

**DRAFT MINUTES CAREERSOURCE PALM BEACH COUNTY, INC.**  
**FINANCIAL PLANNING COMMITTEE MEETING**  
**Friday, October 6, 2023**

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

The meeting was audio and video recorded with a written transcript, which is retained in accordance with CareerSource Palm Beach County, Inc.'s (CareerSource) Retention and Security of Records policy. There were no objections to the recording of the meeting. CareerSource Board Chair Christopher Cothran welcomed attendees and called the meeting to order at 9:29 a.m. A quorum was present with committee members Christopher Cothran, George Elmore, David Talley attending in person and Dr. Mel Coleman attending remotely. Committee members Dr. Laurie George and Ava Parker were absent.

**II. AGENDA APPROVAL**

a. Proposed Amendments and Approval of Agenda: Christopher Cothran asked if there were any changes to the agenda. There were none.

b. Approval of Agenda: Christopher 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 June 2, 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.

b. Approval to Amend CareerSource Palm Beach County, Inc. Procurement Policies and Procedures (Delegation of Signatory Authority Levels): Christopher Cothran requested the committee review the backup supporting documentation included in the meeting agenda packet for this item. Changes to the policy were made to update internal job titles. Christopher Cothran asked the committee if there was any comments or questions. Hearing none, he called for a motion to vote to approve.

Motion: David Talley

Second: George Elmore

The motion passed unanimously.

c. Prior Approval Request to Transfer Funds from WIOA Dislocated Worker to WIOA Adult: Christopher Cothran requested the committee review the backup supporting documentation included in the meeting agenda packet for this item. Erica Scarpati explained why the change was being requested. Christopher Cothran asked the committee if there was any comments or questions. 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. August 31, 2023 Financials (Summary, Schedule 1 Actual vs. Budget, Schedule 2 Grant Funding, Schedule 3 Palm Beach Workforce Development Consortium, Unrestricted Funding, Status of 30% Training): Erica Scarpati presented the highlights of the financials. The committee reviewed and discussed them, and they were found to be in order. 2.4 million was spent on expenses during the first two months of the program year, which is 3% less compared to the same time last year. Staffing costs decreased 6.5% with funding directed towards direct services. Staff training and travel decreased as a result of reducing the number of staff attending the annual state Workforce Development Summit. Job seeker training increased \$150,000. We are currently at 33% 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, being none, a motion was made by George Elmore and second by David Talley to adjourn the meeting. The motion was unanimously approved and the meeting was adjourned at 9:46 a.m. The next Financial Planning Committee meeting will be held on Friday, January 26, 2024.