

CareerSource Pinellas Finance Committee Minutes

Date: May 28, 2019 - 9:00 A.M.

Location: 13805 58th Street North, Clearwater, 33760

Call to Order

Chair David Fetkenher called the meeting to order at 9:00am. There was a quorum present with the following Finance Committee members participating.

Committee Members in attendance

David Fetkenher, Jack Geller (phone), Barclay Harless, Scott Wagman (phone).

Committee Members Absent

William Law, Amy Van Ness

Staff Present

Jennifer Brackney, Steven Meier, Luna Clarke.

Action/Discussion Items

Action Item 1 – Approval of Minutes of April 23, 2019 Finance Committee Meeting

The minutes of April 23, 2019 Finance Committee Meeting were presented for approval.

Motion: Jack Geller

Second: Barclay Harless/ Scott Wagman

The minutes were approved as presented. The motion carried unanimously. There was no further discussion.

Action Item 2 – Contractor Recommendation: Insurance Brokerage Services

On April 3, 2019, the Board of Directors approved the issuance of an RFP for Insurance Brokerage Services. The RFP was issued on April 10th to solicit proposals from qualified companies via multiple communication channels including the Tampa Bay Times, CareerSource Pinellas Website, and email notification to interested bidders. In response to this RFP, five companies submitted their proposal. On May 16th, the review committee, consisted of staff associates, met to discuss their independent assessment and ranked each proposal.

Criteria	Weight Factor
1. Responsiveness of the proposal to the submission requirements set forth in the RFP CSPIN will consider all materials submitted to determine whether proposer's offering is in compliance with the RFP as specified under "RFP Terms and Conditions".	15 Points
2. The Proposer has the technical ability and capacity to perform the contract. Evaluation will be based on Proposer's response to part IV, #4-7.	85 Points

Proposer by ranking order	Ave. Score
Gallagher Insurance	92.00
Hub International	96.50
USI Insurance	79.50
Binger Financial Services	63.75
Great Florida Insurance	Non-responsive

The review committee recommends entering into contract negotiation with Hub International for the following reasons:

- Ranked in the top 10 largest Insurance Brokerage Firms
- Robust offering of Insurer options
- As the incumbent contractor, Hub International has excelled at providing great customer service experience
- Compensation remains as commission only and in line with other proposals

Motion: Scott Wagman

Second: Jack Geller

The Finance Committee recommends approval of the contract award to Hub International for the provision of Insurance Brokerage Services upon a successful contract negotiation. The motion carried unanimously.

Action Item 3 – Program Year 2019-2020 Planning Budget

Career Source Pinellas has received planning allocations from the State of Florida and is anticipating a decrease in overall funding as compared to the prior year. The budgeted revenue has decreased from 2018-2019 budget of \$11,564,332 to a projected budget of \$10,433,031, an overall decrease of \$1,131,301 or 9.8%. Most of the revenue/expenditure reductions are related to federal and state awards that have ended or will be ending during 2018-2019 such as the Community Based Sector Strategy Training Initiatives, Able Trust and AmeriCorps grants, Governor's Challenge and Hurricane Maria initiatives. In addition, overall DEO WIOA allocations are down approximately 12.4%; however, variances from year-to-year are a result of allocations, current year spending and reserves carry forward to 2019-2020. Carry-forward amounts are estimated and will be adjusted after Fiscal Year close in July. Another significant item impacting the budget is the pending sale of the St. Petersburg Science Center as no items have been budgeted for STEMe for 2019-2020. Also, there are a few new funding sources for 2019-2020: WIOA Soft Skills grant, WIOA Apprenticeship Expansion grant and a new 3-year Youthbuild grant with the DOL. Lastly, CareerSource Pinellas is budgeting for general items that haven't been budgeted in the past; Ticket to Work, Tobacco Free Florida and Career Fair sponsorships.

Attachments:

1. FY 20 CareerSource Pinellas Planning Budget
2. FY 20 Budgeted Revenues
3. FY 20 Budget Preparation – Revenue Variances from Prior Year
4. FY 20 Expenditure Report

Discussion: Committee members discussed the budget and requested to add a footnote to this item, when presenting it to the full Board of Directors as well as the County Commissioners, to disclose the potential adverse impact due to the recent USDOL report. Members also inquired about the process for disallowed costs and discussed whether or not insurance would help cover some of those disallowed costs. Ms. Brackney tells members that a full review of files associated with disallowed may be needed, to address the issues brought forth in the findings.

Motion: Barclay Harless

Second: Jack Geller

The Finance Committee recommends approval of the planning budget effective July 1, 2019, with the addition of a footnote to state that the budget may be negatively impacted by the USDOL report of May 15, 2019, which addresses questioned costs of approximately \$6.3 million. The planning budget will be provided to the Board of County Commissioners for their approval. Final submission will be provided to the State Workforce Board (CareerSource Florida) for their review. The motion carried unanimously.

Other Administrative Matters

None

Information Item 1- Grant Status Report – As of 04/17/19

The current grant expenditures throughout the program year. Items shaded in light orange/salmon color, represent the closed out grants for the year.

Information Item 2 – Cost Allocation/Expenditure Report for PE 03/31/19

The cost allocation report was provided for budget line items. Items are grouped by programs, such as WIOA, Employment Services, WTP, SNAP, etc.

Information Item 3 – Pooled Cost Expenditure Report for PE 03/31/2019

A pooled cost expenditure report was provided to cover the period ended on March 31, 2019. Most of the expenditures during that period are associates with personnel salaries, office rent/lease and training-related activities. CareerSource Pinellas has expended 57% of its total 2018-2019 budget.

Public Comments

None.

Adjournment

The meeting was adjourned at approximately 9:45 a.m.