

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
May 4, 2020

MINUTES

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

Members in Attendance: Daryl Bishop (Chair), 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 3:02pm.

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 February 3, 2020 made by Lloyd Gregg and seconded by Amar Patel. Motion passed unanimously.

ByLaws Modifications

CSB's Bylaws were last modified in February 2018. At the CSB Annual Retreat in February 2020 the Board of Directors updated the Strategic Plan for the next three years which necessitated the following changes to the current Bylaws:

- Executive Committee responsibilities were modified to include Governance.
- Governance/Finance Committee name change to Finance Committee and responsibilities were modified.
- Board Officers term modified from two 1 year terms to one 2 year term.
- Bylaws must be approved by the Chief Elected Official

Motion to recommend approval of the changes to Bylaws as presented made by William Chivers and seconded by Wayne Olson. Motion passed unanimously. The Bylaw modifications will be placed on the next full Board of Directors Consent Agenda and will be sent to the Brevard Board of County Commissioners for ratification.

PY 2020-2021 Budget

Proposed PY 20-21 was presented. There was discussion on COVID19 expenses. Motion to recommend approval of the PY 2020-2021 budget at a level of \$12,232,000 based on preliminary funding estimates, with any funding modifications that are received prior to the full board meeting to be presented to the board made by Amar Patel. Motion seconded by Lloyd Gregg and passed unanimously.

Board Member Re-Appointments and Nominations

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 review each member to determine which should be asked to serve additional terms, subject to Board approval. At the last meeting, the Governance/Finance Committee recommended the following members be appointed for another term.

Daryl Bishop – Area President, Seacoast National Bank
Colleen Browne – Campus President, Keiser University
William Chivers – President, RUSH Construction, Inc.
Lynda Weatherman – President, EDC of Florida's Space Coast
Robert Jordan declined another term.

Paula Just declined another term and offered Mary Jane Brecklin, VP, HR Operations with Health First as a replacement.

Dr. Linda Miedema, VP Academic Affairs, Eastern Florida State College is retiring in May and recommended Jack Parker, VP of External Affairs as a replacement. Staff have been unable to meet with him yet.

The G/F committee recommended Kirsten Patchett, Embraer, to fill a business seat vacated by Patty Stratton, and Brian Jaskiewicz, of Space Coast Intelligent Solutions to replace Joe Angelastro.

Staff will contact Daryl Jacobs, President/Owner of Physical Therapy Professionals to seek his interest in joining the board.

Shawn Fortenberry was recommended but after discussion, it was decided not to inquire as his business, Prestige Title of Brevard, is not in CSB's in-demand industries. Staff recommended asking the Chambers of Commerce for recommendations if Daryl Jacobs declines the offer.

Motion to recommend approval of the reappointments (Bishop/Browne/Chivers/Weatherman), replacements (Brecklin/Parker), and nominations (Patchett/Jaskiewicz/Jacobs) to the full Board of Directors made by Amar Patel and seconded by William Chivers. Motion passed unanimously. The names of replacements that accept the nomination, along with the reappointments and nominations, will be placed on the next Board of Directors Consent Agenda and sent to the Brevard Board of County Commissioners for ratification.

Discussion/Information Items:

Auditing & Monitoring Activity PY 2019-2020

Staff gave a synopsis of the Independent Auditor's Report for the third quarter of Program Year 2019-2020 completed by Taylor, Hall, Miller and Parker. The Schedule of Findings showed five findings and five observation which have all been resolved.

Unrestricted Funds Interest Bearing Account

Staff gave an update on the checking account for unrestricted funds that is now earning interest of approximately 1.5%.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2020. It was noted that the State is waiving the ITA requirement minimum of 30%.

Vendor Payment Report

Staff reviewed the Vendor Payment report from January 1, 2020 through March 31, 2020.

Other Business:

Officers

Due to the COVID pandemic, staff has asked the officers to agree to a 2nd, 1 year term which is in-line with the bylaws. Paula Just has declined as Past Chair.

COVID19 Update

CSB is planning to open the career centers in mid-May with a 50% on 50% off workforce to avoid quarantining the entire staff should an infection occur. No date is scheduled for opening to the public yet and staff will still be working virtually. Once the centers open fully it is anticipated that the biggest issue will be Reemployment Assistance. CSB will offer computer assistance and virtual appointments at that time.

Adjournment:

The meeting adjourned at 3:45pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

5/7/2020

Date

(signature on file)

Daryl Bishop

5/7/2020

Date