

**CareerSource Brevard (CSB)**  
Finance Committee Meeting  
May 1, 2023

**MINUTES**

The meeting was held in person and virtually.

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

**Members Absent:** Shawn Beal

**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 February 6, 2023, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Approval of the Proposed PY 22-23 Budget

Lynn Hudson shared the Proposed PY 22-23 Budget with the Committee. Motion to approve the Proposed Program Year 22-23 Budget made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously.

WIOA DW to Adult Transfer Request

Lynn Hudson reviewed the WIOA DW to Adult Transfer Request with the Committee. Marci Murphy and Lynn Hudson explained that prior to two years ago, moving funds from DW to Adult was moved without having to get approval, however, for the past two years, we must bring this request for approval. Motion to approve the WIOA DW to Adult Transfer Request made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously.

**Discussion/Information Items:**

Monitoring Report for PY 22/23

Marci Murphy gave an overview of the Monitoring Report for PY 2022-2023 and explained there were four the findings with the Taylor, Hall, Miller, and Parker monitoring, and explained each finding and the corrected action plan. Ms. Murphy also shared the DEO monitoring, and informed the Committee that there were eight findings, and she explained each finding and the corrective action plan.

Finance Policy/Procedure Changes

Lynn Hudson gave an update on the modifications to the Finance Department Policy and Procedures Manual and explained that the changes made were recommended by auditor James Moore Company and DEO.

### President's Report

Marci Murphy shared what her focus will be for the remainder of the year and beyond. She discussed changes in the Operations Department which include the current V.P. Jana Bauer's resignation and last day on May 12<sup>th</sup>. Ms. Murphy informed that the current Program Manager James Watson will replace Ms. Bauer as the Vice President. Ms. Murphy informed the Committee that the FAWA Grant has a new Project Coordinator, Stephanie Robinson.

Ms. Murphy gave an overview of CSB's partnership with Dwyer Workforce and informed that an MOU was created with an effective date of May 1, 2023, but that the MOU is currently under review by Dwyer's attorney. She states there is a set aside of \$100k for 50-70 projected C.N.A. scholarships for the year with July 1, 2023, as the starting date for monies to be available. The in-person meeting with Dwyer and two of the training vendors, EFSC, and Doxa went well, however, the third vendor, Brevard Nursing Academy was not able to attend. There were skilled nursing facilities at the meeting to ask and answer questions. During the meetings, the group discussed items such as transportation support services, tickets to venues, and Dwyer funds being used for support services that CSB is unable to fund due to funding restrictions.

Marci Murphy shared information regarding the consolidation such as a meeting Ms. Murphy had with Ernst & Young and CSF on March 29<sup>th</sup>, and her weekly meetings with the CareerSource Volusia-Flagler President. Ms. Murphy informed the Committee that she will address the consolidation with the board during the next board meeting and will share updates with the board.

Ms. Murphy notified the Committee of some of the upcoming events; On May 2, 2023, EFSC TV Network will be interviewing Ms. Murphy on workforce topics such as the need/demand for high tech workers on the Space Coast and job searching changes. On May 9<sup>th</sup> and May 10<sup>th</sup>, she will be attending the Florida Economic Development Conference in Orlando and will be a panel speaker on "Fortifying the Space Industry Talent Pipeline" on May 10<sup>th</sup>.

### Financial Reports

Lynn Hudson explained the financial reports to include the CSB budget and states that CSB expects to be about 75% spent at the end of the third quarter, with most of the budget line items spending close to plan, with an overall expenditure rate of 68%, and informed that our I.T. Department usually spends their budget in the last quarter of the year.

### Vendor Payment Report

Staff reviewed the Vendor Payment report from January 1, 2023, through March 31, 2023.

### **Adjournment:**

The meeting adjourned at 3:57pm.

Submitted by,

Reviewed by,

(Signature on file)

Holly Paschal

5/03/2023

Date

(Signature on file)

Colleen Browne

5/03/2023

Date