

**Finance Committee Meeting**  
**Tuesday, June 2, 2015**  
**2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** William Merck, Melanie Cornell, Nicole Guillet, Joseph Sarnovsky, Chuck Todd and Mark Wylie

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham and Kaz Kasal

**GUESTS PRESENT:** Dalton Hall / Taylor, Lombardi, Hall, Wydra

**1. Welcome & Chair's Remarks**

Mr. Merck called the meeting to order at 2:31 pm and welcomed those in attendance.

**2. Roll Call/Establishment of Quorum**

Ms. Kasal commenced with roll call and reported there was a quorum present.

**3. Public Comment**

None offered.

**4. Approval of Minutes**

A. 4/7/15 Joint Meeting of the Finance Committee Meeting

**Mr. Todd made a motion to approve the minutes from the 4/7/15 Finance Committee Meeting. Mr. Wylie seconded; motion passed.**

**5. INFORMATION/DISCUSSION ACTION ITEMS**

A. New Benefit Plan Options

Mr. Alvarez recapped that at the 4/7/15 meeting, the Finance Committee made a motion for the staff to research various health plan options provided costs are not more than 10% of this year's current budgeted amount. Subsequently, the Executive Committee, at its 5/28/15 meeting, reviewed and discussed the health insurance carriers' proposals that were received. Based on the received quotes, Cigna was the only health insurance carrier that did not exceed a 10% cost increase of current budget. Cigna's quote reflects a 3.3% increase over current costs with a 1% reduction if CareerSource Central Florida opts Cigna Dental and Vision. After further discussion of carrier options and coverage levels, the Executive Committee approved the selection of Cigna as the new benefits carrier for CareerSource Central Florida for its health, dental and vision insurance carrier. The Committee concurred that this is still a generous plan for the employees. Additionally, the Committee asked staff to look into splitting the 10% increase difference between employer and employees. Ms. Beecham stated that the benefits meetings are currently occurring and staff reaction has been positive with the benefits plan changes.

B. Budget to Actual results through April 2015

Mr. Alvarez referenced the report entitled "FY 2014-2015 Budget vs. Actual Report – as of 4/30/15" and stated that expenditures are overall on track/in line with the budget. Also exceeding 50% ITA goal at 57.9% and keeping Admin Cost below 7% target - currently at 6.5%.

C. Procurement – Temporary Staffing & Payroll Services

Mr. Alvarez stated that the contract with TEWS is set to expire on 6/30/15. TEWS is currently the employer of record for program participants in CareerSource Central Florida's work experience programs. The due date for Request For Proposals (RFPs) is this Friday, 6/5/15 and a vendor recommendation will be presented at the 6/11/15 Executive Committee meeting.

D. Approval of Fiscal Year (FY) 15-16 Draft Budget

Mr. Alvarez referenced the "FY 15-16 Draft Annual Budget" which was also presented at the 5/28/15 Finance and Program Committee's Budget Workshop. Mr. Alvarez re-reviewed revenue budget FY 15-16 to FY 14-15: 29.9M for 15-16 budget, which is a 2% reduction from current year. Mr. Alvarez stated that over the next few years annual funding will trend down back to normal levels as it was prior to the recession when unemployment income (UI) was higher. Although UI is down, businesses need talent and CareerSource Central Florida will focus on key target business sectors and provide an increase in business services as well as maintain current level/amount of services to career seekers. Mr. Alvarez also noted the following: projected carry-in amount will be adjusted to once 14-15 budget is closed out; 50% of WIOA and DW funds are being allocated to career services, meeting CSCF's training requirements; although state allowable cap for administrative cost is 10%, CSCF's budget amount is 7%; proposed budget for salaries reflects 3% merit increase – based upon achievement of annual performance goals.

**Dr. Sarnovsky made a motion to forward the 15-16 draft budget to Board for review/approval. Mr. Todd seconded, motion passed.**

E. Procurement Thresholds

Mr. Alvarez referenced the memo on procurement thresholds and stated the purpose of the memo is to revise the current bid threshold requirements in CSCF's procurement and contracting policies to align with the new OMB "Super Circular" which would reflect following changes: 1) \$3,000 or less for micro purchases – may be awarded without soliciting competitive quotes, if CSCF considers price reasonable/justified; and 2) \$150,000 or less on small business purchases will not require formal request for proposals but quotes/cost and reasonableness/justification will be required. Purchases over \$150,000 will be publically advertised and a formal solicitation will be issued, pending Board approval.

**After further discussion, Mr. Wylie made a motion to approve proposed procurement thresholds. Mr. Todd seconded, motion passed.**

6. **Other Business**

Ms. Nabors expressed a special thanks to Ms. Cornell and her associates. Ms. Cornell went above and beyond offering pro bono consultation services with regard to CareerSource Central Florida's new office space and furniture.

**7. Upcoming Meetings**

Mr. Merck asked Ms. Kasal to send a survey out to the Committee to confirm the proposed Finance Committee meeting dates for the new fiscal year.

**8. Chair's Closing Remarks**

Mr. Merck thanked those who attended today's meeting and commented that good input was attained.

**9. Adjournment**

There being no further business the meeting adjourned at 3:17 p.m.

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor