

County should immediately initiate an Operational Audit of CSPIN to evaluate management's performance in establishing and maintain internal controls to be conducted by the Clerk's Office, Division of Inspector General.

CSPIN

1. Continue with 501(c)(3) not for profit corporation
2. Continue as local fiscal agent & administrative entity during ongoing investigation *
3. Continue with policy making function
4. Continue with program oversight
- ✓ 5. Set interim executive director's delegated authority to \$10,000
6. On a temporary basis, require quarterly filings to the BCC of financial reports, federal or state monitoring reports, claims for disallowed costs, independent accountants' reports.

*After investigations are concluded, evaluate fiscal agent & administrative entity for continuing or separate these functions.

BYLAWS

General items:

1. Change quorum to at least 40% plus 1 = full Bd of Directors & 50% plus 1 = Executive Comm
- ✓ 2. Increase Board meetings to at least every 2 months
3. List major decisions as Board action items, such as:
 - Hiring, disciplining and discharging CEO/Exec Director & Legal Counsel
 - Budget approval/modification
 - 4-year WIOA workforce services plan approval/modification
 - Acquisition/conveyance/pledging real estate or personal property, other than in ordinary course of business
 - Staff pay & compensation plans
 - Policy Manual adoption/amendment
 - Financial reports, including annual financial audit and other independent accountants' reports review/approval
 - DEO, federal and state, monitoring reports review/approval
4. Define the Delegated Authority actions granted to CEO/Exec Director, such as purchases, contracts, and other obligations, and limit that authority to a level necessary to conduct day-to-day operations
5. Require all Delegated Authority to be reported to the full Board of Directors at bimonthly meetings.
6. Eliminate any reference to "president" because CEO/Exec Dir is not a corporate officer
7. Eliminate Treasurer be appointed from private sector membership
8. Authorize the Chief Financial Officer (CFO) to be a direct report to the full Board of Directors.

Appointments:

- ✓ 1. Update appointment process to align with County's Boards & Committees application process
2. Add another elected official (e.g. School Board member)
3. Permit Board of Directors to comment on applicants
4. Incorporate WIOA nomination requirements into County's Boards & Committees application process
- ✓ 5. Require immediate notification of vacancies to County
6. Require CSPIN's website to contain vacancies and link to County's Boards & Committees webpage for press release & application
7. Provide BCC has authority to remove directors when it determines best interest of workforce programs
8. Cap the number of members to 25, or WIOA minimum, through attrition

Committees:

Executive:

- ✓ 1. Reduce meetings to as-needed basis, and limit authority to act for the Board to when time is of the essence, or in emergencies, as business and affairs of CSPIN should be conducted primarily by the full Board of Directors.
- ✓ 2. Revise the Consent Agenda process from 5 day requirement to request a proposed action be brought before the full Board at the next Board meeting.
- 3. Change the authority to recommend revocation of membership to the full Board of Directors

Audit:

- 1. Add function to arrange and procure Operational and Performance Audits, performed by Division of Inspector General, Clerk of Circuit Court.
- 2. Authorize to report all Audit findings and make recommendations on actions to the full Board of Directors.
- 3. Retain an independent accounting firm (other than the outside auditing firm) to recommend appropriate internal controls, after stabilization.

Finance:

- 1. Change the function that all budget modifications must be approved by the Board of Directors.
- 2. Specify the Financial Statements and Reports on financial status be reviewed and findings to be reported to the full Board of Directors.
- 3. Financial statements, monitoring, federal and state, reports, audits, independent accountants' reports, etc. shall be filed with the County on a periodic basis
- 4. A "voucher/pd bills report" to be presented to the Board of Directors on a periodic basis, at least annually

Search:

- ✓ 1. Create Ad Hoc Search Comm for CEO/Executive Director & Legal Counsel (include County Commissioner Vice Chair and PCED Board member)

INTERLOCAL AGREEMENT

- 1. Documents requiring BCC approval/agreement to be submitted for adequate time to review & resolve any questions/issues (at least 60 days).
- 2. Operational Audit by Clerk's Inspector General's Office to evaluate management performance of internal controls at least annually.
- 3. Require CSPIN employees to comply with the Florida Ethics Code and statutes relating to extra compensation/bonuses.

POLICY MANUAL

- 1. Revise/update with delegated authority limits, financial, procurement, employment, etc. with changes to organization