

**Finance & Operations Committee Meeting
Wednesday, April 10, 2019**

MINUTES

I. Call to order

The meeting was called to order at 10:04 a.m. by Ms. Lois Hilton, Chair. Ms. Hilton 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/confirm all participants phoning in. Committee members, staff, and others present were identified (see end of meeting minutes for attendees).

III. Topics

A. Presentation/discussion of:

1. Financial Reports

Referring to the report, Donna Doubleday reported 2 notables.

- Increase in the TANF allocation of \$100,000 received in February.
- Receipt of funds for the Soft Skills grant in the amount of \$94,655, the majority of which will go to the college for the implementation of the grant.

Reviewing the 18-19 Expenditure Report for month ended February 28, 2019, Lois Hilton asked if there were any concerns meeting the numbers required by the end of the budget year. Donna Doubleday responded that CSH is on track. Donna related that, for the State ITA expenditure requirement, CSH is at 39.85% which is 9.85% over the required amount. Likewise, for the 20% Youth Work Experience Requirement, CSH is at 22.96% which is 2.96% over the required amount.

B. Action Items:

1. Negotiate Lease for CSH Highlands Center

Referring to the Action Item in the agenda packet, Donna Doubleday explained that, built into CSH's current lease with C M Payne & Son, is an annual 2% or CPI increase. This is problematic because it results in the appearance of a negative fund balance due to the way CSH must accrue and report the increases. The appearance of a negative fund balance makes working with insurance providers difficult.

Of additional concern is the current cost per square foot. CSH is currently paying \$15.23/sq.ft. with an upcoming September increase to \$15.54/sq.ft. However, a preliminary review of the square foot costs for commercial rentals in Sebring revealed an average cost between \$11-\$13/sq.ft.

Lastly, the current lease, set to expire 9/16/2020, was initially negotiated for a 10-year period. The concern is that such a length of time does not consider changes to the economy.

The action requested is to approve the recommendation to maintain the current occupancy of CSH at 5901 US Hwy 27 S, Ste 1 in Sebring and allow the President/CEO to negotiate a renewal lease for

the current location for a 3 to 5-year term, with the possibility of longer if the 2% or CPI increases are removed.

- A motion was made by David Royal to approve this action item.
- Motion seconded by Mary Dow.
- Motion carried.

2. Selection of Firm to Perform Auditing Services

Referring to the Action Item in the agenda packet, Donna Doubleday explained that a waiver to admit Clifton Larson Allen to perform auditing services for CSH was requested from CSF due to DEO's auditor retention policy limiting auditors to 5 years. CSH has experienced past difficulty receiving proposals from firms familiar with auditing entities like CSH. CSF approved the requested waiver for 1 year. With this waiver, CSH would be able to utilize Clifton Larson Allen for another year but would then need to release a Request for Proposal come Fall.

A Request for Proposal for auditing services was released this past January. Out of the 4 responses received, Clifton Larson Allen was ranked first by all 3 proposal raters.

The action requested is to recommend, and approve, a firm to conduct CSH's Single Independent Audit for FY 2018-19 with additional years as indicated in the action item.

- A motion was made by Mary Dow to recommend, and approve, contracting with Clifton Larson Allen for an additional year with the understanding that a new Request for Proposal will be made in the Fall.
- Motion seconded by David Royal.
- Motion carried.

3. Sunshine Staffing Contract Renewal

Referring to the Action Item in the agenda packet, Donna Doubleday explained that the Sunshine Staffing contract to serve as Employer of Record for WIOA job seekers enrolled in Work Experience training is currently in year 1 of 3. The initial contract amount for this current year is not to exceed \$150,000 issued in \$25,000 increments.

CSH has been successful in the implementation of the Work Experience initiative and intends to carry the program forward into 2019-20.

The action requested is to approve the renewal of the Sunshine Staffing Employer of Record Work Experience Training contract for year 2 of 3 in an amount not to exceed \$150,000 and obligated in increments of \$25,000 based upon program needs.

- A motion was made by Mary Dow to approve this action item.
- Motion seconded by Donald Samuels.
- Motion carried.

4. Addition to Procurement Policy

Referring to the Action Item in the agenda packet, Donna Doubleday explained that CSH's current procurement policy and Uniform Guidance allow for purchases based upon procurement by another unit of local government or public entity established by law. Such purchases do not require further procurement actions since these bodies are subject to the same, or similar, procurement requirements as CSH.

However, CareerSource Florida, operating as a nonprofit board, is not included under the current procurement policy.

The action requested is to approve the entity identified as the State Policy and Investment Board for Florida's workforce services (currently CareerSource Florida) to be included among the organizations listed in the current policy

- A motion was made by David Royal to approve this action item.
- Motion seconded by Mary Dow.
- Motion carried.

C. Info Items:

No additional info items were presented.

D. Review of President/CEO credit card charges:

There were 2 charges noted:

1. Florida Chamber of Commerce for registration for 3 staff members to attend the Economic Outlook and Jobs Summit this past January in the amount of \$795.00;
2. Hotel Duval in Tallahassee for the FWDA and CareerSource Florida meetings which Donna Doubleday attended 2/11/19 – 2/13/19 in the amount of \$378.00.

I. Other

Ms. Doubleday thanked committee members for their participation and support.

There were no other matters brought before the committee.

II. Adjourn

Motion to adjourn by Committee Chair Lois Hilton

The meeting was adjourned at 10:30 a.m.

Committee members present and participating: Mary Dow, Dan Graham, Lois Hilton, David Royal, and Donald Samuels

Committee members absent: Vanessa Hernandez and Dr. Thomas Leitzel

Public attendance: None

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