

**CareerSource Brevard (CSB)**  
Finance Committee Meeting  
February 8, 2022

**MINUTES**

The meeting was held in person and virtually during the COVID-19 pandemic.

**Members in Attendance:** Colleen Browne (Chair) (virtually), Wayne Olson (virtually), Amar Patel, and William Chivers (virtually).

**Members Absent:** Daryl Bishop.

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

**Guests:** None

Colleen Browne called the meeting to order at 11:05am.

**Roll Call:** Holly Paschal

**Public Comments:** There was no public comment.

Marci Murphy introduced a new board staff member, Accountant Lynn Hudson. Lynn Hudson's training plan was shared with the committee.

**Action Items:**

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for November 1, 2021, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Audit

Richard Meagher brought a copy of the Grau draft audit for review and the final should be given to us later today. Motion to approve the Program Year 2020/2021 Audit Summary made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

**Discussion/Information Items:**

Auditing/Monitoring Activity Report

Richard Meager gave an overview of the Auditing and Monitoring Report and explained that there were no findings.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2021. Richard Meagher reviewed the dashboard indicators. William Chivers asked about the Fiscal Dashboard Indicators graph which is highlighted in yellow and pink. Richard Meagher explained that due to COVID, the statistics on the Number of Job Placements and Number of Job Seekers have been very low. Marci Murphy explained these indicators in greater detail to the committee and

explained that we are at the lowest unemployment rate in quite a long time. She explained that employers will need to look at various factors, technical, training and moving current employees up the ladder. Marci Murphy informed the committee that more will be shared during the Board of Directors Meeting.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2021, through December 31, 2021.

**Adjournment:**

The meeting adjourned at 11:27am

Submitted by,

Reviewed by,

(signature on file)  
Holly Paschal

2/08/2022  
Date

(signature on file)  
Colleen Browne

2/08/2022  
Date