

CareerSource Brevard (CSB)
Finance Committee Meeting
February 6, 2023

MINUTES

The meeting was held in person and virtually.

Members in Attendance: Shawn Beal, Colleen Browne (Chair), Wayne Olson (virtually), and Amar Patel (phone).

Members Absent:

Staff in Attendance: Marci Murphy, Lynn Hudson, Holly Paschal, and Jeff Witt.

Guests: None

Colleen Browne called the meeting to order at 3:30pm.

Roll Call: Holly Paschal

Public Comments: There was no public comment.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for August 1, 2022, made by Shawn Beal and seconded by Wayne Olson. Motion passed unanimously.

Audit

Lynn Hudson brought a copy of the James Moore audit for review for approval. Lynn explained the audit and informed the committee that there were no findings relative to the major awards tested. There was one process finding regarding the addition of a second signature approval for Journal vouchers. Motion to approve the Program Year 2021/2022 Audit Summary made by Shawn Beal and seconded by Wayne Olson. Motion passed unanimously.

Discussion/Information Items:

Auditing/Monitoring Activity Report

Marci Murphy gave an overview of the DEO Monitoring Report and explained the findings and the corrective action approval by DEO.

President's Report

Marci Murphy shared her president's report and informed the Committee that she will focus on Labor Market in Brevard County and shared data from two entities. The first entity is the data from the Labor Market Estimating Conference. Ms. Murphy explained that one of their tasks is to look at critical undersupply over 10 years for non-degreed and Associates degree occupations in Florida and Brevard. Ms. Murphy states that CSB plays a prominent role in this area and focuses on two-year degrees as well as short term certifications and informed the committee

that the largest undersupply in Brevard is Nursing Assistants followed by Licensed Practical Nurses, Real Estate Sales Agents, and then Heavy Equipment and Tractor-Trailer Truck Drivers. She states that the State of Florida mimics Brevard County in this area, except Truck Drivers and Real Estate Agents are reversed in the order, but they are both very close in being undersupplied. Ms. Murphy shares a positive that CSB currently spends the majority of scholarship dollars in the Healthcare Industry and CDL licenses.

The next entity Ms. Murphy shared is the 2022 Talent Attraction Scorecard by Lightcast which ranks counties based on education, overall job change, migration, skilled job change, competitive effect (jobs created above or below what is expected), and skilled job openings. Ms. Murphy further explained how Lightcast divides by county size and informed the committee that out of the top ten state rankings, Florida is ranked number one in talent attraction and had the largest net migration of any state in the United States. She shared additional statistics on the rankings of the largest Florida as well as Brevard County scoring in the top 25 and ranking higher than the previous year.

Figures regarding the unemployment rate were also shared, noting a decrease from 2.6% to 2.2% in November.

An overview of the FAWA Grant was discussed and Ms. Murphy stated that she will be sharing more of the plan and progress to develop and expand the talent pipeline in Brevard for Aerospace and Advanced Manufacturing in the coming months.

Ms. Murphy told the committee about changes in Florida's workforce system which includes the Director at DEO, Dane Eagle, and the Director of CareerSource Florida. Michelle Dennard resigning. She states on February 7th, Adrienne Johnston will be voted in to replace Michelle Dennard. She also informed that the Governor is expected to give his recommendation regarding the workforce alignment by the week of February 20th.

Financial Reports

Lynn Hudson explained the financial reports to include the CSB budget which includes several new grants. Ms. Hudson states that CSB has spent approximately 44% by mid-year. She states CSB is meeting all spending caps. Amar Patel stated that we should be mindful of stretching our indirect cost based on increased grants and revenue because we budgeted 7% and are now at 8.2%, and asked Marci Murphy if the Finance Committee needs to give the board the ability to change the percentage of indirect amount budgeted. Marci Murphy explained that she is authorized to make changes throughout the year with oversight from the Finance Committee. Marci also states that we are attempting to stay below 10% and agreed that we will keep an eye on this percentage as the year progresses.

Vendor Payment Report

Staff reviewed the Vendor Payment report from October 1, 2022, through December 31, 2022.

Adjournment:

The meeting adjourned at 3:53pm.

Submitted by,

Reviewed by,

(Signature on file)

Holly Paschal

2/08/2023

Date

(Signature on file)

Colleen Browne

2/08/2023

Date