

**MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
FINANCE COMMITTEE
MARCH 21, 2018**

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 21st day of March 2018, pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Mr. John Wanamaker chaired the meeting on behalf of Ms. Cheryl Tanenbaum and Ms. Ann Lesizza served as recording secretary. Mr. Wanamaker asked everyone present to introduce themselves.

The following members of the Finance Committee were present:

Ms. Denise Breneman, County Director – Special Olympics Florida*
Mr. Donald O'Brien, Commissioner – Flagler Board of County Commissioners
Ms. Cheryl Tanenbaum, SVP/CFO – Intracoastal Bank*
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
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
Mr. Howard Johnson, Data Manager – Eckerd Connects
Ms. Christine Sikora, Vice President – CareerSource Flagler Volusia
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Mr. Charles Howell, Vice President – CareerSource Flagler Volusia
Ms. Kathy Spencer, Director of Business & Career Services - Case Management Inc.
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Mr. Brian Willard, Program Manager – Road To Success *

*via Conference Call

Mr. John Wanamaker called the meeting to order and announced that the first item on the Agenda would be moved to the end of the meeting since Mr. Carlos Valderrama was delayed. Ms. Jennifer Campbell reviewed the responses received to our Request for Qualifications (RFQ) for auditing services. Ms. Campbell stated that she had sent the responses from seven auditing firms to each of the Finance Committee members prior to the meeting. Ms. Campbell distributed a spreadsheet comparing the various services and costs. She reviewed each of the proposals and stated that she had previously worked

with RSM Auditing and that James Moore had provided auditing for this organization about ten years ago. The members discussed the auditing firms and narrowed the selection down to two firms, RSM and James Moore. The Committee requested that staff talk to RSM to negotiate a lower price

1. After discussion, upon motion duly made, seconded and carried, with one member opposing, the Committee agreed to recommend the RMS Auditing to the Board of Directors for approval at the March 30, 2018 meeting.

The Committee suggested that staff talk to the firms and see if a better price can be negotiated.

Next, Ms. Campbell reviewed the current financials for the period ended February 28, 2018. She reported to the Committee members that she was researching different insurance brokers to ensure we were getting the best deals. Ms. Robin King reported on the grants. The National Emergency Grants (NEGs) include \$133,000 for Maria evacuees who came here after September 17, 2017. The Orange City Career Center will host an event on March 26th to assist evacuees. Ms. King stated that she had submitted two grant requests yesterday for apprenticeship programs; one with Hudson Technologies registered apprenticeship program and a second with Flagler Technical Institute for their HVAC service technician program. She advised the Committee that the next Finance Committee meeting is scheduled for April 9th and at that time she will report on the grants that we have received and how we are offsetting our administrative indirect costs for this year. Ms. King stated that the planning allocations that we received for the Opportunity Act are pretty much maintained and the planning allocation for the TANF is about \$100,000 less this year.

Ms. Jennifer Campbell addressed the Committee members' and stated that we have been talking about "Income Diversity" for some time and reaching out to other workforce boards to see what they were doing to help increase revenues. She called attention to a short PowerPoint presentation that might encompass what would work for our local workforce board. Ms. Campbell explained there are several components to our plan; the first part deals with product. Mr. Charlie Howell addressed the Committee and discussed the products that we could produce to generate revenue. He explained that over the past few years one of the things we have done well was to develop online workshops. They have been done very professionally and we have received comments from many other boards and businesses and we thought about ways to capitalize on them. Mr. Howell continued to explain the various income-generating training workshops that could be produced for businesses; the topics that might be covered and the charges for different customizations.

Ms. Robin King stated that we would research how to create a for-profit arm of the company and the need to keep everything separate. Mr. Howell explained the projected income that could be generated. He explained the expenses associated with the project are estimated at \$36,651 for the first year. Mr. Howell stated that they had researched on the internet what courses are worth on the open market. Depending on how detailed they are, courses can range from \$1,500 to \$20,000. Mr. Howell stated that staff is requesting that the Finance Committee recommend to the Board that unrestricted corporate funds in the amount of \$36,651 be allocated for this venture.

2. After discussion, upon motion duly made, seconded and unanimously carried the Committee agreed to recommend that the Board approve the distribution of \$36,651 from the Corporate Investment Fund to cover the first-year cost to develop income generating online training workshops for businesses.

Ms. Jennifer Campbell continued the presentation discussing ideas to generate program income. She presented several different ideas; businesses could advertise in our Career Centers which would put their company in front of our job seekers. Ms. Campbell explained how any revenue generated using program funds would be placed back into that revenue stream. She continued to present advertising ideas including sponsorships for particular events and reports.

Ms. Robin King addressed the Committee members and stated that she would like the Committee to recommend to the Board that we start on the advertising piece and if the Board approves the advertising component we would come back to the Finance Committee with actual costs. This advertising would only be offered to companies who are recruiting.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Committee agree to recommend that the Board approve offering advertising within the Career Centers.

The final slide in the presentation was on the Ticket To Work program. Ms. Campbell stated that last year we generated \$91,379 in Ticket To Work funds. She reviewed the expenses associated with the funds and reported that so far this year we have received \$55,000 Ms. Robin King stated that at the next Finance Committee Meeting we will be discussing what our goals for the Ticket To Work program will be.

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

Recording Secretary