

MINUTES OF THE MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA
FINANCE COMMITTEE

August 10, 2023

The meeting of the Finance Committee of CareerSource Flagler Volusia was called to order at 10:00 a.m., on the 10th day of August 2023 at the Administrative office of the organization, located at 329 Bill France Blvd., City of Daytona Beach, in the State of Florida, pursuant to written notice fixing said time and place; the same being filed and attached to these minutes.

Mr. Bret Schmitz Chaired the meeting and Ms. Ann Lesizza served as Recording Secretary. At the Chair's request, each person introduced themselves and the Recording Secretary noted each person present.

The following Committee members were present:

Mr. Bret Schmitz, Vice President of Manufacturing & Supply Chain – Peerbridge Health

The following guests were present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Mr. Dan Laux, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Ms. Christine Sikora, Vice President of Innovative Workforce Solutions – CareerSource Flagler Volusia
Mr. Charlie Howell, Vice President of Business Development and Technology – CareerSource Flagler Volusia
Ms. Donna Runge, Administrator – FloridaCommerce
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Ms. Daisy Hall, Quality Improvement Specialist – Eckerd Connects
Ms. Judy Brown, Assistant Managing Director of Operations – Career Steps, Inc.
Ms. Kimberly Grey, Operations Director – Eckerd Connects
Mr. Mack Thomas, Program Manager – Eckerd Connects
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Sasha Rodriguez, Community & Partners Development Manager – Career Steps, Inc.
Mr. Howard Johnson, Data Manager – Eckerd Connects
Mr. Brian Willard, Director – RTS Program
Ms. Jennifer Gosling, Administrative & Internal Monitoring Director – CareerSource Flagler Volusia

Item and Discussion	Vote	Abstain
<p><u>Approval of the Minutes</u></p> <p>The Minutes of the April 20, 2023 Finance Committee Meeting had been forwarded to the Committee members with the Agenda materials.</p> <p>Mr. Bret Schmitz stated that, due to the lack of a quorum, the April 20, 2023 Minutes will be presented for approval at the next regularly scheduled Finance Committee meeting.</p>		
<p><u>Review of the Proposed 2023-2024 Budget</u></p> <p>Mr. Schmitz called on Mr. Dan Laux to review the preliminary budget. He stated that there was a 13% cut in the overall budget. Ms. Robin King questioned the Rural Initiative line item and the fact that the budget does not include additional items, such as the Florida Atlantic Workforce Alliance Grant. A discussion followed on how to update the budget if additional funds are received during the year. Mr. Schmitz suggested creating a separate column to highlight variances to the approved budget.</p> <p>Mr. Schmitz recommended the budget be presented to the Board for approval.</p>		
<p><u>Transfer of Funds from Dislocated Worker to Adult</u></p> <p>The next item on the agenda was the staff request to transfer \$600,000 from Dislocated Worker funds to Adult funds. After a discussion regarding the transfer, Mr. Schmitz stated that the Finance Committee will recommend approval to the Board of Directors.</p>		
<p><u>RFQ for Financial Services</u></p> <p>Ms. King reported that she had issued a Request for Qualifications for financial services. She was requesting cost, qualifications and time availability. The due date is August 15th and one response had been received to date.</p>		
<p><u>Consolidation Merger Budget</u></p> <p>Ms. King next stated that another Request for Qualifications had been issued for the Consolidation Merger for full review of HR, strategic implementation, legal services, writing of the inter-local agreement and filing the 501(c)3. There had been no further information received regarding the merger budget.</p>		

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