

Finance & Operations Committee Meeting
Monday, April 19, 2021 – 1:30 p.m.
MINUTES

I. Call to order

The meeting was called to order at 1:30 p.m. by Ms. Yessenia Irizarry, Committee Chair. Ms. Irizarry 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. It was determined that quorum had been established. See end of minutes for all attendees.

III. Topics

A. Presentation/discussion of:

1. Financial Reports

Financial reports through February 28, 2021 were as presented. No expenditure concerns were noted.

B. Action Items:

1. Request to Contract with Sunshine Staffing for Disaster Recovery Temporary Jobs

Referring to the Action Item in the committee packet, Donna Doubleday (CSH President/CEO) reminded the committee that, in April 2020, the Board approved a contract with Sunshine Staffing, not to exceed \$123,500 in National Dislocated Worker Grant (NDWG) funds for the purpose of temporary employment in response to COVID 19 and individuals who lost their employment as a result. Through February, 2021, \$76,079.18 has been expended on this contract. Additional expenditures are anticipated through June, 2021.

CSH has received an additional allocation of \$135,226 in NDWG funds, with an end date of March 31, 2022. For FY 2021-22, CSH staff requested approval to contract with Sunshine Staffing for NDWG services in an amount not to exceed \$177,623. This amount reflects the unexpended balance of the current contract through February, 2021 (\$47,420.82), added to the additional grant allocation, minus CSH's indirect costs (\$5,024.23). The final contract amount will be adjusted to reflect known expended balances/anticipated costs through June, 2021.

Hearing no discussion, F&O Committee Chair, Yessenia Irizarry, initiated approval of the action calling for a motion.

✿ As a related-party contract, Yessenia 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 and Board Chair, David Royal, to recommend approval to contract in PY 2021-22 (July 1, 2021 through March 31, 2022) with Sunshine Staffing for an amount not to exceed \$177,623 to serve as employer of record for individuals

participating in temporary employment opportunities as funded through the National Dislocated Worker Grant.

- Motion seconded by committee member, Donald Samuels.
- Motion carried unanimously.

2. By-laws Updates

Referring to the Action Item in the committee packet, Ms. Doubleday (CSH President/CEO) explained that CSH's Bylaws direct the Board in their work to oversee and guide the activities of the organization. The bylaws were last revised on 10/23/2019. CareerSource Florida recently released new policies on local workforce development area and board governance. Based on these policies, to remain compliant with guidance, additional elements need to be addressed in CSH's Bylaws.

Discussing proposed changes, Ms. Doubleday brought to the attention of the committee new wording limiting Board membership to no more than 8 consecutive years, unless otherwise indicated by federal or state law/policy. Ms. Doubleday also highlighted changes limiting Board office appointments from 2 consecutive terms to a total of 2 terms in any one capacity.

CSH's Finance and Operations (F & O) Committee provides assistance and guidance in formulating the CSH Bylaws for review and approval by the CSH Board of Directors. CSH staff respectfully requested that the committee review and update the CSH Bylaws to include the required additional elements.

In response to a question from Board Chair, David Royal, Ms. Doubleday explained that the 8-year term limitation policy begins 7/1/2021. Years of service rendered by Board members prior to 7/1/2021 will not count toward calculation of their consecutive-year term limit.

Following discussion, F&O Committee Chair, Yessenia Irizarry, initiated approval of the action calling for a motion.

- A motion was made by committee member, Thomas Leitzel, to recommend approval of the updated CSH Bylaws as presented.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.

C. Info Items:

1) *RFP for Employer of Record for Work Experience:*

The RFP was posted on 3/24/2021. CSH is currently contracting with Sunshine Staffing for year 3 of 3 to serve as employer of record for WIOA funded work experience opportunities. Proposals are due 4/26/2021. Recommendations will be presented to the Board at the Joint Board meeting in June for approval of a provider.

2) *RFQ for Administrative/Fiscal, Programmatic, and One-Stop Operator Monitoring:*

The RFQ was posted on 4/12/2021. CSH is currently contracting with Taylor Hall Miller Parker (THMP) for year 3 of 3 for administrative, fiscal, programmatic, and one-stop operator monitoring services. Proposals are due 5/7/2021. Recommendations will be presented to the Board at the Joint Board meeting in June for approval of a provider.

3) *Second year contract for Auditing Services with James Moore & Company, P.L.:*

CSH has completed contract year 1 of 5 with James Moore & Company for auditing services and will enter into a contract for year 2. James Moore staff were knowledgeable and the audit was completed without issue. The cost for year 1 totaled \$23,800 (\$1,750 for the 990 and \$22,050 for the audit).

The cost for year 2 totals \$24,500 (\$1,775 for the 990 and \$22,725 for the audit). These costs are as presented in their original proposal previously approved by the CSH Board.

4) *Voluntary de-obligation of TANF funds:*

Due to the waivers currently in place for TANF recipients, CSH had a large amount of unexpended TANF dollars. As a result, CSH voluntarily deobligated \$225,000 which would have expired on 6/30/2021. With no way to expend that amount before 6/30, de-obligation was seen as preferable to having the funds taken. In response to a question from Board Chair, David Royal, Ms. Doubleday explained that the deobligation of the unspent TANF funds will not negatively impact next year's funding.

5) *Additional NDWG funds:*

CSH received an additional \$135,226.00 in NDWG funding designated for temporary employment of WIOA, NDWG eligibility, individuals to provide clean-up, restoration, and humanitarian assistance in response to COVID-19 as discussed in the 1st action item above.

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

Sheryl Elliott (CFO) presented the President/CEO's credit card charges from 1/1/2021 through 4/16/2021 totaling \$1,609.00 as listed below.

- **2/3/2021 – \$409.00**

Payable to : The FL Chamber of Commerce for the Economic Outlook & Jobs Solutions Summit

Purpose : The 2020-21 Virtual Annual Conference

Attended by : Program Director, Ann Martin & President/CEO, Donna Doubleday.

- **3/3/2021 – \$1,050.00**

Payable to : The National Association of Workforce Development Professionals

Purpose : The 2020-21 Virtual Annual Conference

Attended by : Program Director, Ann Martin & President/CEO, Donna Doubleday.

- **3/3/2021 – \$150.00**

Payable to : Florida State University

Purpose : The 2020-21 Florida Public Records Management Webinar Series

Attended by : President/CEO, Donna Doubleday

Ms. Elliott presented the President/CEO's travel vouchers from 1/1/2021 through 4/16/2021 totaling \$262.10 for local travel.

Committee Chair, Yessenia Irizarry, asked if there were any questions or concerns on the expenses as presented. None were noted.

I. Other

No other business was brought before the committee.

II. Adjourn

Committee Chair, Yessenia Irizarry, adjourned the meeting at 1:49 p.m.

Committee members present and participating: Yessenia Irizarry (Chair), Mary Dow, Lois Hilton, Thomas Leitzel, David Royal, Donald Samuels

Committee members absent:

Public attendance: None

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