

**Board/Consortium Meeting
CAREERSOURCE FLORIDA CROWN
December 12, 2017 – 2:00 PM
CareerSource Florida Crown Board Offices
Lake City, FL**

MINUTES

BOARD MEMBERS PRESENT: Todd Sampson, Board Chair; Noah Walker, Vice Chair; Perley Richardson; Yovancha Lewis-Brown, DVR; Commissioner David Osteen, Dixie County Board of County Commissioners. Commissioner Sharon Langford, Gilchrist County Board of County Commissioners; Jennie Reed; Lucy Smith and Dan Cavanah were also present by phone.

GUESTS PRESENT: Melissa Capps and Julie Eveslage FDC.

STAFF PRESENT: Robert Jones, Anna Mendoza, Roy Armstrong, Jeri Bohlscheid, Elizabeth Wetherington, Jeff Geering.

CALL TO ORDER: Chair Sampson called the meeting to order at 2:00 PM and it was noted that a quorum was present.

INVOCATION and PLEDGE OF ALLEGIANCE: Vice Chair Noah Walker offered the invocation and led the Pledge.

APPROVAL OF MINUTES: The Minutes from the October 10, 2017 meeting were approved as presented by unanimous vote.

Motion by David Osteen to approve the Minutes of October 10, 2017. Second by Yovancha Lewis-Brown. Vote: Unanimous.

IDENTIFICATION OF CONFLICT OF INTEREST: None.

DEO PERFORMANCE REVIEW

James Finch from DEO gave the CareerSource Florida Crown performance overview. He stated CSFC's administrative costs were perfectly in line and under the 10% cap. For PY 2016-2017, ITA expenditures were 50% higher than required along with 76% of WIOA funding being spent on out-of-school youth meeting the required threshold amount.

James Finch discussed the Common Measures outcome and Programmatic Monitoring results for 2016-2017 for our region, stating out of the 12 common measures, we had exceeded all with the exception of Wagner-Peyser which was met the 90% threshold amount. He stated that the small number of findings were not recurring and there was no great concern. He stated that he was pleased with our performance.

EXECUTIVE DIRECTOR'S REPORT:

Budget

Slides were presented reflecting the current approved budget for 2017-18 and funds added/reduced since last report. The ED stated that the actual budget for software/hardware/computer expense was slightly higher than the approved budget due to the fact that CSFC switched to Office 365 which eliminates the need for servers; therefore, eliminating the expense of maintaining servers. Slides were also presented showing the Proposed Budget without Carryforward for 2017-18.

Programmatic Monitoring Report

Programmatic monitoring was completed during the week of October 13th – 17th. There were two (2) current year findings for Welfare Transition with two (2) current year findings and one (1) other non-compliance issue for SNAP. For Wagner-Peyser there were three (3) current year findings and four (4) other non-compliance issues.

Financial Monitoring Report

Financial monitoring began with first quarter information uploaded for desk review from Tallahassee. The on-site review will be done during the week of January 23rd. The financial audit by Powell and Jones started the week of December 11th and should be completed by the end of the year.

Motion by Noah Walker to approve the 2017-2018 budget. Second by Perley Richardson. Vote: Unanimous.

Other Business

Chair Sampson called for any other business. There being no other business before the Board, Chair Sampson called for motion to adjourn.

Motion by Noah Walker to adjourn Board/Consortium meeting. Second by Perley Richardson. Vote: Unanimous.

The meeting adjourned at 2:45 PM.