTES****I. Call to order**

The meeting was called to order at 11:02 a.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. It was determined that quorum had been established. See end of minutes for all attendees.

**III. Topics****A. Presentation/discussion of:****1. Financial Reports**

Financial reports through November 30, 2020 were as presented. No expenditure concerns were noted.

**B. Action Items:****1. One-Stop Operator**

Referring to the Action Item in the committee packet, Donna Doubleday (CSH President/CEO) reminded the committee that CSH's current authorization to serve as the One-Stop Operator expires on June 30, 2021. To allow enough time for procurement and Board action, an RFP was issued in October. The RFP was emailed to 18 known eligible entities and was publicly noticed in newspapers and on the CSH website. No proposals were received. During the committee meeting, 2 options were identified. Option 1 – Readvertise/reissue the RFP. Option 2 – recommend the Board direct CSH staff to prepare, and submit, a request to CareerSource Florida for approval to continue to serve as the One-Stop Operator. A member commented it was not likely readvertising would produce different results and the committee unanimously agreed to recommend to the Board that staff be directed to submit the request to CareerSource Florida for approval to continue to serve as the One-Stop Operator.

- A motion was made by committee member, Donald Samuels, to direct staff to submit a request to CareerSource Florida for approval to continue to serve as the One-Stop Operator.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

**2. Approval of Revised Employee Handbook**

Referring to the Action Item in the committee packet, Ms. Doubleday reported that the current CSH Employee Handbook is antiquated and that a revised handbook has been reviewed by the organization's attorney who specializes in labor and employment law. All the attorney's

recommendations have been incorporated into the revised handbook presented in the committee packet.

- A motion was made by committee member, Mary Dow, to approve the revised CareerSource Heartland's Employee Handbook.
- Motion seconded by committee member, Donald Samuels.
- Motion carried.

### **3. Contract for IT Services**

Referring to the Action Item in the committee packet, Ms. Doubleday explained that CSH staff was pleased with Concertium's assessment and felt it was comprehensive and thorough. Concertium's statement of work did not include the upfront project work that needs to occur to fix the major issues that impact CSH's IT infrastructure. Those items are highlighted in green in the assessment results spreadsheet. A draft contract had been provided by Concertium which was sent to the CSH attorney for review. The attorney has suggested some verbiage changes. Initial discussions with Concertium indicate their willingness to work with CSH on any identified concerns. This action item sparked a lot of discussion and many questions surrounding security issues, any additional costs, how Concertium was identified as a vendor, how Concertium was vetted as a vendor, benefits, and impact to current IT workload, and explanations of software identified in the Statement of Work. Committee members commented that this appears to be an excellent solution and recommended moving this item forward for the Board's consideration.

- A motion was made by committee member, Lois Hilton, for the President/CEO to negotiate a contract with Concertium for the items identified in the Assessment Conclusions and Managed Services Scope of Work presented.
- Motion seconded by committee member, Mary Dow.
- Motion carried.

### **4. Disposal/Donation of Equipment**

Referring to the Action Item in the committee packet, Ms. Doubleday reported that CSH has identified 57 computers and 1 shredder that are outmoded, unusable, or not worthy of upgrade. A description of the items was included in the committee packet. The items acquired from CareerSource Polk in 2016 were already a few years old upon receipt, but at the time were newer than many CSH computers. Staff requested approval to donate the equipment on the spreadsheet on a first come first served basis to non-profit entities, along with approval to dispose of any items on the list that are not picked up by March 31, 2021.

- A motion was made by committee member, Mary Dow, to approve the recommendation to donate the identified equipment to nonprofit entities, and to dispose of any remaining items which have not been picked-up by March 31, 2021.
- Motion seconded by committee member, Donald Samuels.
- Motion carried.

### **C. Info Items:**

- 1) *Taylor, Hall, Miller, Parker P.A. Monitoring Report:*

The November 2020 Taylor, Hall, Miller, Parker (THMP) monitoring report, which includes staff responses, was reviewed and is as presented. The Committee had no concerns. One member commented that issues identified were minor and not concerning.

2) *DEO Financial & Programmatic Monitoring Report for PY 2019-20:*

The DEO Financial and Programmatic monitoring report for program year 2019-2020, which also includes staff responses, was reviewed and is as presented. This monitoring was conducted in January 2020, but the report was not received by CSH until the beginning of December 2020. DEO has accepted staff's responses. The committee had no concerns. This year's monitoring began in December and is still underway.

3) Annual Audit Results:

The audit has been completed and CSH has been given a copy of the results which will be presented at the next Board meeting. Ms. Doubleday commented that the audit went well and gave kudos to Sheryl Elliot (CFO), Ann Martin (CPO), Keith Hayden (DIT), and staff. CSH staff are still reviewing the 990.

4) CenterState Bank Merger with South State Bank:

CSH's bank, CenterState, has merged with South State Bank. Sheryl Elliott (CSH's CFO) explained to the committee the processes she follows to ensure that the bank meets all requirements to protect CSH funds and keep CSH in compliance with regulations surrounding federal funding.

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

Sheryl Elliott (CFO) presented the President/CEO's expenses from 10/23/2020 – 1/15/2021. Ms. Doubleday had three travel checks issued since the last F&O meeting totaling \$93.89 for local travel and no credit card charges.

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 11:42 a.m.

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**Committee members present and participating:** Yessenia Irizarry (Chair), Mary Dow, Lois Hilton, Donald Samuels

**Committee members absent:** Thomas Leitzel, David Royal

**Public attendance:** None

**CSH staff present:** Donna Doubleday, Sheryl Elliott, Ann Martin, Keith Hayden, Caleb Henderson, Brian Mercurio