

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
February 3, 2020

**MINUTES**

**Members in Attendance:** Daryl Bishop (Chair) (via teleconference), William Chivers, Lloyd Gregg, Wayne Olson, Amar Patel.

**Members Absent:** None

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

**Guests:** None

Daryl Bishop called the meeting to order at 3:00pm.

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

**Action Items:**

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for November 4, 2019 made by William Chivers and seconded by Wayne Olson. Motion passed unanimously.

Board Member Re-Appointments

According to the CSB bylaws, Directors of the Board serve three year terms and prior to the end of their term, the Governance/Finance Committee reviews each member to determine which Board members should be asked to serve additional terms, subject to Board approval. The President asked for recommendations on the following members whose terms are ending:

**Daryl Bishop** – Area President, Seacoast National Bank

**Colleen Browne** – Campus President, Keiser University

**William Chivers** – President, RUSH Construction, Inc.

**Robert Jordan** – President/CEO, Genesis VII, Inc.

**Paula Just** – Chief Human Resources Officer, Health First, Inc.

**Linda Miedema** – VP Academic Affairs, Eastern Florida State College

**Lynda Weatherman** – President, EDC of Florida's Space Coast

Attendance records were reviewed and Marci Murphy said that Linda Miedema had recently informed her that she will be retiring at the end of May. Linda should be removed from the list and her replacement will be recruited to the board.

Motion to recommend reappointment of the members listed, with the exception of Linda Miedema, and for staff to seek a nomination from ESFC for Linda's replacement made by William Chivers and seconded by Lloyd Gregg. Motion passed unanimously. After the members have confirmed their commitment, the names will be brought to the next Board of Directors for approval.

Board Member Nominations

Staff recommended Kirsten Patchett (Embraer), Randy May (Port Canaveral), and Chris Hughes (Eau Gallie Electric) as candidates to fill a business seat vacated by Joe Angelastro.

Patty Stratton had recently informed staff that she retired on January 31, 2020. Staff asked for the Committee's guidance and recommendations. Discussion followed. Motion by Amar Patel to pursue the recommended candidates in the order written. Wayne Olson seconded and motion passed unanimously.

Marci Murphy said that if she is unable to secure two nominations she may have to call another meeting prior to the May Board meeting in order to ensure full board membership by July 1, 2020. She also said that CSB is required to have a representative from a small business. William Chivers and Lloyd Gregg said that both of their companies are considered small businesses.

**Discussion/Information Items:**

Policies

Staff reviewed changes to the Procurement Payment Payroll Policy and the Travel Training Policy. There was brief discussion on both policies.

Audit and Monitoring Activity

Staff gave a synopsis of the Independent Auditor's Report for PY 2018-2019 completed by Grau and Associates. The Schedule of Findings showed that there were no reportable findings and no instances of noncompliance. The final auditor's report will be presented for approval at the next meeting of the Board of Directors.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2019. There was discussion on hurricane training funds, monthly jobs report and fee for service. Members also suggested investing a majority of the \$238,000 unrestricted funds in an interest bearing account. Staff agreed to look into this and bring suggestions back to the committee.

Vendor Payment Report

Staff reviewed the Vendor Payment report from October 1, 2019 through December 31, 2019. There was discussion on getting an early payment discount for heavy equipment rentals and it was agreed to put a clause in the next RFP.

Other Business

Marci Murphy said that she will be bringing a related party contract with an employee to the next Board of Directors for approval. The contract will then be forwarded to CSF for approval and a firewall will be put in place between the company and the employee.

Several of the members thanked staff for the board training that was presented in January and said that it was helpful.

**Adjournment:**

The meeting adjourned at 3:49pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

2/3/2020  
Date

(signature on file)  
Daryl Bishop

2/3/2020  
Date