

CareerSource Brevard (CSB)
Finance Committee Meeting
May 6, 2024

MINUTES

The meeting was held in person and virtually.

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

Members Absent: Amar Patel

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

Guests: None

Colleen Browne called the meeting to order at 3:37pm.

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 5, 2024, made by Shawn Beal and seconded by Wayne Olson. Motion passed unanimously.

Discussion/Information Items:

Update on Fiscal Consolidation

Marci Murphy announced that we have a new CFO on board, Yvonne Kobrin. Yvonne is the new CFO at CSB and is also a CPA and has worked in the workforce system for numerous years. Her last position was at CareerSource Broward. Ms. Murphy stated Yvonne has stepped in and has done an outstanding job the last 30 days.

Yvonne Kobrin introduced herself and shared her professional workforce development background with the committee. Ms. Kobrin gave an update on the fiscal consolidation status as well as the assistance she is currently providing THMP during this monitoring session.

President's Report

Ms. Murphy shared updates on the consolidation, and informed that a new RFP for youth services in Volusia and Flagler Counties was released on April 4th with a bidders' conference that was held in Volusia County on April 17th. A recommendation for services will be ready the end of May for the new board to vote on the decision. Florida Commerce wants the new board stood up and voting in the new service provider before June 30th.

C2 will be assuming one-stop and career services in Flagler and Volusia on July 1st while continuing their services here in Brevard to include Brevard's youth services.

Consolidation workgroups have started, and some are well on their way.

Ms. Murphy shared that CSB has hired a consulting firm, HRCC to review our compensation process, job titles, job descriptions and salary ranges. HRCC is on track to complete their project at the end of May and plan to present at our June 13th board meeting.

The Counties are close to bringing the interlocal agreement (ILA) and the new designation to their county commissions in May. The new designation will be brought before the Brevard County Board of Commissioners tomorrow and may also vote on the ILA.

Ms. Murphy informed the committee that she is working on the new bylaws for the board with the current CSB attorney.

She also shared that the new region number will be 27, and as of right now, the new name is CareerSource Brevard Flagler Volusia or CareerSource BFV as a shorten version.

Ms. Murphy stated that she is planning an all-staff in Daytona in August.

Financial Reports

Yvonne Kobrin presented the Budget to Actual Report as of March 31, 2024.

Vendor Payment Report

Staff reviewed the Vendor Payment report from January 1, 2024, through March 31, 2024.

Adjournment:

The meeting adjourned at 3:54pm.

Submitted by,

Reviewed by,

(Signature on file) 5/13/2024
Holly Paschal Date

(Signature on file) 5/13/2024
Colleen Browne, Chair Date