

**FINAL MINUTES CAREERSOURCE PALM BEACH COUNTY, INC.**  
**FINANCIAL PLANNING COMMITTEE MEETING**  
**Friday, April 12, 2024**

**I. CALL MEETING TO ORDER, WELCOME**

The meeting was audio and video recorded with a written transcript. CareerSource Board Chair Christopher Cothran welcomed attendees and called the meeting to order at 8:43 a.m. A quorum was present with committee members Christopher Cothran, David Markarian, David Talley, George Elmore, Dr. Laurie George and Ava Parker attending. Committee member Dr. Mel Coleman was absent.

**II. AGENDA APPROVAL**

a. Proposed Amendments and Approval of Agenda: There were none.

b. Approval of Agenda: Christopher Cothran called for a vote to approve the agenda.

Motion: David Talley

Second: George Elmore

The motion passed unanimously.

**III. PUBLIC COMMENTS:** There were none.

**IV. ITEMS FOR APPROVAL**

a. Minutes from January 26, 2024: Christopher Cothran asked the committee to review the minutes and after reviewing them, advise if they wished to make any corrections. Hearing none, he called for a motion to vote to approve.

Motion: David Talley

Second: George Elmore

The motion passed unanimously.

**V. REVIEW FINANCIALS**

a. February 29, 2024, Financials (Summary, Schedule 1 Actual vs. Budget, Schedule 2 Grant Funding, Schedule 3 Palm Beach Workforce Development Consortium and status of WIOA Training. Erica Scarpati presented the highlights of the financials. Overall expenses compared to the same time last year decreased 3.9%/\$360,000. Staff costs decreased 8.4%/\$532,000. Job seeker training, support services and insurances have increased. Supplies and outreach have decreased. WIOA (\$200,000) and WTP funded expenses have decreased. We are currently at 38% of the required annual 35% WIOA ITA training rate. The committee reviewed the information and found the financials to be in order. Julia Dattolo mentioned that we have had both the financial audits and two financial monitoring's conducted this year with no findings or observations.

**VI. ADJOURNMENT:** Christopher Cothran asked committee members if there was any further business of the committee, hearing none a motion was made by David Markarian and second by George Elmore to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 9:00 a.m. The next Financial Planning Committee meeting will be held on Friday, June 7, 2024.