

Finance & Operations Committee Meeting
Tuesday, January 20, 2026 – 9:00 a.m.

MINUTES

I. Call to order

The meeting was called to order at 9:02 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). New Community Members Lucy Castillo and Bill Stephenson were introduced. It was determined that quorum had been established.

III. Topics

A. Presentation/discussion of:

1. The Financial Report for 7/1/25-11/30/2025 was presented. Discussion included comments on the legislative compliance sections of both reports. No expenditure concerns were noted.

B. Action Items:

1. Request to Apply to Continue as a Direct Service Provider

Referring to the Action Item in the agenda packet, Ms. Donna Doubleday (CSH President/CEO) explained that CareerSource Heartland (CSH) has been operating as Direct Service Provider of “One-Stop” Operations since 2008 (then Heartland Workforce). CSH’s current approval to operate as such expires June 30, 2026. CSH will need to either procure a service provider for career services or submit a request for an extension to continue to provide career services as of July 1, 2026. Ms. Doubleday elaborated on the many benefits seen for CSH to operate as a Direct Service Provider, as outlined in the Action Item. Following Committee review and discussion, Chair Allbritton called for a motion.

- A motion was made by committee member, David Royal, to recommend Board approval of the Request to Apply to Continue as a Direct Service Provider, with an effective date of July 1, 2026.
- Motion seconded by committee member, Glenn West.
- 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 (DW) funds for expenditure on WIOA Adult activities. She reviewed the history of Board requests, the amount of the current request, and the justification for this request, as outlined in the Action Item. She indicated that (\$103,000.00) would remain available for DW activities should the need arise. No concerns were noted. Glenn West inquired if the remaining 50% would be available for next year if not expended and he was advised it would be.

- A motion was made by committee member, Bill Stephenson, to recommend Board approval to submit a request to transfer \$103,000.00 of PY 2025-2026 allocated Dislocated Worker funding for expenditures on Adult activities.
- Motion seconded by committee member, David Royal.
- Motion carried unanimously.

3. Request to Revise Employee Handbook- Leave Use and Payout

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained CareerSource Heartland's (CSH) long-standing policy has been that employees begin accruing time off upon start date and can use accrued time immediately. New hires accrue 5 hours of PTO for each pay period where they are present (or on approved time off) for at least 50% of that pay period. The CSH Employee Handbook (approved policy) also allows payout of accrued time unless an individual is terminated for cause. Staff recommends delaying use of accrued time until successful completion of the 90-day introductory (probation) period and not providing payout of accrued leave for anyone who does not successfully complete the 90-day introductory period. The recommended verbiage changes per the Action item are noted in bold, below:

1. **Accrued time off may not be used during the 90-day introductory period.**
2. *"Under no circumstances will employees be paid for unused, accrued PTO if they **do not successfully complete the 90-day introductory period or are terminated for cause, which includes but is not limited to any of the following reasons: misuse or misappropriation...**"*

- A motion was made by committee member, Glenn West, to recommend Board approval of the policy and verbiage changes as presented in the Action Item, to be revised in the Employee Handbook, and to be effective immediately.
- Motion seconded by committee member, Bill Stephenson.
- Motion carried unanimously.

4. Request to Increase Contract Sunshine Staffing as Employer of Record for CareerSource Heartland's Temporary Employment Needs

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained CareerSource Heartland (CSH) benefits from the ability to utilize a staffing agency to meet short-term, temporary hiring needs. Examples include employee vacations, extended leaves of absence, and unexpected or long-term position openings. For Program Year (PY) 25-26, the CSH Joint Boards approved Sunshine Staffing serving as employer of record for CSH temporary employees as the need arises. The maximum dollar amount requested and approved for this purpose through June 30, 2026, was \$7,500.

Staff respectfully requested increasing the total amount of this contract to \$23,000. This is an increase of \$15,500. This would allow CSH to continue to meet emergency needs while searching for the talent needed to properly fulfill open positions. As a related-party contract, Jessy Irizarry, CSH Board member and employee of Sunshine Staffing, abstained from voting on this action and signed a conflict-of-interest form.

- A motion was made by committee member David Royal to recommend that the Board increase the total dollar amount of this contract to \$23,000.
- Motion seconded by committee member, Glenn West.
- Motion carried unanimously.

C. Review of Information Items:

1. PY 2025-26 THMP Financial and Programmatic Monitoring Report

Taylor, Hall, Miller, Parker, P.A.'s PY 2025-26 Financial Monitoring Quality Assurance Report, including staff responses, was presented. Following review and discussion, no concerns were raised.

2. 2025 Financial Statements/Audit

Following the announcement that the Auditors will present the Audit results at the January 28th Board Meeting, the Committee briefly reviewed the Single Independent Audit/Financial Statements for the year ending June 30, 2025. Upon recognition that there were no findings, the Committee voiced no concerns.

A. Review of President/CEO travel and credit card charges

Michele Arena (CSH CFO) presented the President/CEO's travel expenses and credit card charges. Since the last meeting, there were \$2,481.50 credit card charges for licensing and books needed for the entrepreneurial workshops occurring through the State Rural Initiative Grant. Her travel reimbursement expenses totaled \$146.96.

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 9:22 a.m.

Committee members present and participating: William Allbritton (Chair), Lucy Castillo, Yessenia Irizarry, David Royal, Bill Stephenson, and Glenn West

Committee members absent: Rick Herndon

Public attendance: None

CSH staff present: Donna Doubleday, Michele Arena, Ann Martin, Nica Morgan, and Matthew Horkan