

**Finance & Operations Committee Meeting**  
**Tuesday, June 18, 2024 – 4:00 p.m.**  
**MINUTES**

**I. Call to order**

The meeting was called to order at 4:00 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 April 30, 2024 were reviewed. No expenditure concerns were noted.

**B. Action Items:**

**1. FY 2024-25 Budget Review**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) discussed projected revenues. Ms. Doubleday explained some projected revenues were estimated as the State has not notified CSH as to the amounts that will be allocated for this upcoming year. As part of the budget review, Ms. Doubleday discussed funding reductions, open positions, and the loss of staff to retirement, relocation, or medical resignation. Ms. Doubleday also informed the committee of the FL Legislature's (and Governor's) approval of a 3% pay increase for state employees and proposed a similar 3% increase for CSH staff. The proposed budget includes a 3% pay increase for the Chief Executive Officer, Chief Financial Officer, Chief Programs Officer, and Director of Information Technology.

The impact of special grants was noted. Special grants can help extend the life of other allocated funding. CSH has applied for a grant to serve Non-Custodial Parents. The decision on grant awardees is anticipated by August.

Also, during discussion, the subject of future sustainability was analyzed.

- A motion was made by committee member, Glenn West, to approve the proposed budget for FY 2024-25 with the approval of pay increases as outlined, to include the Chief Executive Officer, Chief Financial Officer, Chief Programs Officer, and Director of Information Technology.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

**C. Info Items:**

- 1) SFSC ISY/OSY 2024-25 Contract Amounts:

Ms. Doubleday reported the SFSC contract amounts as \$302,294.90 for In-School Youth and \$307,712.16 for Out of School Youth. These amounts reflect the 50% minimum requirement on Out-of-school expenditures since the waiver was incorporated in CareerSource Florida's Comprehensive Plan. The total of \$610,007.06 is above CSH's full \$528,955 projected annual allocation. However, carryover funds are available to cover the difference. This will result in 1 Project Specialist being laid off, and does not include wage increases, at SFSC's choice.

2) Get-There-Faster Grant Update:

This program has ended. CSH served 69 adults and 29 youth through this program.

3) Florida Commerce Programmatic and Financial Monitoring Update:

CSH has not received the finished report at this time. Staff has responded to multiple requests for clarification or additional information on documentation that was provided for the financial and administrative components of FloridaCommerce's annual monitoring of CSH. Although we are not currently aware of any findings, no feedback has been received on the additional submitted documentation.

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

Michele Arena (CFO) presented the President/CEO's credit card charges and travel expenses since the last F&O Committee meeting totaling \$132.16 for travel and \$2,970 for credit card charges which paid for facilitator licensing for the Get There Faster Entrepreneurial workshops.

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 4:17 p.m.

---

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

**Committee members absent:** None

**Public attendance:** None

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