

**CareerSource Pinellas  
Finance Committee Minutes**

**Date:** October 27, 2021 – 10:00 A.M.  
**Location:** Virtual Zoom Meeting

**Call to Order**

Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 10:01 am. There was a quorum present with the following members participating.

**Committee Members in attendance**

Barclay Harless, David Fetkenher, Dr. Rebecca Sarlo, Jack Geller

**Committee Members Absent**

Amy Van Ness

**Staff Present**

Jennifer Brackney, Steven Meier, Leah Geis

**Public Comments – None**

**Action Items**

**Action Item 1 – Approval of Minutes**

The minutes of June 30, 2021, Finance Committee Meeting were presented for approval.

Motion: David Fetkenher
Second: Barclay Harless

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

**Action Item 2 – Contract Award for IT Services**

The Board approved the issuance of a Request for Proposal (RFP) for a qualified IT Services Vendor. CareerSource Pinellas followed standard procurement processes and solicited proposals from qualified and experienced entities to provide IT Services. Each proposal was reviewed by the CareerSource Pinellas review team. Paul Ashe, the vCIO, was part of the evaluation team.

Results of review:

<b>Proposer</b>	<b>Overall Score</b>	<b>First Year Cost</b>
Link Tech Computer Services, LLC	92.0	243,000
Network People, Inc.	86.6	280,865
Plexos Group, LLC	74.8	270,000
BleuStream Corp	72.0	159,000
Ricoh-USA, Inc.	62.8	112,725
Newgentek LLC	54.8	429,219

The incumbent firm, Complete Technology Systems, did not submit a proposal. Their current charge is \$23,242, monthly, or \$278,903, annually. The evaluation team requested the two highest scoring vendors, Link Tech Computer Services and Network People, to submit a project plan to onboard CareerSource Pinellas if selected as a vendor.

Based on overall score, knowledge of our network, previous experience performing projects for CareerSource Pinellas offers, proximity to our locations, total cost, onboarding project plan, and understanding of our IT needs, we recommend contracting with Link Tech Computer Services, LLC.

**Recommendation**

Approval to enter into contract negotiations and award a contract for the provision of IT Services with Link Tech Computer Services, LLC, for a one-year term commencing January 1, 2022, with up to three one-year renewals. The annual contract amount in the first year will not exceed \$225,000, with 5% maximum annual cost-of-living adjustments, plus \$18,000 for one-time onboarding fees.

**Discussion:** None

Motion: Barclay Harless
Second: Jack Geller

*The Finance Committee made a motion for approval to enter into contract negotiations and award a contract for the provision of IT Services with Link Tech Computer Services, LLC, for a one-year term commencing January 1, 2022, with up to three one-year renewals. The annual contract amount in the first year will not exceed \$225,000, with 5% maximum annual cost-of-living adjustments, plus \$18,000 for one-time onboarding fees. The motion carried unanimously. There was no further discussion.*

**Action Item 3 – Contract Amendment for vCIO**

The Board approved the hiring of a virtual Chief Information Officer (CIO) to act as the central point of contact for information technology services at the July 15, 2020, Board meeting. Securance, LLC, was hired effective July 30, 2020, for a period of one year unless terminated or extended by mutual written agreement by both parties. The contract was extended through June 30, 2022. The current amount available for this program year is \$67,750. However, through September 30, 2021, expenses have been \$38,850. The migration of shared drives and home drives to SharePoint and One Drive has resulted in more time than expected to manage the project. As a result, funds will be extinguished over the next couple of months. With selection and transition to a new IT provider, it is important to have the CIO available to manage this transition.

2020 IT Accomplishments

- Procured, provisioned, and distributed 75 new laptop computers
- Migrated ATLAS, Email (O365), and anti-virus to the cloud
- Reduced monthly network monitoring cost by 40%

2021 IT Strategic Goals

- Install new and improved firewalls
- Procure and install new network switches
- Continue cloud migration by moving file services
- Proactively work with CSP business leaders to provide IT solutions
- Issue RFP for IT services and manage transition to new manage service provider

**Recommendation**

Approval to amend contract for Securance LLC, for an additional amount of \$45,000, with total not to exceed \$106,600 through June 30, 2022.

**Discussion:** None

Motion: David Fetkenher
Second: Jack Geller

*The Finance Committee made a motion for approval to amend contract for Securance LLC, for an additional amount of \$45,000, with total not to exceed \$106,600 through June 30, 2022. The motion carried unanimously. There was no further discussion.*

**Action Item 4 – Fiscal Year 2021-2022: Budget Modification No. 1**

**REVENUE:**

Total budgeted revenues estimated to increase from \$9,220,310 to \$9,665,948 for an overall increase of \$445,638,424; or 4.8%.

**Workforce Innovation and Opportunity Act (WIOA) Programs (Total decrease of \$63,936:**

- Changes in actual amounts carried over to 2021-2022 from June 30, 2021:
  - COVID Dislocated Worker grant - \$39,000
  - Apprenticeship Expansion grant - \$20,000
  - Apprenticeship Navigator grant - \$12,000
- Rapid Response grant - \$116,000
  - New grant awarded from DEO
- Budgeted WIOA Supplemental Grant (\$250,000) consistent with prior years. Per DEO, there will not be any Supplemental Grants this fiscal year.

**Welfare Transition:**

- Increased in Welfare Transition - \$531,574
  - Increased funding from DEO and increased amount carried over to 2021-2022

**Employment Services**

- Recovery Navigator - \$102,000 – to spend this year
  - New grant awarded from DEO

**YouthBuild – Department of Labor**

- Decrease in spending due to COVID; grant ends May 2022

**EXPENSES:**

Total budgeted expenses estimated to increase from \$9,120,785 to \$9,566,422 for an overall increase of \$445,638.

**Personnel Expenses**

- Personnel Expenses expected to decrease \$328,000, or 7.8% from original budget
  - Changes in the mix of the hiring positions that were in the original budget

**Program Expenses**

- Outreach/Marketing increasing \$25,000
  - Employer outreach associated with Rapid Response grant
- On-the-Job Training (OJT) increasing \$451,000
  - Represents Welfare Transition Summer PAYS Youth program for spending that already occurred during 2021 and anticipated spending for 2022 program.
- Dislocated Worker Grant (DWG) Work Experience increase of \$41,000
  - Increase due to carry over funding from 2020-2021
- Apprenticeships increase of \$14,000 grant - \$1,350,000
  - Increase due to carry over funding from 2020-2021
- Customer Training increasing \$20,000
  - Training associated with Recovery Navigator grant

**Professional Fees**

- Governmental Relations Fees increased \$10,000
- Professional Services increasing \$25,000
  - Represents increased Tucker Hall (PR/Marketing expenses)
- Contract Labor increased \$148,000
  - Virtual Chief Information Officer - \$68,000; due to higher involvement with 2021 strategic initiatives and transition to new IT service provider
  - Manpower - \$17,000; contract-to-hire position for administrative assistant
  - Compensation Review - \$37,500 (estimated); approved at Compensation Committee
  - Summer PAYS teachers for both 2021 and 2022 programs - \$38,000

**Occupancy**

- Increased repairs and maintenance (\$17,000) represents painting of St. Petersburg career center

**License, Dues and Other Fees**

- Increased Staff Training/Education (\$19,575) represents renewal of annual cyber training for staff

**Recommendation**

Approval to amendment revenue budgets and resultant modifications to the expenditures budgets.

**Discussion:** None

Motion: Barclay Harless
Second: Jack Geller

*The Finance Committee made a motion for approval to amendment revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously. There was no further discussion.*

**Action Item 5 – Contract Amendment with Gray|Robinson – Governmental Relations Service**

**BACKGROUND**

There has been a considerable amount of legislative activity regarding workforce-related programs and services. Representation during upcoming legislative sessions continues to be a priority with a partner taking a laser-focused approach on behalf of CareerSource Pinellas and our region’s unique position.

The Board approved the recommendation to amend the current contract with Gray|Robinson to include governmental relations at the March 17, 2021, meeting. Chris Carmody, Gray|Robinson, has substantial experience handling governmental relations matters. Mr. Carmody is the governmental relations partner that played an instrumental role which helped navigate through the channels, read through each bill to highlight areas of concern, and met with key legislators and staff to represent CareerSource Pinellas.

By continuing to work with Mr. Carmody, we will have a voice in the discussions; one that is both focused on CareerSource Pinellas and the region while partnering on behalf of the workforce system in Florida.

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose. The current contract was for a flat fee of \$25,000 broken out into five monthly payments through August 31, 2021. Through the end of August 2021, the organization expended \$20,225 for government relations services.

## Recommendation

Approval to amend the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 and re-engage and expand the scope of services to include Governmental Relations for CareerSource Pinellas through June 30, 2022.

**Discussion:** Barclay Harless recommended acquiring a formal RFP in the future for due diligence considering everything currently up in the air in Tallahassee in regards to CareerSource.

Motion: Barclay Harless
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Second: Jack Geller
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*The Finance Committee made a motion for approval to amend the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 and re-engage and expand the scope of services to include Governmental Relations for CareerSource Pinellas through June 30, 2022. The motion carried unanimously. There was no further discussion.*

**Other Administrative Matters:** There were no other administrative matters.

## Information Item 1- August 31, 2021, Financial Statements

### Actual Year-To-Date Results compared to Prior Year

- Surplus for the two months-ended of \$2,226 compared to surplus of \$37,081 last year. Decrease resulted from lower Ticket-to-Work revenue this year (\$19,000), increased governmental relations expenses (\$10,000) and payment of annual Florida Workforce Development Association dues (\$4,250) which are all unrestricted items.
- Federal grant revenue was \$313,000 higher this year; driven by Welfare Transition Summer Youth Program (increase of \$278,000) and Training and Work-based initiatives for COVID Dislocated Worker grant (\$97,000) offset by lower WIOA Dislocated Worker training (\$87,000).
- Personnel expenses were slightly lower than prior year.
- On-the-Job Training expenses of almost \$166,000 represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of \$63,000 represents wages and fees paid related to COVID dislocated worker grant.
- Youth Stipends this year comprise milestone and attendance payments to YouthBuild students (\$8,200) and summer youth participants (\$2,800)
- Customer training is about \$64,000 lower this year as focus was on summer youth program.
- Internal monitoring is \$26,000 higher this year representing Taylor Hall's second compliance review in August.
- Contract Labor is almost \$50,000 higher this year; teachers' wages associated with summer youth program (\$17,600), virtual CIO expenses (\$22,000) and administrative assistant (\$8,600) in contract-to-hire position.
- Increase in Contract IT services attributable to SharePoint and One-Drive data migration.
- Repairs and maintenance this year represents painting of the St. Petersburg career center.

### Actual YTD Results compared to Year-to-Date Budget

- Surplus for the month-ended of \$2,226 compared to a budgeted surplus of \$7,467.
- Federal grant revenue higher than budget due to Welfare Transition Summer Youth Program.
- Personnel costs behind budget due to change in the mix of positions.
- Service Provider Contract (with Pinellas Education Foundation) spending behind budget.
- On-the-Job Training expenses of almost \$156,000 higher than budget; represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of almost \$63,000 represents wages paid related to COVID dislocated worker grant; higher than budget by almost \$43,000.
- Training behind budget by about \$46,000.
- Contract Labor over budget due to teachers' wages associated with summer youth program, administrative assistant position on a contract-to-hire basis, and more time required by vCIO to manage IT strategic initiatives.
- Contract IT Services slightly higher than budget due to timing of SharePoint and One-Drive migration.
- Repairs and maintenance unfavorable spending; represents painting of St. Petersburg career center.

**Discussion:** Barclay Harless asked if we thought we will be able to fully utilize the new grants we have acquired within the allotted time frame. Jennifer Brackney stated yes, she does believe so. CareerSource Pinellas just hired a Recovery Navigator to oversee this process.

**Information Item 2 – Migration of Career Center Kiosk System to Employ Florida – Procurement of VOSGreeter Module PY’2021-2022**

CareerSource Pinellas, like all other workforce boards throughout the state, utilizes Geographic Solutions’ Employ Florida (EF) system for case management for all WIOA, Wagner Peyser, and TAA cases. In addition, Florida’s Department of Economic Opportunity (DEO) has required that all case management for Welfare Transition, SNAP, and Veterans transition to EF consolidate all case management for all DEO funded programs into one system.

CareerSource Pinellas utilizes a proprietary system, ATLAS from Complete Technology System (CTS), as its Document Management System; however, it is in the planning phase of transitioning to EF from ATLAS for its document management system. In addition, CareerSource Pinellas presently uses ATLAS as its kiosk greeter system in the career centers. In order to further integrate with the EF environment, thus increasing efficiency and capability of the CareerSource team, CareerSource Pinellas has made a strategic decision to migrate the kiosk system to EF’s Virtual One-Stop VOSGreeter Module. Customer wait times will further be reduced and will allow for a better customer experience.

Geographic Solutions’ EF system is the preferred vendor of DEO and DEO personnel strongly encouraged CareerSource Pinellas to move forward with the implementation of the VOSGreeter Module. The first-year cost is as follows:

<b>Description</b>	<b>Amount</b>
Initial Setup Fee	\$ 19,950
Annual License Fee	\$ 24,950
<b>Total Cost</b>	<b>\$ 44,900</b>

The current cost of ATLAS is \$6,000 per year as it is bundled with all other CTS services. Since the decision to procure another IT service provider is in process, the cost of ATLAS as a stand-alone product is expected to increase.

**Open Discussion – None**

**Adjournment**

Dr. Rebecca Sarlo entertained a motion to adjourn the meeting. Jack Geller made a motion, and Barclay Harless seconded the motion. The meeting was adjourned at approximately 10:36 am.