



Executive Committee Meeting Minutes

November 15, 2024

Opening Remarks

1. Welcome & Attendance
2. Declaration of Conflict of Interest
3. James Moore and Company Presentation of the Financial Statement Audit - Year End June 30, 2024

Voting Items

4. Approve Acceptance of Financial Statement Audit - Year End June 30, 2024
5. Review and Approve August and September Financial Reports -PY2024-2025
6. Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP)
7. Review and Approve Release of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposal (RFP)

Information/Discussion

8. 401K Retirement Plan Amendment - PY 2024-2025
9. CareerSource Research Coast (CSRC) Updates - PY 2024-2025
 - Board of Directors Orientation - PY 2024-2025
 - CSRC Reorganization of Centers/Staff
10. Adjournment - Next Executive Meeting - December 13, 2024

Members Participating In-Person

None – Virtual Only

Members Participating by Teleconference:

Bob Cenk Werner Bols Jim Brann
William Armstead Leslie Kristof

Members Excused

Terrance Moore

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Jennifer Eimann

collaborate.
innovate.
lead.



Call to Order:

Jim Brann, Chair, called the meeting to order at 8:05 am. A quorum was established.

Agenda Item 2 - Declarations of Conflicts of Interest (COI):

Jim Brann, Chair, asked if there were any Conflicts of Interest, and none were declared.

Agenda Item 3 - James Moore and Company Presentation of the Financial Statement Audit - Year End June 30, 2024:

Corrine LaRoche, James Moore Certified Public Accountants & Consultants, presented to the Executive Committee the overall findings for the audit of financial statements for June 30, 2024, and 2023. Discussion included the following:

Audit Adjustments - None

Audit Reports:

Report on Financial Statements (pages 1-2), Unmodified Opinion

Report on Internal Control and Compliance (pages 22-23), No findings

Report on Compliance for Major Federal Program (pages 27-28), No findings

Financial Highlights - Revenues \$5,980,335

Federal Grants: Decrease \$33,453 (18% from prior year)

Charges for Services: Decrease \$33,000 (29% from prior year)

Expenses Full Accrual - \$5,978,145

Increase \$869,000 (13% from prior year)

Net Position 2024 - \$94,431

Total: Decrease - \$516,112 (0.33% from prior year)

Unrestricted: Decrease - \$24,000 (3% from prior year)

Agenda Item 4 - Approve Acceptance of Financial Statement Audit - Year End June 30, 2024:

Following the presentation of the Financial Statement Audit - Year End June 30, 2024, by Corrine LaRoche, James Moore Certified Public Accountants & Consultants, the staff asked for committee members to approve the acceptance of the financial audit statement.

A motion was made by Werner Bols to approve the Acceptance of Financial Statements Audit-Year End June 30, 2024, as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Financial Reports - PY2024-2025:

Lisa Delligatti, CFO, stated that July 2024 had less activity than prior months due to the final approval of expenditures in June for PY 24-25. which happens in June.

Ms. Delligatti noted that \$8,026 was the last adult money carryforward from 2023. LWDB 20 is utilizing Dislocated Worker (DW) funding for all our adult expenditures until we fully expand the DW 2023 grant.

Bob Cenk made a motion to approve the Financial Reports for PY 2024-2025, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP):

Tracey McMorris, COO, explained that the National Dislocated Worker Grant (DWG) provides funds to states, and the states allocate the dollars to areas impacted by a disaster.

The National Dislocated Worker Grant (DWG) provides funds to states, and the states allocate the dollars to areas impacted by a disaster. The dollars are earmarked for staffing disaster recovery efforts. Because of the potentially large numbers of people impacted by a disaster, the grant funds received and the number of people to be screened and placed into temporary jobs can be substantial. The Board does not have the capacity to handle the necessary background checks, payrolls, and workers' compensation associated with temporary jobs. Therefore, it has been the practice of the Board to competitively procure an Employer of Record (EOR) in case a national emergency occurs.

Werner Bols made a motion to approve the Financial Reports for PY 2024-2025, as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve Release of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposal (RFP):

Tracey McMorris, COO, explained that career services available under CareerSource Research Coast's WIOA Youth program "Youth Connections" are provided by a competitively procured, sub-recipient service provider for a contract period of five years, renewed annually based on the performance of the Service Provider.

With the current Service Provider's term expiring on June 30, 2025, a formal Request for Proposals must be issued for Program Years 2025-2026 through 2026-2027. The Board of Directors must approve the issuance of the Request for Proposal prior to its release. Tracey McMorris, COO, stated that this policy's language changed regarding properly recording job referrals, job developments, hires, and obtained employment.

Leslie Kristof made a motion to approve the release of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposal (RFP), as presented. Will Armstead seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review 401K Retirement Plan Amendment - PY 2024-2025:

Brian Bauer, President/CEO, explained that every six years, the IRS requires employers to restate their qualified retirement plan documents to incorporate any recent legislative and regulatory changes since the documents were last written.

Mr. Bauer pointed out that the restatement contains the following changes to the CareerSource Research Coast (CSRC) plan:

- Provision that allows staff to enroll after 90 days at the start of the next month instead of after 90 days but only at the start of a new quarter.

Lisa Delligatti, CFO, worked with our third-party administrator and John Hancock to ensure that everything in the CSRC plan document was updated and that the amendment signature page is now part of our plan. document for your all's review so we're in compliance

Agenda 9 – Adjournment:

With no further items to discuss, a motion was made by Jim Brann, Chair, to adjourn the meeting, seconded by Werner Bols. The motion passed unanimously, and the meeting was adjourned at 9:04 a.m.

Next Executive Meeting – December 15, 2024

BOARD SECRETARY CERTIFICATION

I hereby certify that these minutes reflect the proceedings by the Executive Committee of CareerSource Research Coast, which have been reviewed by the Board of Directors and approved or approved with modifications incorporated herein.

2/11/2025

Brian Bauer
Board Secretary

Date