

CareerSource Brevard (CSB)
Finance Committee Meeting
May 10, 2021

MINUTES

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

Members in Attendance: Daryl Bishop (Chair), Lloyd Gregg, Wayne Olson, Amar Patel.

Members Absent: William Chivers.

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

Guests: None

Daryl Bishop called the meeting to order at 3:34pm.

Public Comments: There was no public comment.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for February 1, 2021 made by Amar Patel and seconded by Lloyd Gregg. Motion passed unanimously.

PY 2021-2022 Budget

The proposed budget for Program Year 2021-2022 was reviewed. There was discussion on the cap on indirect costs and the effects of the minimum wage increase. Motion to recommend the Board of Directors approve the PY2021-2022 budget of \$11,633,000 and grant the CSB President authority to add or increase budget items as additional funds become available throughout the program year made by Amar Patel. Motion seconded by Wayne Olson and passed unanimously.

Discussion/Information Items:

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2021. There was discussion on carry over funds, and the impact to CSB when unemployment benefit ends. Staff said they have been planning for an increase in job seekers for several months and will be ready to handle any increase in customers. It is anticipated that staff will resume full time in the Career Centers within the next 60 days.

Vendor Payment Report

Staff reviewed the Vendor Payment report from January 2, 2021 through March 31, 2021.

Other Business

Staff said that the Department of Labor plans to offer governance training to board members, county commissioners and staff at the end of May.

The annual Board Meeting and Retreat scheduled for May 20 will be in person and staff will be demonstrating Burning Glass and Skill Up Brevard, which will be available to board members to

use. Board Governance policy and House Bill 1507 will also be reviewed. Masks are required to be worn when moving around the building and social distancing will be observed.

Adjournment:

The meeting adjourned at 4:00pm.

Submitted by,

(signature on file)

Lyn Sevin

5/2/2021

Date

Reviewed by,

(signature on file)

Daryl Bishop

5/12/2021

Date