



## FINANCE COMMITTEE MEETING MINUTES

May 25, 2017

CareerSource Research Coast  
584 NW University Blvd., Port St. Lucie, FL

<b>Present:</b>	William Laughlin Brian Bauer	Ann Rodriguez
<b>Excused:</b>	Cathleen Blair Lison Philor-Jonnassaint	Brandon Tucker
<b>Staff:</b>	Migdalia Rosado Zack Hackley	Loretta Toth Pat Houston
<b>Others:</b>	Tom Peer Donna Rivett	Julie Bixler

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### I. CALL TO ORDER

The meeting was called to order by Chair, William Laughlin at 1:00 p.m. Roll call was taken. The meeting continued for information purposes since a quorum was not present.

II. **ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA** – Ms. Rosado commented she will request to amend today's board agenda to include PTO payout for three employees, as funding is available.

III. **ADOPTION OF AGENDA** – Due to the lack of a quorum, no action was taken.

IV. **CONSENT AGENDA** – Due to the lack of a quorum, no action was taken.  
A. Finance Committee Minutes – April 27, 2017

V. **OLD BUSINESS** – None.

VI. **NEW BUSINESS** – Due to the lack of a quorum, there was discussion only.

*Tom Peer arrived at 1:10 p.m.*

- A. **Action Item 2016-17.10 – Dental Benefits Renewal 2017-2018** – Recommending to remain the same with no premium increase.
- B. **Action Item 2016-17.11 – Medical Benefits Renewal 2017-2018** – Due to increased costs, a different plan is being recommended, with the option of a buy-up plan. Plans were reviewed.
- C. **Action Item 2016-17.12 – Proposed Budget for 2017-2018** – A correction should be made on page 11 of the packet. Under Local Grant Requests, the 2017-2018 amounts for Publix should be earmarked for Okeechobee. The same correction carries through to page 15. Page 16 reflects an increase in Program Costs for 2016-2017 which includes \$150,000 to be awarded as Provider Stipends. Presently there is open enrollment in all three counties.

*Julie Bixler arrived at 1:16 p.m.*

D. **Financial Monitoring Report** – Information was included in the packet. There is one finding.

**VII. FINANCIAL REPORTS** – Mr. Hackley reviewed the reports as of March 31, 2017.

A discussion was held regarding the anticipated surplus of funds this year. Following discussions, staff recommended increasing Gold Seal from 18% to 20% for providers for the months of May and June. Comparatively, most coalitions have a Gold Seal rate of 20%. Ms. Rosado also requested to provide a one-time staff bonus contingent on fund availability. As the availability of funds cannot be determined until closer to year-end, the Committee recommended setting a range at 4%-8%, based on historical data.

**VIII. CHAIRMAN'S COMMENTS** – None.

**IX. BOARD MEMBER COMMENTS** – None.

**X. PUBLIC COMMENTS** – None.

**XI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:39 p.m.

Respectfully submitted,

***Approved 8/7/17***

Will Laughlin, Chair  
WL:lt