

CareerSource Pinellas Finance Committee Meeting Minutes

Date: April 26, 2023 – 10:00 A.M.

Location: Hybrid – 13805 58th St. N., 2-316, Clearwater, FL 33760/Zoom

Call to Order

The Committee Chair, Barclay Harless was not present at the start of the meeting. David Fetkenher chaired the meeting until Barclay logged into the meeting and called the meeting to order at 10:02 am. There was a quorum present with the following members participating.

Committee Members in attendance

Jack Geller, Esther Matthews, David Fetkenher, Barclay Harless (logged on at 10:13am)

Committee Members not in attendance

Scott Thomas

Staff Present

Steven Meier, David Zirilli, Leah Geis

Public Comments – None

ACTION ITEM 1 – Approval of Minutes

The minutes of February 22, 2023, Finance Committee Meeting were presented for approval.

Motion:	Jack Geller
Second:	Esther Matthews

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

ACTION ITEM 2 – Approval of Program Year 2023 – 2024 Planning Budget

Per the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity, each Local Workforce Development Board (LWDB) is required to submit an annual detailed budget of revenues and expenditures by funding source by October 1.

CareerSource Pinellas is budgeting a surplus of \$70,450 for the year. This is comprised of \$102,900 of unrestricted revenues and \$32,450 of unrestricted expenses.

Total Revenues are budgeted to increase 11.8% from \$9,244,682 to \$10,331,022. DEO Revenue will see an increase of \$771,000, or 8.5%

Attachments (included in packet):

1. 2023 - 2024 Budgeted Revenues and Variances from Prior Year
2. 2023 - 2024 CareerSource Pinellas Planning Budget
 - a. Full Organization
 - b. Federal, State and Unrestricted Funding
 - c. Unrestricted Activity
3. 2023 - 2024 Expenditure Report

RECOMMENDATION

Approval of the 2023-2024 planning budget subject to approval by Board of Directors and 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:	Jack Geller
Second:	Esther Matthews

The Finance Committee made a motion for approval of the 2023 - 2024 planning budget subject to approval by Board of Directors and 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. There was no further discussion. The motion carried unanimously.

ACTION ITEM 3 – Approval of Contract Renewal for vCIO

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 extended the contract through June 30, 2022 and renewed the contract for an additional year through June 30, 2023, for \$75,000. We have incurred \$56,450 of expenses for the period July 1, 2022, through March 31, 2023. Due to current year spending, we are requesting an increase to the current contract from \$75,000 to \$85,000; an increase of \$10,000.

RECOMMENDATION

1. Approval to modify contract for Securance, LLC for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$85,000.
2. Approval to renew contract for Securance, LLC, for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$80,000.

Discussion: None

Motion:	David Fetkenher
Second:	Esther Matthews

The Finance Committee made a motion for:

1. *Approval to modify contract for Securance, LLC for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$85,000.*
2. *Approval to renew contract for Securance, LLC, for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$80,000.*

There was no further discussion. The motion carried unanimously.

ACTION ITEM 4 – Approval of Contract Amendment for Tucker Hall

The Board approved the hiring Tucker/Hall, Inc. for Strategic Public Relations Outreach and Communication Services at the May 20, 2020, Board of Directors Meeting for a period of one-year. The contract with Tucker/Hall, Inc. was renewed effective July 1, 2022, for a period of one year for an amount not to exceed \$95,000. In addition to performing strategic public relations outreach and communication services, Tucker/Hall, Inc. has been instrumental in assisting the organization with research and communications related to the REACH Act realignment evaluation conducted by Ernst & Young (EY) and CareerSource Florida. Due to increased involvement as a result of the REACH Act initiatives, the organization has incurred \$78,842 of expenses through March 31, 2023. Accordingly, we are requesting an increase to the current contract from \$95,000 to \$115,000; an increase of \$20,000.

RECOMMENDATION

Staff recommends the approval of the Business Travel Reimbursement Policy.

Discussion: None.

Motion:	David Fetkenher
Second:	Jack Geller

The Finance Committee made a motion for:

1. *Approval to modify contract for Tucker Hall for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$115,000.*
2. *Approval to renew contract for Tucker Hall for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$84,000.*

There was no further discussion. The motion carried unanimously.

ACTION ITEM 5 – Approval of Authorized Check Signer

Recommendation for Mr. Meier to be approved as an authorized check signer for the organization’s bank accounts. All checks still will require two signatures which would necessitate at least one signature on all checks from a Board member. Current check signers are as follows:

- Scott Thomas – Board Chair
- Elizabeth Siplin – Chair-Elect
- Barclay Harless – Treasurer
- Ken Williams - Secretary

RECOMMENDATION

Approve Steven Meier as an authorized check signer for the organization’s bank accounts.

Discussion: None.

Motion:	Jack Geller
Second:	Esther Matthews

The Finance Committee made a motion to approve Steven Meier as an authorized check signer for the organization’s bank accounts. There was no further discussion. The motion carried unanimously.

INFORMATION ITEM 1 – February 28, 2023 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 2/28/2023
- d. Pooled Cost Report 2/28/2023
- e. Grant Status Report 2/28/2023

***Reports included in meeting packet.**

INFORMATION ITEM 2 – Unrestricted Cash

As of March 31, 2023, CareerSource Pinellas had almost \$856,000 of unrestricted funds available deposited in the following accounts:

Valley National Bank - Balances
 Unrestricted Checking - \$154,584
 Unrestricted Money Market - \$521,284
 Operating Money Market - \$179,947
Total - \$855,815

With the potential consolidation of CareerSource Pinellas with CareerSource Tampa Bay, it is important that any unrestricted cash attributable to Pinellas County remain available only for Pinellas County purposes and not commingled with cash of the consolidated entity. It also should be noted that any recovery of funds (up to \$1 Million) from the litigation with Chubb would be unrestricted as well.

INFORMATION ITEM 3 – 401K Trustee (Committee Decided to make this an action item)

Working with Martin, Martin, Randall & Associates, Inc., the Third Party Administrator of the Plan, the plan document was revised to use business positions or titles as the Trustees in the Plan Document instead of specific names. As a result, the Plan Document was restated to list the trustees as:

- 1. Chief Executive Official/Executive Director/Chief Executive Officer (or highest-ranking officer, currently Steven Meier)
- 2. Chief Financial Officer (or highest-ranking financial position, currently David Zirilli, Director of Finance.)

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

At the March 16, 2022, Board meeting, the Board approved Steven Meier, Interim CEO and CFO to be trustee. Once the permanent CEO was named, that individual would also be appointed as trustee of the plan. With the intent to name Steven Meier permanent CEO, it is appropriate to name David Zirilli, Director of Finance, as a trustee of the 401K plan also.

RECOMMENDATION

Approval to add David Zirilli as a 401K Trustee.

Discussion: None.

Motion:	Jack Geller
Second:	David Fetkenher

The Finance Committee made a motion for approval to add David Zirilli as a 401K Trustee. There was no further discussion. The motion carried unanimously.

Adjournment – Barclay Harless adjourned the meeting at 10:40am.