

## **CareerSource Pinellas Finance Committee Meeting Minutes**

**Date:** October 25, 2023 – 10:00 A.M.

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

### **Call to Order**

The Committee Chair, Barclay Harless called the meeting to order at 10:00 am. (After which, David Fetkenher ran the meeting due to the fact that Barclay Harless was unable to.) There was a quorum present with the following members participating.

### **Committee Members in attendance**

Jack Geller, Esther Matthews, David Fetkenher, Barclay Harless, Scott Thomas

### **Committee Members not in attendance**

Dr. Rebecca Sarlo

### **Staff Present**

Steven Meier (in-person), David Zirilli (in-person), Leah Geis (in-person)

### **Public Comments – None**

### **ACTION ITEM 1 – Approval of Minutes**

The minutes of August 23, 2023, Finance Committee Meeting were presented for approval.

Motion:	Scott Thomas
Second:	Jack Geller

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

### **ACTION ITEM 2 – Florida Commerce – 2023 - 2024 Internal Control Questionnaire & Assessment**

The Internal Control Questionnaire and Assessment (ICQ) was developed by Florida Commerce, formerly 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 Florida Commerce by September 30. However, Florida Commerce extended the deadline to October 25, 2023, due to delay in sending it out. CareerSource Pinellas requested, and was approved, an extension until November 22, 2023, to allow the CareerSource Pinellas Finance Committee and Board to review and approve the ICQ at their October and November meetings, respectively.

### **RECOMMENDATION**

Approval of the enclosed 2023 - 2024 Internal Control Questionnaire and Assessment.

### **Discussion:** None.

Motion:	Jack Geller
Second:	Esther Matthews

*The Finance Committee made a motion for approval of the enclosed 2023 - 2024 Internal Control Questionnaire and Assessment. There was no further discussion. The motion carried unanimously.*

### **ACTION ITEM 3 – General Counsel Letter of Engagement Renewal**

On November 20, 2019, the Board of Directors approved the selection of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2019, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. The Board renewed Gray Robinson, P.A. as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas on November 17, 2021, for a two-year period expiring on November 30, 2023.

Gray Robinson has been instrumental in providing sound legal counsel over the last two years and is key in providing sound guidance as the organization consolidates with CareerSource Tampa Bay.

#### **RECOMMENDATION**

Approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000.

**Discussion:** None

Motion:	Barclay Harless
Second:	Jack Geller

*The Finance Committee made a motion for approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000. The motion carried unanimously.*

### **ACTION ITEM 4 – CareerSource Pinellas – Related Party Contract**

FL Statute Section 445.007 mandates that all Local Workforce Development Boards (LWDBs) entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- Approve the contract by a two-thirds (2/3<sup>rd</sup>) vote of the Board when a quorum has been established.
- Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- Such contracts must be submitted to the Florida Department of Commerce and CareerSource Florida for review.

Owner of All Business Solutions dba All Enterprise Solutions facilitated a full, all staff in service day for CareerSource Pinellas. The information and training topics were informative, relevant, and well received by the audience. CareerSource Pinellas anticipates utilizing the services of All Business Solutions dba All Enterprise Solutions again within the 2023 - 2024 program year. Estimated spending is projected to not exceed \$4,500.

Note: For the record, Board Members, if present must verbally abstain from the vote related to their respective organization.

#### **RECOMMENDATION**

Approval of this related party contract by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$4,500.

**Discussion:** None.

Motion:	Scott Thomas
Second:	Jack Geller
Abstention:	Esther Matthews

*The Finance Committee made a motion for approval of this related party contract by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$4,500. There was no further discussion. The motion carried unanimously.*

**INFORMATION ITEM 1 – August 31, 2023 Financial Statements**

A financial summary for the year ended August 31, 2023, was included in the meeting packet as well as the reports listed below.

- a. Statement of Activities: Current Year vs. Prior Year
- b. Statement of Activities: Current Year vs. Budget
- c. Cost Allocation/Expenditure Report for PE 8/31/2023
- d. Pooled Cost Report 8/31/2023
- e. Grant Status Report 8/31/2023

**Adjournment** – David Fetkenher asked for a motion to end the meeting. Jack Geller made a motion to adjourn, and Barclay Harless seconded that motion. The meeting was adjourned at 10:21am.