

**REVISED AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
THURSDAY, JANUARY 30, 2025
3:30 P.M.**

**LOCATION: 6913 N. 9TH Avenue | Pensacola, FL 32504
CALL IN: 1-872-242-8932| CONF ID: 812 627 696#**

- I. Call Meeting to Order** Chair, Board of Directors
- II. Call for Public Comment**
- III. Reading of Public Disclosures**Janay Sims
- IV. Approval of Agenda**
- V. Presentation of FY23-24 Audit** Ben Clark, James Moorer and Company
- VI. Consent Agenda**
 - Minutes – October 17, 2024
- VII. Items for Consideration**
 - Financial Expenditure and Budget Variances Reports
 - Update to Administrative Plan – Payout Policy
 - Update to CSE By-Laws – CEO Performance Review/CLEO Review
 - Workforce Policies:
 - 091 – Local Workforce Development Board Composition and Certification
 - 110– Local Workforce Development Area and Board Governance
 - CareerSource Florida Ethics and Transparency
- Additional Items for Approval**
 - CSE Succession Plan
 - CSE Budget Revisions
 - CSE Administrative Plan Update
- Information Items**
 - Board Governance: Attendance and Vacancies
 - Chief Executive Officer’s Report
- VIII. Other Business**
- IX. Adjournment**

NEXT BOARD MEETING – APRIL 17, 2025 |LOCATION: TBD



Succession Plan

1. OVERVIEW

The position of Chief Executive Officer of CareerSource Escarosa (CSE), in conjunction with other Leadership Team positions, and the Board of Directors is essential to the ongoing success of the organization. It is vital to record the roles, responsibilities, and continuity plans for these key positions in the event of leadership changes within the organization, whether they be anticipated or unplanned.

This document outlines a succession plan for CSE to ensure continuous operations and a smooth transition should any of these positions become vacant.

This plan aligns with Board policies and other administrative and operational plans to be included in the Administrative Policy adopted by the CSE Board of Directors.

The Board of Directors are presented this plan to ensure that the organization's leadership has adequate information and a strategy to effectively manage CSE in the event the Chief Executive Officer, a member of the Leadership Team, or a member of the Board of Directors is unable to fulfill their duties.

2. CHIEF EXECUTIVE OFFICER

A. Definitions

Temporary absence: One in which it is expected that the Chief Executive Officer will return to their position once the events precipitating the absence are resolved, lasting no more than 30 days

Short-term absence: One in which it is expected that the Chief Executive Officer will return to their position once the events precipitating the absence are resolved, lasting between 30 – 90 days

Long-term absence: One in which it is expected that the Chief Executive Officer will return to their position once the events precipitating the absence are resolved, lasting more than 90 days

Vacancy: One in which the Chief Executive Officer will not return to their position

Unplanned absence or vacancy: One that arises unexpectedly, in contrast to a planned leave or planned vacancy, such as a vacation or retirement

Planned absence or vacancy: One that is anticipated so that preparations for continuing operations may be made

B. Plan Implementation

The Board of Directors authorizes the Board Chair to implement the following terms of this succession plan in the event of a **planned or unplanned, temporary, or short-term absence, or permanent vacancy**.

1) It is the responsibility of the Chief Executive Officer to immediately inform the Board of Directors of a planned temporary or short-term absence, and to plan for such an absence accordingly. In the absence of the Chief Executive Officer, the Chief Operating Officer immediately informs the Board of Directors of the Chief Executive Officer's absence.

2) As soon as feasible, following notification of an **unplanned temporary or short-term absence** from the Chief Executive Officer, the Board Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

C. Priority Functions and Core Competencies of the Chief Executive Officer

The position description for the Chief Executive Officer is updated annually or as needed as part of the performance evaluation process and is maintained by the Board of Directors or Executive Secretary.

The Board of Directors has identified the following core competencies which the Chief Executive Officer should possess.

- Ability to cultivate meaningful relationships with stakeholders and champion the mission of CSE
- Deep understanding of federal, state, and local legislative requirements and the ability to synthesize and convey that information to the Board of Directors
- Excellent fiscal management skills
- Knowledgeable of and experienced with human resources management
- Commitment to fostering diversity and inclusion
- Vast knowledge of workforce development systems, particularly within the region
- Capacity to oversee complex operational and administrative functions or lead a team to do so

D. Succession Plan in the Event of a SHORT-TERM Temporary, Planned, or Unplanned Absence

1) Temporary Staffing Strategy

For temporary planned or unplanned absences of 30 or fewer days, the Director of Career Services assumes the role as the Acting Chief Executive Officer.

In the event of a temporary short-term planned or unplanned absence, the Executive Committee shall determine if the Temporary Staffing Strategy is sufficient for this period of time.

2) Appointing an Acting Chief Executive Officer

Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Chief Executive Officer, the Executive Committee may appoint an Acting Chief Executive Officer, as well as continue to implement the Temporary Staffing Strategy.

3) Standing Appointees to the Position of Acting Chief Executive Officer

The first position in line to be Acting Chief Executive Officer is the Director of Career Services.

The second position in line is the Chief Operating Officer.

In the event the available staff are new to the position or fairly inexperienced with CSE, the Executive Committee may consider another appointee.

4) Cross-Training Plan

The Chief Executive Officer shall develop and implement a training plan to ensure that Directors and members of the Leadership Team are cross-trained to carry out the key functions of the Chief Executive Officer as outlined above.

5) Authority and Restrictions of the Acting Chief Executive Officer

The Acting Chief Executive Officer shall have full authority for day-to-day decision-making and independent action in the same manner as the regular Chief Executive Officer.

6) Compensation

Directors (members of the Leadership Team) appointed as Acting Chief Executive Officer may receive additional compensation as determined by the Executive Committee that is based on the duration of the assignment and available resources.

Appointees from outside the organization who serve as Acting Director may enter into an independent contractor agreement, depending on the circumstances of their availability.

7) Board Oversight and Support to the Acting Chief Executive Officer

The Acting Chief Executive Officer reports to the Board Chair.

The Executive Committee shall be alert to the special support needs of the Acting Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Acting Chief Executive Officer is appointed.

8) Communications Plan

Within 72 hours after an Acting Chief Executive Officer is appointed, the Board Chair and the Acting Chief Executive Officer shall meet to develop a communications plan including what information will be shared and with whom.

As soon as possible, the Board Chair and Acting Chief Executive Officer shall implement the communications plan to announce the organization's temporary leadership structure to staff, the Board of Directors, and other key stakeholders.

Within seven business days, the Board Chair shall distribute a press release with general information appropriate to the situation, if deemed necessary.

E. Succession Plan in the Event of a LONG-TERM Temporary, Unplanned Absence

1) Procedures

If the absence is expected to exceed 90 days, the procedures, and conditions to be followed shall be the same as for a temporary short-term absence with the following addition:

The Executive Committee shall give immediate consideration, in consultation with the Acting Chief Executive Officer, to temporarily filling the management position left vacant by the Acting Chief Executive Officer, or reassigning priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Acting Chief Executive Officer to carry out the duties of both positions.

The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Acting Chief Executive Officer according to the organization's Performance Review Policy. A review shall be completed between 30 and 45 days from the date of their appointment.

F. Succession Plan in the Event of a PERMANENT Unplanned Vacancy

1) Procedures

Procedures and conditions to be followed shall be the same as for a temporary long-term absence with the following additions:

The Board of Directors shall consider the need to hire an Interim Chief Executive Officer. This decision shall be guided, in part, by internal candidates for the Chief Executive Officer position, the expected period for hiring a permanent replacement, and the management needs of the organization at the time of the transition. If the Director of Career Services is hired as the Interim Chief Executive Officer, the Executive Committee will consider the hiring of an Interim Director of Career Services and One Stop Operator.

A Search Committee shall be formed to select a permanent replacement for the position of Chief Executive Officer.

2) Hiring an Interim Chief Executive Officer

If an Interim Chief Executive Officer is hired, the Board Chair and Executive Committee shall negotiate an independent contractor agreement with a defined scope of work.

The scope of the agreement with an Interim Chief Executive Officer shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

3) Responsibilities of the Interim Chief Executive Officer

An Interim Chief Executive Officer shall have full authority for day-to-day decision-making and independent action in the same manner as the regular Chief Executive Officer.

4) Board Oversight and Support to the Interim Chief Executive Officer

The Interim Chief Executive Officer reports to the Board Chair.

The Executive Committee shall be alert to the special support needs of the Interim Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Interim Chief Executive Officer is hired.

The Board Chair and Executive Committee are responsible for gathering input and reviewing the performance of the Interim Chief Executive Officer according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and every 90 days thereafter.

G. Succession Plan in the Event of a PERMANENT Planned Vacancy

1) Procedures

Procedures and conditions to be followed shall be the same as for permanent unplanned vacancy with the following additions:

The Executive Committee shall conduct an exit interview with the Chief Executive Officer. During this exit interview, the Chief Executive Officer shall provide a list of their professional accomplishments and the accomplishments of CSE during their tenure.

The Executive Committee, on behalf of the Board of Directors, shall negotiate the terms of departure beyond those explicitly stated in the Chief Executive Officer's contract.

H. Forming a Search Committee

A Search Committee shall be formed to select a permanent replacement for the position of Chief Executive Officer. The Search Committee shall include the Board

Chair and Vice Chair as well as three additional members, including a representative from the educational system, business and industry, and an executive from a neighboring CareerSource region. The additional members will be selected by the Executive Committee with input from the full Board of Directors. The Board Chair shall serve as the chair of the Search Committee. The Search Committee is responsible for planning and implementing the transition to a new permanent Chief Executive Officer. This may include activities such as:

- Coordinate the review and update of the Chief Executive Officer job description by the full Board of Directors.
- Outline and implement the process to recruit and select a new Chief Executive Officer. This will include identifying candidate sources, defining selection criteria, developing interview steps and team, checking references, completing background checks, determining compensation range and hiring package, and crafting a transition plan. Board and volunteer expertise will be leveraged when possible.
- The Search Committee, with the approval of the Board, may engage a consultant to assist with the search task.
- Routinely updating the full Board on the Search Committee's plan and progress.

3. LEADERSHIP TEAM

It is the responsibility of the Chief Operating Officer, Chief Financial Officer, and Director of Career Services to immediately inform the Chief Executive Officer of a planned temporary or short-term absence. In the event of a temporary and short-term (planned or unplanned) absence the key functions of each position shall be carried out as established by the interim Chief Executive Officer.

4. LEADERSHIP DEVELOPMENT

The Chief Executive Officer and the Board of Directors shall commit to cultivating leadership within the organization through ongoing training and professional development to ensure the current and future success of CSE.

Elements of this plan shall include:

- Annual performance review of the Chief Executive Officer
- Annual performance reviews of all other staff and development plans to support growth
- Ongoing professional development for staff
- A commitment to training and professional development in both the strategic plan and organizational policies
- Opportunities for Directors (members of the Leadership Team) to interact with the Board of Directors
- Fostering relationships with external partners and stakeholders
- Cross-training employees to carry out key functions across the organization
- Documenting and annually reviewing/updating essential operations, administrative, and governance functions

5. APPROVALS AND MAINTENANCE OF RECORD

A. Succession Plan Approval

- 1) The Board of Directors shall initially approve this succession plan.
- 2) Thereafter, annually, the Executive Committee shall review the plan during the Chief Executive Officer's annual review and recommend amendments to the full Board as needed. Administrative changes (like position titles and Board or partner listings) may be modified without Board action.
- 3) The Chief Executive Officer shall be responsible for updating the succession plan.

B. Signatories

- 1) At all times, the Chief Operating Officer and at least one Board Member, in addition to the Chief Executive Officer, shall have signature authorization for checks. (Refer to the CSE Administrative Policy for additional information.)

C. Maintenance of Record

- 1) Copies of this plan shall be maintained by all members of the Executive Committee and members of the Leadership Team (Directors), and the Chief Financial Officer.

D. Financial Considerations

- 1) It shall be the responsibility of the Treasurer to review the organization's finances during an unplanned absence of the Chief Executive Officer.

CareerSource Escarosa		INDIRECT	PROGRAM SERVICES	FY 2024-2025 REVISED BUDGET	FY 2025 APPROVED BUDGET	VARIANCE	Notes
FY 2024-2025							
FTE COUNT							
PERCENTAGE %							
ACCOUNT CODES							
	SALARIES	297,117	1,519,819	1,816,936	2,255,196	(438,259.70)	
	EMPLOYEE COSTS	55,925	411,027	466,952	616,857	(149,905.68)	Revision necessary due to non-renewable sources for Special grants
	RETIREMENT	17,701	80,609	98,310	119,647	(21,336.64)	
	PEO FEE	42,766	-	42,766	52,128	(9,362.25)	Decrease in PEO fee due to the changes in FTE
	SUMMER YOUTH EMPLOYMENT PROGRAM		300,000	300,000	350,000	(50,000.00)	\$50k decrease due to WTP & WIOA Youth final allocation for FY 25
	TRAVEL - OUT OF REGION	15,000	49,650	64,650	73,730	(9,080.00)	Adjusted based on YTD Actual and estimate for the remainder of the year
	SUPPLIES - GENERAL OFFICE	1,500	20,400	21,900	30,500	(8,600.00)	Adjusted to transfer budget to WTP Supportive Services
	TRANSPORTATION		12,000	12,000	20,600	(8,600.00)	Adjusted to transfer budget to WTP Supportive Services
	TRAVEL	5,000	14,640	19,640	26,200	(6,560.00)	Adjusted based on YTD Actual and estimate for the remainder of the year
	BANK SERVICE CHARGES	500	-	500	3,500	(3,000.00)	Decreased due to transition to AvidXchange (AP Solution)
	ETOP CLOTHES/UNIFORMS		400	400	1,400	(1,000.00)	Adjusted to transfer budget for WTP Supportive Services
	COMMUNICATIONS - CELL PHONES	2,065	9,071	11,136	8,690	2,446.13	Additional budget for Apprenticeship Coordinator position received after budget approval. Award was issued August 2024
	TUITION		718,004	718,004	714,500	3,504.37	Additional Tuition funding due to new TAA funding
	TEMPORARY SERVICES	7,135	-	7,135	-	7,135.26	Landrum Staffing - Accounting Clerk
	OTHER SUPPORT SERVICES		91,100	91,100	70,000	21,100.00	Additional Supportive services line item due to new TAA funding and WTP adjustments
	CONSULTING SERVICES		41,000	41,000	-	41,000.00	Consultancy - D. Walker Bailes - 06.30.2025
	FURNITURE & EQUIPMENT	4,500	74,300	78,800	33,940	44,860.00	Additional budget for obsolete computers needing urgent replacement.
	MAINTENANCE CONTRACTS	10,165	248,933	259,098	199,098	60,000.00	Moved budget line item for MIS/ RSO (contracted company, Swiftworks), from Salaries and Benefits to Maintenance Contracts.
	AUDIT/TAX PREPARATION SERVICES	30,000	-	30,000	30,000	-	
	BACKGROUND CHECKS	-	120	120	120	-	
	BOOKS		10,000	10,000	10,000	-	
	CLASSROOM SUPPLIES		2,500	2,500	2,500	-	
	CLEANING SERVICES	2,344	55,686	58,030	58,030	-	
	COMMUNICATIONS - CABLE		-	-	-	-	
	COMMUNICATIONS - DATA LINES		29,809	29,809	29,809	-	
	COMMUNICATIONS - TELEPHONES		32,806	32,806	32,806	-	
	COMPUTER NETWORK ALLOCATION	5,588	(5,588)	-	-	-	
	COMPUTER NETWORK ALLOCATION MTDC EXCL	336	(336)	-	-	-	
	COPIER EXPENSES	238	4,215	4,453	4,453	-	
	EWT/CUSTOMIZED TRAINING		60,000	60,000	60,000	-	
	EQUIPMENT RENTAL	1,600	8,483	10,083	10,083	-	
	INSURANCE	2,190	41,645	43,835	43,835	-	
	LEGAL	1,500	-	1,500	1,500	-	
	LICENSE/REGISTRATION RENEWALS	200	-	200	200	-	
	MAINTENANCE & REPAIRS	411	12,391	12,802	12,802	-	
	MEETINGS, CONFERENCES	250	-	250	250	-	
	MEMBERSHIPS		13,310	13,310	13,310	-	
	ON THE JOB TRAINING		90,000	90,000	90,000	-	
	OUTREACH		27,550	27,550	27,550	-	
	POSTAGE	100	1,000	1,100	1,100	-	
	PUBLICATIONS, SUBSCRIPTIONS, ETC.	-	12,750	12,750	12,750	-	
	RENT	22,638	499,030	521,667	521,667	-	
	SECURITY GUARDS		-	-	-	-	
	STAFF TRAINING	1,500	16,000	17,500	17,500	-	
	SUB-AWARDS		540,000	540,000	540,000	-	
	SUB-AWARDS - WORK EXPERIENCE		360,000	360,000	360,000	-	
	SUPPLIES - CLEANING/MAINTENANCE	500	4,000	4,500	4,500	-	
	UTILITIES	2,190	49,560	51,750	51,750	-	
	WEBSITE COSTS		10,000	10,000	10,000	-	
	WORK VERIFICATION SERVICES		15,000	15,000	15,000	-	
	TOTAL CSE BUDGETED EXPENDITURES	530,959	5,480,884	6,011,842	6,537,501	(525,658.51)	

**CAREERSOURCE ESCAROSA
ACTION ITEM
UPDATE TO ADMINISTRATIVE PLAN**

Date: January 30, 2025

ITEM FOR CONSIDERATION

CSE Requests updating the Administrative Plan to include the following:

Page #	Original Administrative plan	Revised Administrative Plan
Page 7	a)The travel day for Class A travel shall be calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class Be travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.	Remove duplicate paragraph.
Page 13	7)Mileage claimed must be from point of origin to destination based on the official DOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S} http://fdotewp1.dot.state.fl.us/citytocitymileage/viewer.aspx	7)Mileage claimed must be from point of origin to destination based on the official FDOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S} https://fdot.maps.arcgis.com/apps/webappviewer/index.html?id=fcb8b493d1c84f909f94a8ebfafbb317 http://fdotewp1.dot.state.fl.us/citytocitymileage/viewer.aspx
Page 18	Executive Director	Chief Executive Officer
Page 19	Director's	Chief Executive Officer's
Page 22	Senior Accountant	Accounting Specialist
Page 22	Accounting Clerk	Accounting Specialist
Page 22	Accounting Manager	Chief Financial Officer

**CAREERSOURCE ESCAROSA
ACTION ITEM
UPDATE TO ADMINISTRATIVE PLAN**

Date: January 30, 2025

ITEM FOR CONSIDERATION

CSE Requests updating the Administrative Plan to include the following:

Page 23	<p>Accounts Payable Disbursement The following types of payments are made through accounts payable:</p> <ul style="list-style-type: none"> Invoices for purchased goods or services Recurring monthly expenses Lease and rental agreements Service Provider invoices Participant training and support expenses Employee reimbursements <p>All invoices received through the mail and through email are accumulated by the Accounting Clerk. Invoices for purchased goods or services are matched with purchase orders, receiving reports, shipping reports and/or any other authorizations required. The Accounting Clerk prepares the check requests (Check Request Form) for these invoices as well as invoices for recurring monthly expenses and lease and rental agreements. General ledger accounts to be charged are determined by the authorization document or the Chief Financial Officer.</p> <p>Employee reimbursements are requested by the employee and approved by his/her supervisor. Supporting documentation such as approved travel advance request or travel expense report must be attached to the request.</p> <p>Invoices for Service Provider Contracts are audited for compliance with the contractual agreement by the Accounting Manager or Senior Accountant and the check request is prepared. The audited invoice is forwarded to the Chief Financial Officer for approval.</p> <p>Participant support services and training payments are initiated by the Service Provider Case Managers. A check request that designates the program to be charged and includes authorization documents is prepared by Support Services personnel and forwarded to the Service Provider Case Manager to approve and sign. Once approved and signed by Service Provider Case Manager, the Accounting Manager reviews the check request.</p> <p>All non-support services check requests are submitted to the Chief Financial Officer for</p>	<p>Accounts Payable Disbursement The following types of payments are made through accounts payable:</p> <ul style="list-style-type: none"> Invoices for purchased goods or services Recurring monthly expenses Lease and rental agreements Service Provider invoices Participant training and support expenses Employee reimbursements <p>All invoices received through the mail and through email are accumulated by the Accounting Specialist. Invoices for purchased goods or services are matched with purchase orders, receiving reports, shipping reports and/or any other authorizations required. To reduce errors from manual processes and increase financial security, CSE utilizes an Accounts Payable (AP) solution to process payments to vendors.</p> <p>For cases where emergency payments must be processed prior to the scheduled disbursement date, a paper check may be issued. The Accounting Specialist is responsible for preparing check requests (Check Request Form) for these invoices. General ledger accounts to be charged are determined by the authorization document or the Chief Financial Officer.</p> <p>Employee reimbursements are requested by the employee and approved by his/her supervisor. Supporting documentation such as approved travel advance request or travel expense report must be attached to the request.</p> <p>Invoices for Service Provider Contracts are audited for compliance with the contractual agreement by the Accounting Manager . The audited invoice is forwarded to the Chief Financial Officer for approval.</p> <p>Participant support services and training payments are initiated by the Service Provider Case Managers. A check request that designates the program to be charged and includes authorization documents is prepared by Support Services personnel and forwarded to the Service Provider Case Manager to approve and sign. Once approved</p>
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**CAREERSOURCE ESCAROSA
ACTION ITEM
UPDATE TO ADMINISTRATIVE PLAN**

Date: January 30, 2025

ITEM FOR CONSIDERATION

CSE Requests updating the Administrative Plan to include the following:

	<p>final review and approval for payment.</p> <p>The Senior Accountant processes all approved check requests in the accounting system and prepares computerized checks. Checks are attached to the check requests and backup documentation by the Accounting Clerk. The checks are then submitted to the Chief Executive Officer or Chief Operations Officer (if Chief Executive Officer is not available). All checks for \$20,000 or over require a second signature by an authorized CSE Board member.</p> <p>Signed checks are returned to the Accounting Clerk for mailing or other distribution. Check copies are attached to supporting documentation and each page of the supporting documentation is stamped "PAID". Checks that are not mailed directly to the recipient must be signed for when distributed.</p> <p>Blank checks are secured in a locked fireproof cabinet with limited access to the Senior Accountant and Accounting Clerk. The Chief Financial Officer and Accounting Manager (when CFO is not present) is responsible for securing blank checks.</p> <p>Checks that must be voided are marked "VOID" and the signature lines are removed. All voided checks are voided through the accounting system. If an outstanding check needs to be voided after investigation, a stop payment is issued with the bank and the check is voided. All documentation regarding the voided checks are filed in the vendor file.</p>	<p>and signed by Service Provider Case Manager, the Accounting Manager reviews the check request.</p> <p>The Accounting Manager processes the invoices and supporting documents through the AP Solution system and submits them for the Chief Financial Officer's review and approval.</p> <p>A payment approval workflow is created for the Chief Executive Officer or, if the Chief Executive Officer is unavailable, the Chief Operations Officer prior to the disbursement of payments. All payments exceeding \$19,999.99 require final approval by an authorized CSE Board member.</p> <p>In certain scenarios where there may be a need to process manual checks, The Accounting Specialist processes all approved check requests in the accounting system and prepares computerized checks. Checks are attached to the check requests and backup documentation are then submitted to the Chief Executive Officer or Chief Operations Officer (if Chief Executive Officer is not available) for approval. All checks for \$20,000 or over require a second signature by an authorized CSE Board member.</p> <p>Signed paper checks are returned to the Accounting Specialist for mailing or other distribution. Check copies are attached to supporting documentation. Checks that are not mailed directly to the recipient must be signed for when distributed.</p> <p>Blank checks are secured in a locked fireproof cabinet with limited access to the Accounting Specialist. The Chief Financial Officer and Accounting Manager (when CFO is not present) is responsible for securing blank checks.</p> <p>Checks that must be voided are marked "VOID" and the signature lines are removed. All voided checks are voided through the accounting system. If an outstanding check needs to be voided after investigation, a stop payment is issued with the bank and the check is voided. All documentation regarding the voided checks are filed in the vendor file.</p>
Page 24	Accounting Clerk	Accounting Specialist
Page 24	Senior Accountant	Accounting Manager
Page 25	Senior Accountant	Accounting Manager

**CAREERSOURCE ESCAROSA
ACTION ITEM
UPDATE TO ADMINISTRATIVE PLAN**

Date: January 30, 2025

ITEM FOR CONSIDERATION

CSE Requests updating the Administrative Plan to include the following:

Page 29	<p>Micro-Purchases: Procurement by micro-purchases is the acquisition of supplies or services, the aggregate amount of which does not exceed \$10,000. To the extent practicable micro-purchases must be distributed equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the prices are considered to be reasonable.</p>	<p>Micro-Purchases: Procurement by micro-purchases is the acquisition of supplies or services, the aggregate amount of which does not exceed \$10,000. To the extent practicable micro-purchases must be distributed equitably among qualified suppliers. The micro-purchase threshold may be increased up to \$50,000 on an annual basis through a self-certification process. CSE will conduct an annual review of the organization's compliance with the justification and supporting documentation requirements for the self-certification under 2 CFR 200.320 (a)(iv). Micro-purchases may be awarded without soliciting competitive quotations if the prices are considered to be reasonable.</p>
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**CAREERSOURCE ESCAROSA
ACTION ITEM
UPDATE TO ADMINISTRATIVE PLAN**

Date: January 30, 2025

ITEM FOR CONSIDERATION

CSE Requests updating the Administrative Plan to include the following:

Page 30	<p>Purchase Order Procedures All purchase orders will be prepared using the accounting system Purchase Order Module.</p> <ol style="list-style-type: none"> 1. Purchase requisitions indicating items or services required, quantity, and program or account to be charged will be prepared by staff members and approved by their immediate supervisor. 2. Completed purchase requisitions will be submitted to the Senior Accountant for processing. Every effort to choose the most cost effective vendors taking into account price, quality and, when appropriate, delivery time. Minority vendors and/or recycled products will be used when cost and time permits. Disbarred or suspended vendors as listed in the U.S. General Services Administration Office of Acquisition Policy's "Lists of Parties Excluded from Federal Procurement or Non- procurement Programs" will not be used. 3. Each purchase order will be assigned a discrete number. A log will be maintained listing the date, the assigned number, and the vendor. 4. The completed purchase order will be submitted to the Chief Financial Officer for review and signed with electronic signature. The purchase order will be reviewed to determine if the purchase is for an allowable expense and that funds are available in the appropriate program. In the Chief Financial Officer's absence the Chief Executive Officer or any Board Director may sign purchase orders through electronic signing. 5. Purchased items are received and signed in by the individual or department requesting the items. Receiving reports are forwarded to the Accounting Clerk and retained to file with the request for payment. If there is no vendor receiving report, the Accounting Clerk will send a copy of the purchase order to the requestor for signature to signify receipt of the items. 	<p>Purchase Order Procedures All purchase orders will be prepared using the accounting system or AP Soutlution Purchase Order Module</p> <ol style="list-style-type: none"> 1. Purchase requisitions indicating items or services required, quantity, and program or account to be charged will be prepared by staff members and approved by their immediate supervisor. 2. Completed purchase requisitions will be submitted to the Accounting Specialist for processing. Every effort to choose the most cost-effective vendors taking into account price, quality and, when appropriate, delivery time. Minority vendors and/or recycled products will be used when cost and time permits. Disbarred or suspended vendors as listed in the U.S. General Services Administration Office of Acquisition Policy's "Lists of Parties Excluded from Federal Procurement or Non- procurement Programs" will not be used. 3. Each purchase order will be assigned a discrete number. A log will be maintained listing the date, the assigned number, and the vendor. 4. The completed purchase order will be submitted to the Chief Financial Officer for review and approval. The purchase order will be reviewed to determine if the purchase is for an allowable expense and that funds are available in the appropriate program. In the Chief Financial Officer's absence, the Chief Executive Officer or any Board Director may sign purchase orders 5. Purchased items are received and signed in by the individual or department requesting the items. Receiving reports are forwarded to the Accounting Specialist and retained to file with the request for payment. If there is no vendor receiving report, the Accounting Specialist will send a copy of the purchase order to the requestor for signature to signify receipt of the items. <p>Note: CSE utilizes electronic signature software to facilitate a more efficient and cost-effective document approval process. Use of both electronic and wet signatures is</p>
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**CAREERSOURCE ESCAROSA
ACTION ITEM
UPDATE TO ADMINISTRATIVE PLAN**

Date: January 30, 2025

ITEM FOR CONSIDERATION

CSE Requests updating the Administrative Plan to include the following:

		<p>permitted for all employees, contractors, and partners, with electronically signed documents stored securely and wet signatures stored according to retention policies. Additionally, to ensure operational flexibility and efficiency, accounting staff may be required to inter-change job duties. These changes will adhere to stringent internal control measures to maintain financial accuracy and security, and any modifications will be communicated and discussed with the affected employees.</p>
Page 34	<p>2.All services/items where the cost estimate is under \$250,000.00 but at or above \$10,000.00 will require at least three written quotes. Quotes will be submitted to the Chief Financial Officer and Chief Executive Officer for approval. All service provider contracts will be submitted to a standing committee of the CSE Board (designated by the nature of the contract) and then presented to the final Board for approval.</p> <p>3.All services/items where the cost estimate is \$10,000.00 or below will follow the Micro-Purchase policy.</p>	<p>2.All services/items where the cost estimate is under \$250,000.00 but at or above \$10,000.00 (\$50,000 if annual self-certified) will require at least three written quotes. Quotes will be submitted to the Chief Financial Officer and Chief Executive Officer for approval. All service provider contracts will be submitted to a standing committee of the CSE Board (designated by the nature of the contract) and then presented to the final Board for approval.</p> <p>3.All services/items where the cost estimate is \$10,000.00 (\$50,000 if an annual self-certified) or below will follow the Micro-Purchase policy.</p>
Page 42	Not in the original agreement.	<p>Note: The new capitalization threshold for general purpose equipment, as per the updated 2 CFR 200 guidelines, will be \$10,000. This change will be effective for all awards issued on or after October 1, 2024. CSE will follow the new capitalization threshold of \$10,000 effective July 1, 2025.</p>

RECOMMENDATION: The Board approve the requested update to the CSE Administrative Plan.