

## CareerSource Pinellas Finance Committee Meeting Minutes

**Date:** October 26, 2022 – 10:00 A.M.

**Location:** Hybrid – 13805 58<sup>th</sup> St. N. Suite 2-140, Clearwater, FL 33760/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, Dr. Rebecca Sarlo, Esther Matthews

### Staff Present

Steven Meier, David Zirilli, Jay Burkey, Mary jo Schmick, Leah Geis, Lysandra Montijo

**Public Comments – None**

### ACTION ITEM 1 – Approval of Minutes

The minutes of August 24, 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 – DEO 2022-2023 Internal Control Questionnaire & Assessment

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Based on the Grantee-Subgrantee Agreement, the ICQ is required to be completed and certified by the Executive Director and Board Chair or their designee and submitted to DEO by September 30. However, DEO extended the deadline to November 18, 2022, to allow the CareerSource Pinellas Finance Committee and Board to review and approve the ICQ at their October and November meetings, respectively. Some of the new controls implemented during the last year were as follows:

- Engaged internal monitoring firm to conduct annual required subrecipient monitoring.
- Revised Procurement Policies and Procedures.
- Compensation Review was conducted to review organizational structure, salaries and positions. In addition, new hires have been brought in to fill organizational gaps and assist with succession planning for CFO.
- Migrated from ATLAS to Employ Florida.
- Dedicated staff position was created to ensure all policies, procedures and related control activities are reviewed for continued relevance and effectiveness.
- Renewed 24/7/365 cyber-security monitoring and security awareness training for employees.

### RECOMMENDATION

Approval of the enclosed 2022-2023 Internal Control Questionnaire and Assessment.

**Discussion:** None.

Motion:	Esther Matthews
Second:	Scott Thomas

The Finance Committee made a motion for approval of the enclosed 2022-2023 Internal Control Questionnaire and Assessment. There was no further discussion. The motion carried unanimously.

**ACTION ITEM 3 – Budget Modification I**

**REVENUE**

Total budgeted revenues estimated to increase from \$9,144,724 to \$9,226,682 for an overall increase of \$81,958; or 0.9%.

**Workforce Innovation and Opportunity Act (WIOA) Programs**

- Rapid Response grant - \$55,958
  - Additional funding for 2022 - 2023 awarded from DEO

**Employment Services**

- Apprenticeship Navigator - \$62,500
  - New grant awarded from DEO to fund dedicated headcount to lead and support local efforts to develop, expand and support Registered Apprenticeship Programs (RAP) in Florida.

**Trade Adjustment Assistance (TAA)**

- Training and Case Management - \$<66,000>
  - TAA program was not re-approved by Congress and sunsetted effective June 30, 2022. Participants already in program would be allowed to continue in program until their training is complete. No new petitions will be accepted.

**Other**

- **Ticket to Work - \$22,000**
  - First quarter Ticket to Work revenue (unrestricted) was higher than budgeted
- **Interest Income - \$9,000**
  - Higher interest rates resulting in increased returns on bank accounts

**EXPENSES**

Total budgeted expenses estimated to increase from \$9,090,764 to \$9,148,222 for an overall increase of \$57,458.

**Personnel Expenses**

- Personnel Expenses expected to increase \$116,458, or 2.9% from original budget.
  - Apprenticeship Navigator position
  - Adjustment of salaries from adoption of Compensation Review

**Training**

- TAA Training - \$<50,000>
  - Sunsetting of TAA program will result in less training

**Professional Fees**

- Lobbying Fees increased \$5,000 due to more involvement of Chris Carmody from GrayRobinson relating to REACH Act.

**Insurance**

- Cyber Insurance decreased (\$14,000) from original budget as organization switched insurance carriers for 2022-2023 which will result in savings from budget and prior year.

**RECOMMENDATION**

Staff recommends approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.

**Discussion:** None

Motion:	David Fetkenher
Second:	Jack Geller

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

**ACTION ITEM 4 – Youth Workforce Services RFP**

**INFORMATION**

The current contract for Workforce Youth Services with Pinellas Education Foundation ends as of June 30, 2023. This is the third and final annual renewal. One of the responsibilities of Local Workforce Development Boards (LWDB) includes selection of providers of youth workforce investment activities through competitive grants or contracts. The LWDB must award such grants or contracts on a competitive basis and in accordance with the Procurement Standards found at Uniform Guidance at 2 CFR parts 200 and 2900.

In accordance with WIOA guidance on procurement, CareerSource Pinellas is requesting approval to issue a new Request for Proposal (RFP) to solicit proposals for a service provider to deliver Youth Workforce Services in Pinellas County.

**RECOMMENDATION**

Staff recommends approval to issue a Request for Proposal (RFP) for service provider for Youth Workforce Services.

**Discussion:** None.

Motion:	Jack Geller
Second:	David Fetkenher

*The Finance Committee made a motion for approval to issue a Request for Proposal (RFP) for service provider for Youth Workforce Services. There was no further discussion. The motion carried unanimously.*

**INFORMATION ITEM 1 - June 30, 2022, Financial Statements**

- a. Statement of Activities: Current Year vs. Prior Year
- b. Statement of Activities: Current Year vs. Budget
- c. Cost Allocation/Expenditure Report for PE 8/31/2022
- d. Pooled Cost Report 8/31/2022
- e. Grant Status Report 8/31/2022

\*Reports included in meeting packet.

**Adjournment** – Chair Barclay Harless adjourned the meeting at 10:36 am.