

**NOTICE OF THE ANNUAL MEETING
OF THE BOARD OF DIRECTORS
329 BILL FRANCE BLVD
DAYTONA BEACH, FLORIDA 32114**

**9:00 AM
November 3, 2023**

AGENDA

The Board members are reminded of conflict-of-interest provisions. In the event of a conflict, please refrain from voting, declare the nature of the conflict and be sure to complete the proper form for recording with the minutes.

- I. **Welcome and Roll Call**
 - 1. Acknowledge Guests from General Public
 - 2. Public Comments

- II. **Presentation CareerSource Flagler Volusia 2023 Workforce Professional – Ms. Marilyn Rubino, Customer Service Specialist – Career Steps, Inc.**

- III. **Acknowledgement of the Partner in Workforce Excellence – Non-Board Committee Members**

- IV. **Consent Agenda Approval**
 - Consent Agenda:**
 - 1. Board of Directors Meeting Minutes – August 25, 2023Page 1
 - 2. 2024 Holiday Schedule.....Page 7
 - 3. Tentative 2024 Board Meeting Dates.....Page 8
 - 4. Board Member Conflict of Interest Certification.....Page 9

- V. **Financial Updates**

- VI. **Financial Policies Page 10**
 - **Accounting Records Policy – New**
 - **Bank Reconciliations Policy – New**
 - **Credit Card Administration Policy – New**
 - **Prepaid Cards & Bus Pass Policy – New**
 - **Procurement Policy – Modified – See Page 27**

Approval of Financial Policies

- VII. **Chair’s Comments**

- VIII. **Executive Committee Report**
 - 1. **Minutes – October 17, 2023 Page 28**
 - 2. **Minutes – October 20, 2023 Page 34**

Ratify the Actions of the Executive Committee

- IX. **Presentation of the Annual Report – Ms. Christine Sikora & Ms. Valerie Uy Ignacio**

Approval of the Annual Report

- X. **Board Member Comments**

- XI. **Highlights**

XII. Nominations Committee
 Presentation of the 2023-2024 Slate of Officers
 1. Election of Officers..... Page 37
 Approval of the Officers

XIII. President & CEO’s Comments

XIV. Informational Items
 1. Performance Update.....Page 38
 2. Strategic Imperatives.....Page 43
 3. On-the-Job and Customized Training Agreements Page 49

Next meeting of the Board will be the January 19, 2024

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