

CareerSource Brevard (CSB)
Finance Committee Meeting
February 1, 2021

MINUTES

The meeting was held via teleconference during the COVID-19 pandemic.

Members in Attendance: Lloyd Gregg (Chair), William Chivers, Wayne Olson, Amar Patel.

Members Absent: Daryl Bishop.

Staff in Attendance: Marci Murphy, Richard Meagher, Lyn Sevin, Jeff Witt.

Guests: None

Lloyd Gregg called the meeting to order at 3:30pm.

Public Comments: There was no public comment.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for November 2, 2020 made by William Chivers and seconded by Wayne Olson. Motion passed unanimously.

Procurement/Payment/Payroll Policy

The Uniform Guidance (2 CFR 200) was updated on November 12, 2020 and CSB's external monitors recommended several changes to bring CSB's Policy (FIN 95-01) into compliance with the updated Uniform Guidance. The changes were reviewed. There was discussion on changes to the procurement process, conflict of interest, performance-based contracting and removing repetitive language. Motion to approve the policy changes as presented made by Wayne Olson and seconded by William Chivers. Motion passed unanimously.

Discussion/Information Items:

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2020. There was discussion on hurricane funding, placement costs, and reduced customer traffic.

Vendor Payment Report

Staff reviewed the Vendor Payment report from October 1, 2020 through December 31, 2020. Staff advised that the State of Florida have offered CSB \$5M extra hurricane funds which have to be spent or returned by September 30, 2021.

Audit/Monitoring Report

Staff reported on the Annual Financial Audit by Grau & Associates. There were no reportable conditions and no instances of noncompliance. The auditors will present their report to the full board at its February meeting.

Staff reported on the Internal Monitoring performed by Taylor, Hall, Miller, Parker. There were two findings and four observations, all of which were resolved.

Other Business

A Special Board of Directors meeting has been scheduled for April 29, 2021. The purpose of the meeting is to approve the selection of the One Stop Operator.

Adjournment:

The meeting adjourned at 4:00pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

2/5/2021

Date

(signature on file)

Lloyd Gregg

2/3/2021

Date