

Finance & Operations Committee Meeting
Monday, April 25, 2022 – 1:30 p.m.
MINUTES

I. Call to order

The meeting was called to order at 1:32 p.m. by Raymond Royce, Board Chair. Mr. Royce 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 February 28, 2022 were as presented. CSH requested a 20% ITA expenditure waiver from CSF. In response, the state granted approval for a 30% waiver. Ms. Doubleday (CSH President/CEO) noted that CSH will be able to meet this requirement by year's end. No expenditure concerns were noted.

B. Action Items:

1. Recommendation of IT Services Provider PY 22-23

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that the initial contract with Concertium was entered into on October 22, 2020 based upon an assessment of the IT services needed in consideration with the timeframe in which crucial services had to be completed. Initial procurement identified Concertium as the provider best situated to satisfy CSH's needs at the time. In June 2021, an emergency procurement was done to extend the Concertium contract for an additional year. The extension came about because some crucial services had yet to be completed. Also at this time, CSH lost the then Director of IT.

To remain in compliance with procurement requirements CSH released an RFP for IT Services on February 21, 2022 for services to begin July 1st. Solicitation resulted in proposals from Concertium and Information Technology Authorities. Staff performed a cursory review to confirm all requirements were met by both submitters. Three Board members then reviewed and rated the proposals. These rating results, with rater comments, were provided to the F&O committee for review. During discussion, time was provided to representatives from Concertium and Information Technology Authorities to briefly highlight the strengths of their organization and the services they intend to provide. Annual cost is similar between both providers, at approximately \$116,000.

Following extensive discussion:

- A motion was made by committee member, Donald Samuels, to recommend to the Board, Concertium for the provision of Information Technology Services for program year (PY) 2022-23, with the possibility of renewals for two additional years.
- Motion seconded by committee member, Senator Grimsley.
- Motion carried unanimously.

2. CareerSource Heartland Salary Matrix

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that every year, the CSH leadership team reviews the organization's structure to ensure effective and efficient operations. This year's review was extensive, and included consideration of many factors, including an evaluation of the existing salary matrix, labor market information, and salary structures of similar CareerSource entities throughout Florida. To stay competitive with minimum wage increases, a draft salary structure was presented for consideration. For review, committee members were provided both the current and proposed salary matrices.

Following discussion:

- A motion was made by committee member, Thomas Leitzel, to approve the proposed salary matrix, effective July 1, 2022.
- Motion seconded by committee member, Donald Samuels.
- Motion carried unanimously.

3. Sunshine Staffing to Serve as Employer of Record for WIOA Transitional Employment and Work Experience (year 2 of 3)

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that CSH has a contract in place with Sunshine Staffing to serve as Employer of Record for Workforce Innovation and Opportunity Act (WIOA) job seekers enrolled in Work Experience (WE) training opportunities. The current contract, in year one of three, will end June 30, 2022. CSH has been successful in the implementation of the Work Experience initiative and intends to carry the program forward into 2022-23 for an amount not to exceed \$150,000 issued in \$25,000 increments as needed. The renewed contract would change the wording slightly to include transitional employment. This service provides CSH with a greater opportunity to meet the state-mandated ITA expenditure.

- ✿ As a related-party contract, Yessenia Irizarry (CSH Board member and employee of Sunshine Staffing) signed a conflict-of-interest form. Ms. Irizarry was absent from this meeting.
- A motion was made by committee member, Senator Denise Grimsley, to approve renewing the Sunshine Staffing employer of record for the WIOA Transitional Employment and Work Experience Training contract for year two of three in an amount not to exceed \$150,000 and obligated in increments of \$25,000 based upon program needs.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

4. Sunshine Staffing to Serve as Employer of Record for CSH Temporary Employment Needs for PY 2022-23

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, on occasion, CareerSource Heartland would benefit from the ability to utilize a staffing agency to meet short-term, temporary hiring needs. Examples include employee vacations or extended leaves of absence and unexpected or long-term position openings. Historically, Sunshine Staffing has been responsive to the needs of CSH. In addition to Sunshine Staffing, there are two other local providers. One provides only blue-collar workers, and the other has not been successful in meeting CSH needs.

For these reasons, CSH staff requested the continued use of Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises.

Approval by $\frac{2}{3}$ of the Board, a quorum having been established, is needed as Sunshine Staffing is considered a related party. The maximum dollar amount requested for this purpose for PY2022-23 is \$7,500.

- ✿ As a related-party contract, Yessenia Irizarry (CSH Board member and employee of Sunshine Staffing) signed a conflict-of-interest form. Ms. Irizarry was absent from this meeting.
- A motion was made by committee member, Mary Dow, to approve use of Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises, July 1, 2022 through June 30, 2023, in an amount not to exceed \$7,500.00.
- Motion seconded by committee member, Thomas Leitzel.
- Motion carried unanimously.

C. Info Items:

- 1) **FY 2022-23 Auditing Services Contract Renewal with James Moore & Co., P.L. (year 3 of 5)**
CSH intends to renew the auditing contract with James Moore for PY 2022-23 (year 3 of 5) in the amount of \$25,200.
- 2) **FY 2022-23 Monitoring Services Contract Renewal with Taylor Hall Miller Parker, P.A. (year 2 of 3)**
CSH intends to renew the monitoring services contract with Taylor Hall Miller Parker for PY 2022-23 (year 2 of 3) in the amount of \$20,980.
- 3) **DEO Financial & Programmatic Monitoring Update**
Monitoring has been completed by DEO; however, CSH is still awaiting the report.

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

Michele Arena (CFO) presented the President/CEO's expenses from 1/25/2022 – 4/25/2022 which consisted of \$390.70 in travel expenses and a credit card charge of \$2,400 for an annual subscription to the employment website, Indeed (recruiting).

Board Chair, Raymond Royce, asked if there were any questions or concerns on the expenses as presented. None were noted.

I. Other

Ms. Doubleday announced two new funding sources. The first is The Reemployment Services and Eligibility Assessment (RESEA) Program, a worker profiling and reemployment services system that identifies new Unemployment Compensation (UC) recipients who are most likely to exhaust their regular benefits before returning to the workforce. The second is Rapid Response which is designed to prevent, or minimize, the impact of layoffs to workers and to minimize the downsizing of businesses.

II. Adjourn

Board Chair, Raymond Royce, adjourned the meeting at 1:59 p.m.

Committee members present and participating: Raymond Royce (Board Chair), Mary Dow, Denise Grimsley, Thomas Leitzel, and Donald Samuels

Committee members absent: Yessenia Irizarry (Chair), Lois Hilton

Public attendance: Carren Rieger (Concertium), Santiago Casal (Concertium), Gene Mobley (IT Authorities)

CSH staff present: Donna Doubleday, Michele Arena, Ann Martin, and Brian Mercurio