

**CareerSource Pinellas
Finance Committee Meeting Minutes**

Date: April 27, 2022 – 10:00 A.M.
Location: Hybrid – In person/Zoom

Call to Order

Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 10:20 am. There was a quorum present with the following members participating.

Committee Members in attendance

David Fetkenher, Dr. Rebecca Sarlo, Jack Geller

Committee Members not in attendance

Barclay Harless

Staff Present

Steven Meier, Jay Burkey, Mary Jo Schmick, Leah Geis, Lisa Galish

Public Comments – None

ACTION ITEM 1 – Approval of Minutes

The minutes of February 23, 2022, Finance Committee Meeting were presented for approval.

Motion:	David Fetkenher
Second:	Jack Geller

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

ACTION ITEM 2 – Approval of Updates to Procurement Policy

Our internal monitors, Taylor Hall Miller Parker P.A., reviewed our Purchasing Policy and recommended changes in light of updates to 2 CFR 200. Accordingly, in alignment with best practices, federal regulations, and Taylor Hall Miller Parker and DEO recommendations, CareerSource Pinellas is updating the organization’s Procurement Policy.

Highlighted changes include:

- **Preference for Goods produced in the United States:** Per 2 CFR 200.321(a), should as appropriate and to greatest extent possible provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.
- **Micro-Purchase Methods:** Clarifies language to be consistent with 2 CFR 200.320 (a).
- **Purchases made with State administered vendors Contracts:** Purchases made based upon prices established by a state contract will not require further procurement actions.
- **Scopes of Work must include Clear Objectives:** 2 CFR 200 states that the program outlined in the scope must be designed with clear goals and objectives that facilitate the delivery of meaningful results.
- **Risk Assessments:** The organization will select a vendor most likely to be successful in delivering results by performing a risk evaluation.
- **Verification Required for Contracts Greater than \$35,000 and all sub-recipient awards:** Awards will not be made to a debarred or suspended party.
- **Subrecipient or Vendor/Contractor Determinations:** A checklist will be completed to distinguish between subrecipient and vendor/contractor relationships.
- **Related Party Contracts:** All related party contracts under \$10,000 are required to be submitted to the Department of Economic Opportunity. Contracts valued at \$10,000 or more must be reported to the DEO and, in addition, DEO must approve the contract prior to its execution.

RECOMMENDATION

Approval of the presented Procurement Policies.

Discussion: None.

Motion:	David Fetkenher
Second:	Jack Geller

The Finance Committee made a motion for approval of the presented Procurement Policies. The motion carried unanimously.

ACTION ITEM 3 – Contract Renewal for Securance, LLC

The Board approved the hiring of a virtual Chief Information Officer (CIO), Paul Ashe, 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 original contract amount was \$81,200. CareerSource Pinellas has extended the contract through June 30, 2022 for a total amount of \$246,200 for two years.

Securance, LLC has been instrumental in developing a strategic technology infrastructure plan, migrating software platforms, upgrading workstations, migrating applications to the Cloud, installation of new network switches, migration from ATLAS to Employ Florida and transition to a new Managed Service Provider.

Although most of the strategic initiatives have been implemented, staff would like to continue to work with Paul Ashe (Securance, LLC) to oversee and manage all IT projects and vendors for 2022 - 2023. Securance, LLC's minimum requirements are 8 hours per week.

RECOMMENDATION

Approval to renew contract for Securance LLC, for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$75,000.

Discussion: None

Motion:	Jack Geller
Second:	David Fetkenher

The Finance Committee made a motion for approval to renew the contract for Securance LLC, for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$75,000. The motion carried unanimously.

ACTION ITEM 4 – Budget Modification III - Fiscal Year 2021 – 2022: Budget Modification No. 3

Budget modification III report included in meeting packet.

RECOMMENDATION

Staff recommends approval of adjustments to the revenue budget and resultant modifications to the expenditure budget.

Discussion: None

Motion:	Jack Geller
Second:	David Fetkenher

The Finance Committee made a motion for approval of adjustments to the revenue budget and resultant modifications to the expenditure budget. The motion carried unanimously.

ACTION ITEM 5 – Planning Budget for Program Year 2022-2023

Planning Budget report included in meeting packet.

RECOMMENDATION

Approval of the 2022-2023 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization’s website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity.

Discussion: None

Motion:	David Fetkenher
Second:	Jack Geller

The Finance Committee made a motion for approval of the 2022-2023 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization’s website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity. The motion carried unanimously. There was no further discussion.

INFORMATION ITEM 1 - February 28, 2022, Financial Statements

Reports included in meeting packet.

INFORMATION ITEM 2 – 401K Trustee Information

The former Chief Executive Officer of CareerSource Pinellas was the Trustee of the WorkNet Pinellas, Inc. 401(k) Plan. With her resignation effective February 11, 2022, it was appropriate to name a new Trustee for the Plan. Trustees of retirement plans are fiduciaries. A fiduciary is a person who owes a duty of care and trust to another and must act primarily for the benefit of the other in a particular activity. For retirement plans, the law defines the actions that result in fiduciary duties and the extent of those duties.

Fiduciaries are in a position of trust with respect to the participants and beneficiaries in the plan. A fiduciary’s responsibilities include:

- acting solely in the interest of the participants and their beneficiaries;
- acting for the exclusive purpose of providing benefits to workers participating in the plan and their beneficiaries, and defraying reasonable expenses of the plan;
- carrying out duties with the care, skill, prudence and diligence of a prudent person familiar with the matters;
- following the plan documents; and
- diversifying plan investments.

At the March 16, 2022, Board meeting, the Board approved Steven Meier, Interim CEO and CFO to be trustee. Once the permanent CEO is named, that individual would also be appointed as trustee of the plan. Subsequently, working with Martin, Martin, Randall & Associates, Inc., the Third Party Administrator of the Plan, determined that we can simply use business positions or titles as the Trustees in the Plan Document instead of specific names. As a result, the Plan Document will be restated to list the trustees as:

1. Chief Executive Official/Executive Director/Chief Executive Officer (or highest-ranking officer)
2. Chief Financial Officer (or highest-ranking financial position)

These titles are consistent with the organization’s by-laws, handbook and other governing documents.

INFORMATION ITEM 3 – Unrestricted Cash

The Board approved the payment of the disallowed costs attributable to the Final Determination from DOL compliance review from unrestricted funds at the Special Board meeting on April 8, 2022. Subsequent to this payment, CareerSource Pinellas had almost \$893,000 of unrestricted funds available deposited in the following accounts:

Valley Bank Account	Balance
Unrestricted Checking	\$ 197,542
Unrestricted Money Market	516,834
Operating Money Market	178,455
	\$ 892,831

Unrestricted Checking: Funds accumulated from unrestricted activities, e.g. Ticket to Work revenue, Tobacco Free Florida referral revenue, lobbying expenses, etc.

Unrestricted Money Market: Funds remaining from proceeds of sale of Science Center after payment of disallowed costs to U.S. Department of Labor.

Operating Money Market: Represent funds remaining from Capital Improvement Fund from the Science Center. The account was designated to track cash value for capital improvements to buildings as they became necessary. At the January 15, 2020, Board meeting, the Board approved the release of the remaining \$176,159.16 in the Capital Improvement Fund to unrestricted.

Adjournment - Dr. Rebecca Sarlo entertained a motion to adjourn the meeting. Jack Geller made a motion, and David Fetkenher seconded the motion. The meeting was adjourned at approximately 10:51 am.