

**CareerSource Brevard (CSB)**  
Finance Committee Meeting  
August 1, 2022

**MINUTES**

The meeting was held in person and virtually.

**Members in Attendance:** Colleen Browne (Chair), Wayne Olson (virtually), Daryl Bishop (virtually), and William Chivers.

**Members Absent:** Amar Patel

**Staff in Attendance:** Marci Murphy, Richard Meagher, Lynn Hudson, Jeff Witt, and Holly Paschal.

**Guests:** None

Colleen Browne called the meeting to order at 3:35pm.

**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 May 2, 2022 made by Wayne Olson and seconded by William Chivers. Motion passed unanimously.

**Discussion/Information Items:**

President's Report

Marci Murphy informed the Committee that she attended the Brevard County Commissioners meeting on July 12, 2022 and shared with the Committee that the Commissioners rejected the reappointed members that were presented, Ms. Murphy stated her efforts to recommend more minorities to the board in order to have more representation.

Marci Murphy welcomed Lynn Hudson as the new Finance Director and reminded the Committee that Richard Meagher is still assisting the Finance Department with consulting and special projects for this program year.

Ms. Murphy shared the unemployment rate for the U.S. at 3.6%, the State of Florida at 2.8%, and for Brevard County at 2.9% as of June 2022. She informed that EMSI/Burning Glass changed their name to Lightcast and shared labor market information and trends according to their analysis.

Auditing/Monitoring Activity Report

Marci Murphy gave an overview of the Auditing and Monitoring Report and explained that there were two findings and 8 observations, however, most were resolved on-site.

Budget Update for Program Year (PY) 2022-2023

Lynn Hudson gave an overview of the budget update for program year 2022-2023 and explained the current status.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on June 30, 2022.

Vendor Payment Report

Staff reviewed the Vendor Payment report from April 1, 2022, through June 30, 2022.

Cell Phone Allowance Policy Update

Lynn Hudson informed the Committee that the Cell Phone monthly allowance was reduced from \$95 to \$50 per month.

**Adjournment:**

The meeting adjourned at 3:55pm

Submitted by,

Reviewed by,

(signature on file)  
Holly Paschal

8/02/2022  
Date

(signature on file)  
Colleen Browne

8/02/2022  
Date