

**DRAFT MINUTES CAREERSOURCE PALM BEACH COUNTY, INC.**  
**FINANCIAL PLANNING COMMITTEE MEETING**  
**Friday, January 26, 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 9:34 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: George Elmore

Second: David Talley

The motion passed unanimously.

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

**IV. ITEMS FOR APPROVAL**

a. Minutes from October 6, 2023: 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: George Elmore

Second: David Talley

The motion passed unanimously.

**V. REVIEW FINANCIALS**

a. November 30, 2023 Financials (Summary, Schedule 1 Actual vs. Budget, Schedule 2 Grant Funding, Schedule 3 Palm Beach Workforce Development Consortium, Unrestricted Funding, Status of 35% Training): Erica Scarpati presented the highlights of the financials. The committee reviewed and discussed them, and they were found to be in order. Overall expenses compared to the same time last year decreased 1%. Staffing costs decreased 8% with funding directed towards direct services. Job seeker training increased \$300,000 and support services increased \$50,000. We are currently at 38% of the required annual 35% WIOA ITA training rate.

**VI. ADJOURNMENT:** Christopher Cothran asked committee members if there was any further business of the committee, hearing none he adjourned the meeting at 9:45 a.m. The next Financial Planning Committee meeting will be held on Friday, April 12, 2024.