

**CareerSource Pinellas
Finance Committee Meeting Minutes**

Date: August 24, 2022 – 10:00 A.M.
Location: Zoom

Call to Order

Committee Chair, Barclay Harless, called the meeting to order at 10:00 am. There was a quorum present with the following members participating.

Committee Members in attendance

David Fetkenher, Jack Geller, Barclay Harless, Scott Thomas

Committee Members not in attendance

Dr. Rebecca Sarlo

Staff Present

Steven Meier, Jay Burkey, Mary Jo Schmick, Leah Geis, Lysandra Montijo

Public Comments – None

ACTION ITEM 1 – Approval of Minutes

The minutes of April 27, 2022, Finance Committee Meeting were presented for approval.

Motion:	Jack Geller
Second:	Scott Thomas

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

ACTION ITEM 2 – Approval of Copier Vendor Selection

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

Results of review:

Proposer	Overall Score
Printers Plus, LLC	89.0
DEX Imaging	79.3
Xerox Business Solutions	76.2
Toshiba Business Solutions	70.5
ImageNet Consulting of Tampa, LLC	65.2
Konica Minolta	61.0

Based on overall score, total cost, proximity to CareerSource Pinellas, service commitment, 99.9% uptime, 3-hour onsite response time, training offered, quality references and a designated helpdesk, we recommend contracting with Printer Plus, LLC (Printers Plus) to supply the organization with copier needs. The incumbent firm, DEX Imaging, came in second overall.

Printers Plus was originally Florida Typewriter Exchange in Tampa and is a locally owned, certified Women Owned Business by the City of Tampa. Printers Plus has served Bay Area Businesses for 30 years. Printers Plus is proposing to use eight Kyocera Black and White systems and six Kyocera color systems to meet the organization's needs; the same number currently leased from DEX. Their lease costs are as follows:

36-month lease \$2,498.92/month
60-month lease \$1,712.33/month

Per copy costs are \$0.003 for black copies and \$0.042 for color copies. For reference, our current 60-month lease agreement with DEX is \$2,764.59 per month plus \$0.008 for black copies and \$0.0866 for color copies. Savings of over \$1,000 per month would be realized by entering into a 60-month lease in addition to lower costs per copy.

RECOMMENDATION

Approval to enter into contract negotiations and award a contract for the provision of copiers with Printers Plus for a five-year equipment lease.

Discussion: None.

Motion:	Jack Geller
Second:	Scott Thomas

The Finance Committee made a motion for approval to enter into contract negotiations and award a contract for the provision of copiers with Printers Plus for a five-year equipment lease. The motion carried unanimously.

ACTION ITEM 3 – Approval of Government Relations Contract Renewal (Gray|Robinson)

There has been a considerable amount of legislative activity regarding workforce-related programs and services. Representation prior to and during the upcoming legislative sessions continues to be a priority; especially with the implementation of certain portions of the REACH Act and how they may impact CareerSource Pinellas and our region’s unique position. There are four main focus areas of the REACH Act:

- Realignment
- Credentials
- Letter Grades
- 10% Training Holdback

Regarding realignment, CareerSource Florida contracted with Ernst & Young LLP to conduct research and discovery. Initial observations from Phase I were reported to the CareerSource Florida Board of Directors in June 2022. Next steps include a more in-depth evaluation with each of Florida’s local workforce development boards, including additional data analysis and engagement with chief local elected officials, local workforce development board members and other leaders, employers, educators, and other stakeholders. Alignment considerations are anticipated to be provided to the CareerSource Florida Board of Directors by the end of the year.

It is critical that CareerSource Pinellas have a voice in this important portion of the REACH Act. Chris Carmody, Gray|Robinson, has substantial experience handling governmental relations matters. Mr. Carmody is the governmental relations partner that has 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.

RECOMMENDATION

Approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$50,000 through June 30, 2023.

Discussion: None

Motion:	Scott Thomas
Second:	Jack Geller

The Finance Committee made a motion for approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$50,000 through June 30, 2023. The motion carried unanimously.

INFORMATION ITEM 1 - June 30, 2022, Financial Statements

Reports included in meeting packet.

INFORMATION ITEM 2 – Insurance Update

Hub International, the organization’s Insurance Broker, obtained coverage business insurance renewals effective July 1, 2022.

- Expiring Premium - \$144,978
- 2022-2023 Premium - \$118,080

See attached policy register for additional information for 2022-2023 insurance coverages premiums.

	Premiums			Budget	
	2021-2022	2022-2023	Variance	2021-2022	Variance
Commercial Property	7,052	6,727	324	6,900	173
Commercial Package	37,598	37,221	377	37,000	(221)
Commercial Umbrella	11,550	13,093	(1,543)	12,300	(793)
Commercial Crime	5,268	5,268	-	5,268	-
Mgmt Liability	5,216	5,216	-	5,216	-
Cyber	28,455	16,761	11,694	31,000	14,239
Auto	7,607	8,064	(457)	8,400	336
Workers' Comp	42,231	25,729	16,502	57,543	31,814
	\$ 144,977	\$ 118,080	\$ 26,897	\$ 163,627	\$ 45,547

Highlights

- Property – incumbent quoted only; 6% increase
- Package – incumbent quoted only; 8.5% decrease
- Umbrella – incumbent quoted only; 15.4% increase
- Crime and Management Liability – 3rd annual installment of three-year policy
- Cyber – moved from Houston Casualty to Trisura Specialty; \$1 million limit
- Auto – incumbent quoted only; 6% increase
- Workers' Comp – Technology Ins. Co. – more competitive dividend plan than incumbent (FCCI)

Description	Expiring	Renewal	Percentage of Change
Total Estimated Annual Payroll	\$3,652,255	\$3,000,000	-17.9%
Rate	1.62	1.50	-7.4%
Experience Modification Factor	.79	.62	-21.5%
Premium	\$42,231	\$25,729	-39.1%

HUB Policy Register included in meeting packet.

Adjournment – Chair, Barclay Harless, adjourned the meeting at 10:35 am.