

Finance & Operations Committee Meeting
Thursday, January 16, 2025 – 9:00 AM

[Join ZOOM Meeting](#)

Call-in Number: 888-788-0099

Meeting ID: 971 541 2651

Pass Code: 290096

As courtesy to others:

1. Please remember to mute your phone if you are not speaking.
2. Please do not put this call on hold if your telephone system plays hold music.

Please let us know if you hear static, echoing, or any other interference on the line; or if you cannot hear others.

Call 863-385-3672 and ask for Matthew or Caleb if you have these or other connectivity issues.

AGENDA

- I. **Call to order:** Mr. William Allbritton, Board Secretary / Treasurer and F&O Committee Chair
 - A. The meeting will be called to order by William Allbritton
 - B. Mr. Allbritton to inquire if any *Requests for Public Comment* have been made.
- II. **Introductions:**

Roll will be called to identify/confirm all participants on the call. Committee members, staff, and others present will be identified.
- III. **Topics:**
 - A. Presentation/discussion of:
 1. Financial Reports (11/30/2024)
 - B. Action Items:
 1. Revised Local Board of Directors Ethics and Transparency Policy – Board Resource Guide 11c
 2. Revised Local Workforce Development Area Board Governance Policy – Board Resource Guide 11d
 3. One-Stop Operator Procurement and Response
 4. Review and Update CareerSource Heartland Bylaws
 - C. Information Items:
 1. Youth Workforce Services RFP
 2. Auditing Services RFP
 3. Information Technology Services RFP
 4. PY 2023-24 FloridaCommerce Financial and Programmatic Monitoring Final Reports
 - D. Review/Presentation of President/CEO credit card charges / travel expenses.
- IV. **Other**
- V. **Adjourn**

Any person who might wish to appeal any decision made in a public hearing or meeting is hereby advised that they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based.

Reminder: Board members employed by organizations which have any interest in any Board item may not discuss, make motions, second motions or vote on any matters which may involve that organization. Additionally, they must declare a Conflict of Interest and sign a Conflict of Interest form.

CareerSource Heartland is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.