

**CareerSource Pinellas  
Finance Committee Minutes**

**Date:** February 23, 2022 – 10:00 A.M.  
**Location:** Virtual Zoom Meeting

**Call to Order**

Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 10:31 am. There was a quorum present with the following members participating.

**Committee Members in attendance**

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

**Staff Present**

Steven Meier, Amy Leuschke

**Public Comments – None**

**Action Items**

**Action Item 1 – Approval of Minutes**

The minutes of October 27, 2021, Finance Committee Meeting were presented for approval.

Motion: Jack Geller
Second: David Fetkenher

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

**Action Item 2 – RFP Issuance for Office Imaging and Copiers**

**RECOMMENDATION**

Approval of the issuance of a Request for Proposal for the provision of Office Imaging and Copiers.

**Discussion:** Mr. Fetkenher mentioned to investigate different solutions whereas organization would not be committed to a fixed number of machines over the life of the contract.

Motion: Jack Geller
Second: Barclay Harless

*The Finance Committee made a motion to approve issuance of a Request for Proposal for the provision of Office Imaging and Copiers. The motion carried unanimously.*

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

**RECOMMENDATION**

Approval to amend contract for Securance LLC, through June 30, 2022, for an additional amount of \$40,000, with total not to exceed \$246,200 for two-year period.

**Discussion:** None

Motion: Barclay Harless
Second: Jack Geller

*The Finance Committee made a motion to approve an amendment to the contract for Securance LLC, through June 30, 2022, for an additional amount of \$40,000, with total not to exceed \$246,200 for two-year period. The motion carried unanimously.*

**Action Item 4 – 401K Trustee**

**RECOMMENDATION**

Approval of Steven Meier, Interim CEO and CFO, as Trustee of the WorkNet Pinellas, Inc. 401(k) Plan.

**Discussion:** There was a discussion relating to the fiduciary responsibilities of the Trustees of the Plan and Broker of the Plan.

Motion: Jack Geller
Second: David Fetkenher

*The Finance Committee made a motion to approve Steven Meier, Interim CEO, as Trustee of the WorkNet Pinellas, Inc. 401(k) Plan. The motion carried unanimously.*

**Information Item 1 - December 31, 2021, Financial Statements**

Steve Meier, Interim CEO and CFO, gave an overview of December 31, 2021, Financial Statements consisting of:

- Current Year Actual vs. Prior Year actual Statement of Activities
- Current Year Actual vs. Year-to-date Budget
- December 31, 2021, Cost Allocation/Expenditure Report
- December 31, 2021, Pooled Cost Report
- December 31, 2021, Grant Status Report

The Committee discussed specific grants, grant spending, remaining funds, challenges, obstacles, and opportunities.

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 11:20 am.