

**Finance & Operations Committee Meeting
Tuesday, October 14, 2025 – 9:00 a.m.**

MINUTES

I. Call to order

The meeting was called to order at 9:03 a.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 for 7/1/24-6/30/25 and 7/1/25-8/31/2025, were presented. Discussion included comments on the legislative compliance sections of both reports. No expenditure concerns were noted.

2. PY 2024-25 Financial Monitoring Quality Assurance Report

The Florida Commerce PY 2024-25 Financial Monitoring Quality Assurance Report was presented. There were no findings, no noncompliance issues, and no observations or technical assistance identified. Comments were made commending staff.

3. 2025-26 Internal Control Questionnaire and Assessment

The 2025-26 Internal Control Questionnaire and Assessment (ICQ) was presented. The ICQ is an annual self-assessment tool that evaluates whether the Local Workforce Development Board has a system of sound internal controls to avoid or mitigate risks. CSH staff completed the tool and is confident that sound internal controls exist. Comments outline the reasoning for this confidence. Committee discussion included succession planning challenges for the Chief Finance Officer, Chief Programs Officer, Director of IT, and Center Managers/ Coordinators positions. There are processes in place, however individuals have not been identified to fill those in positions. The ICQ must be signed by the Board Chair and submitted to the State prior to October 30, 2025.

B. Action Items:

1. Pay Rate Adjustment for Employees Whose Jobs Change to Meet Organizational Needs

Referring to the Action Item in the agenda packet, Ms. Donna Doubleday (CSH President/CEO) explained that this Board previously granted the President/ CEO the authority to determine employee wages rates within the ranges that are outlined in the Board approved salary matrix. To promote consistency and fairness within the position levels, CSH employees that are transitioning to new or new employees hired for a role have always been given the entry level salary for that position. This process was determined to be a disincentive to long-term employees who have received raises and increases along the way. In October 2024, the Board approved allowing creditable service equivalent to 1 year of service for each 5 years worked in the same department to be added. Although helpful,

this does not address all situations that increase a staff person's level of responsibility. Following Committee review and discussion of the Action Item, Chair Allbritton called for a motion.

- A motion was made by committee member, David Royal, to recommend Board approval of the Pay Rate Adjustments for Employees Whose Jobs Change to Meet Organizational Needs process as written, with an effective date of October 1, 2025.
- Motion seconded by committee member, Jessie Irizarry.
- Motion carried unanimously.

2. Request Transfer of Dislocated Worker Funding to Adult Funding

Referring to the action item in the agenda packet, Ms. Doubleday (CSH President/CEO) explained that with Governor approval Local Workforce Boards may transfer up to 100% of Dislocated Worker funds for expenditure on adult activities. In April 2025, this Board approved a request to transfer 50% (\$119,518.50) of PY 2024-25 DW funds for expenditure on adult activities. Staff respectfully request Board approval to submit a subsequent request for transfer of up to 100% (\$239,037.00) of PY 2024-25 allocated dislocated worker funding for expenditures on adult activities. PY 2025-26 DW funding (\$206,067.00) remains available for DW activities should the need arise. No concerns were noted.

- A motion was made by committee member, Rick Herndon, to recommend Board approval to submit a request to transfer \$239,037.00 of PY 2024-2025 allocated dislocated worker funding for expenditures on adult activities.
- Motion seconded by committee member, David Royal.
- Motion carried unanimously.

3. Annual Performance Incentives

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained in July 2008, the CSH Board approved an Annual Performance Incentive Plan to reward workforce staff efforts toward meeting annual goals and the overall accomplishments of the organization. It was noted that for PY 2024-25 CSH met or exceeded all eighteen of eighteen federal performance indicators and achieved a grade of A-. Staff requests approval to move forward with authorizing incentive awards following the methodology outlined in the Plan, using a base not to exceed fifty thousand dollars (\$50,000) which includes an incentive for the President/CEO for an amount not to exceed \$4,250. This would result in approximately \$34,000 in actual cost. This was included in the approved budget for PY 2025-26. Discussion included questions and clarification on the formula and process that is used to determine award amounts. The Committee was informed that, for the CEO, this Committee's recommendations can further limit the amount presented or not award any incentive. Following discussion, Chair Allbritton called for a motion.

- A motion was made by committee member, Jessie Irizarry, to recommend Board approval of incentive awards as outlined in CareerSource Heartland's Annual Performance Incentive Plan, using the methodology outlined in the Plan, using a base not to exceed \$50,000, and including an incentive for the President/CEO in an amount not to exceed \$4,250.
- Motion seconded by committee member, David Royal.
- Motion carried unanimously.

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

Michele Arena (CFO) presented the President/CEO's travel expenses and credit card charges. Since the last meeting, there were no credit card charges, and her travel reimbursement expenses totaled \$376.65. These charges include local travel.

Committee Chair, William Allbritton, asked if there were any questions or concerns about the expenses as presented. None were noted.

IV. Other

No other items were brought before the committee.

V. Adjourn

Committee Chair, William Allbritton, adjourned the meeting at 9:24 a.m.

Committee members present and participating: William Allbritton (Chair), Rick Herndon, Yessenia Irizarry, David Royal

Committee members absent: Glenn West

Public attendance: None

CSH staff present: Donna Doubleday, Michele Arena, Ann Martin, Dana Davis

