

**MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
FINANCE COMMITTEE
MAY 18, 2017**

A meeting of the CareerSource Flagler Volusia Finance Committee was called to order at the Administrative Office of the organization located at 329 Bill France Boulevard, in the City of Daytona Beach, in the State of Florida, at 8:30 a.m. on the 18th day of May, 2017 pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Dr. Carlos Valderrama chaired the meeting and Ms. Ann Lesizza served as recording secretary.

The following members of the Finance Committee were present:

Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Ms. Denise Breneman, Director Flagler & Volusia Counties – Special Olympics Florida*
Ms. Cheryl Tanenbaum, SVP/CFO – Intracoastal Bank*
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were also present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Ms. Jennifer Campbell, CFO – CareerSource Flagler Volusia
Ms. Christine Sikora, CPO – CareerSource Flagler Volusia
Ms. Donna Runge – Administrator – Department of Economic Opportunity
Ms. Kathy Spencer – Director of Business & Career Services – Case Management, Inc.
Ms. Velma Lowe – Managing Director of Operations – Career Steps, Inc.*
Mr. Brian Willard – Program Manager – Road To Success*

*via Conference Call

Mr. Carlos Valderrama called the meeting to order and requested introductions of the members present and on the phone. He stated that the first item on the Agenda was the review for approval of the 2017-2018 Proposed Annual Budget.

Ms. Robin King reviewed the funding allocations presented to the Committee and reported that the State has indicated that the Welfare Transition Program, the Workforce Innovation and Opportunity Act (WIOA) Adult, the WIOA Dislocated Worker, and the WIOA Youth numbers are what they estimate will be the Federal allocations. She explained line items with the Committee members and reported that there is a 10% reduction in the Opportunity Act Adult and Dislocated Worker allocations as well as

Youth. She explained that the Feds have not given the official notification to the State and they anticipate that to happen early in June.

Next, Ms. King discussed the Carry-Forward Funds; amounts that had been set aside from our current year allocations. She continued to review the line items for the Committee. Ms. King stated that the primary difference between budgets that were proposed in previous years and this year's proposed budget is that there is very little being proposed to be carried forward into 18-19. Starting off with Program Year 18-19 we anticipate approximately \$1,000,000 reduction. Ms. King continued to explain that in years past it was the system practice nationwide to carry forward 50% of the funds; the funds had a two-year life so you saved half and moved the remainder to the next year. She stated that is no longer common practice. Ms. King said that the plan currently would be to set aside about 25%. She requested that the Committee allow the staff the year 17-18 to save approximately \$600,000 to help with the carry forward for 18-19. Ms. King discussed the cuts that will be implemented effective July 1, 2017.

Next, Ms. King reported that she wanted to request a waiver from using 50% of the Opportunity Act Adult and Dislocated funds for training. Currently, we are required to use 50% of these funds in training. She explained that it was not that we wanted to spend less in training, but she wants more flexibility in providing training that may not completely fit the specifics of State's definition of training. That request will come back to the Finance Committee once the percentage to be requested has been determined.

The Committee members discussed different fee-for-service ideas and determined they would be making recommendations to the staff.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Committee agreed to recommend the 2017-2018 Proposed Budget as presented to the Board of Directors for approval.

The next item on the Agenda was a discussion regarding Banking Services. Mr. Valderrama called on Ms. Jennifer Campbell to talk about her proposal. Ms. Campbell addressed the Committee and stated that she was proposing that we look at other banks in the area and what options we might have to reduce our banking costs and receive a better return on credit card usage. The Committee members discussed several options. They recommended that we do an RFQ for banking services. Ms. Robin King indicated that she would also like to look at insurance services. The Committee members will submit recommendations to staff.

The final item on the Agenda was the need for the Committee to select and prioritize their strategic goals. Ms. Robin King addressed the Committee and reminded them that at the Board meeting in January, the Board members reviewed their strategic goals and.

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reduced the seven goals to five. The Career Pathway Committee and the Industry Demand Connection Committee have selected the goals they would like to focus on. The goal "Effective Use of Funds" falls under the Finance Committee. Ms. King pointed out the activities suggested by the staff to reach the objective to "Demonstrate transparency and accountability in the use of funds in alignment with our strategic goals." Ms. King discussed the potential future activities. The Committee concurred with the activities presented. A spreadsheet will be presented at the Board meeting of each Committee's selections.

There being no further business to come before the meeting, it was adjourned.

Recording Secretary