

WORKFORCE ALLIANCE FINANCIAL PLANNING COMMITTEE

MEETING SUMMARY

FRIDAY, February 5, 2010 AT 11:00 AM

Attending: George Elmore, Jamie Titcomb, Ed Sabin

Telephonic: Mel Coleman

Staff: Kathryn Schmidt, Erica Scarpati and Holly Finch

I. Call Meeting to Order – Ed Sabin

Addition to the Agenda – Item III a. – Oversight and Questions

II. Approval of Summary – December 1, 2009

Kathryn said on March 1, the Professional Placement Network is scheduled to be moved to the Boca Location in temporary space. By July 1, she said the Career Center will be moved. George Elmore made a motion to approve the Summary, Jamie Titcomb seconded the motion. The vote was unanimous to approve the summary of the 12/1/09 meeting.

III. Review of 2009-2010 Financials – Ed Sabin said he met with Erica Scarpati and Kathryn Schmidt to review the budget comparisons and funding streams. Ed Sabin suggested the committee review the documents provided to Kathryn for tracking obligated funds and expenditures at the next meeting. Jamie Titcomb complimented Erica Scarpati on her presentation during the board orientation session recently.

- a. Oversight and Questions – Erica Scarpati provided an overview of the Florida Back to Work program. Ed Sabin said the additional 28 million subsidized employment program will significantly impact the organization. He recommended the program be separate and be amended to the current budget. George Elmore said a similarly funded program was run through the Criminal Justice Commission and not all funds were reimbursed, and the paperwork was insurmountable.

Mel Coleman asked if staff have been hired to run the program. Kathryn Schmidt said that currently, Rick Hemming has been assigned the Florida Back to Work program as the Special Projects Director. Kathryn Schmidt said the program will not commence until the Notice of Funds Available (NFA) notice has been issued. Some board members have requested funds and the board will have to vote on the funding at the next meeting. (The board members requesting funding will abstain from the vote and sign a "Conflict of Interest" forms.) Mel Coleman recommended legal counsel and another committee review current policy and the implementation of procedures.

RECOMMENDATION TO THE BOARD OF DIRECTORS – The Finance Committee recommends the appointment of an Ad Hoc Committee along with Legal Counsel, to systematically review all policies (such as the Conflict of Interest policy) to assure the current procedures meet or exceed federal and state guidelines as a proactive measure.

IV. Audit Results – Kathryn Schmidt reported that there were no findings. George Elmore made the motion, Jamie Titcomb second and the Audit Results were approved unanimously.

V. Next meeting date – To Be Determined