

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
August 2, 2021

**MINUTES**

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

**Members in Attendance:** Lloyd Gregg (Chair), Colleen Browne, Mike Menyhart, Susie Glasgow.

**Members Absent:** Mary Jane Brecklin, Nancy Heller.

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

**Guests:** None

Lloyd Gregg called the meeting to order at 4:00pm.

**Public Comments:** There was no public comment.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 3, 2021 made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

Bylaws Revisions

Staff explained the Bylaws approval process said that CareerSource Florida has updated Administrative Policy Number 091 Local Workforce Development Board Composition and Certification, and Administrative Policy Number 110 Local Workforce Development Area and Board Governance, necessitating changes to CSB's current Bylaws. Staff presented a summary of the changes which included updates to the purpose and responsibilities of local boards, changes in the nomination and composition of Directors, term limits for board members, additional training and record keeping requirements, and expanded the duties of the Chair.

Penny Binkly joined the meeting at 4:06pm and explained that Mary Jane Brecklin was unable to join the meeting due to critical duties at Health First.

Motion to recommend the Board of Directors approve the Bylaws revisions made by Colleen Browne and seconded by Susie Glasgow. Motion passed unanimously. The changes will be sent to the Board of Directors for approval and the Brevard Board of County Commissioners for ratification.

President's 2020-2021 Goals

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY20-21. There was discussion on the training offered with Florida Makes and the Aero-flex grant. Motion to approve the President's compensation of 15% of annual base salary to be paid as a lump sum made by Mike Menyhart and seconded by Susie Glasgow. Motion passed unanimously.

President's 2021-2022 Goals

Marci Murphy presented her proposed Goals for PY21-22. Motion to recommend approval of the President's goals for PY21-22 to the Consent Agenda of the next full Board of Directors made by Colleen Browne and seconded by Susie Glasgow. The motion passed unanimously.

**Discussion/Information Items:**

Executive Committee Duties

Staff reviewed the Executive Committee's roles and responsibilities and said that the purpose of the Executive Committee is to provide executive oversight and governance of all activities of CSB. The Executive Committee consists of the Chair of the Board, Vice Chair of the Board, Treasurer of the Board, Past Chair of the Board, and Chair of any standing committee. The Executive Committee is responsible for the Governance process to include making recommendations to the Full Board of Directors on Bylaws, Recruitment of board members, board member training, and supervision and compensation of CSB's President. The Committee suggested updating this brief for future reference to include the review and accomplishments of the Presidents yearly goals and authorization of incentive compensation.

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. There was brief discussion on Hurricane Erma, Hurricane Dorian, and the Opioid and COVID grants.

Hurricane Report

Staff shared status and resources used for the Irma and Dorian Hurricane Recovery Programs including grant status, restoration activities, program costs, and work-based training and certifications.

Finance Committee Report

Colleen Browne gave an update on the Finance Committee which had met earlier in the day. Items reviewed at the meeting included Succession Planning, the committee's role, and monitoring reports.

Ms. Murphy welcomed Lloyd Gregg as the new Chairperson of the Board and said she was looking forward to working with him.

**Adjournment:**

The meeting adjourned at 5:14pm.

Submitted by,

Reviewed by,

(signature on file)      8/9/2021  
Lyn Sevin                      Date

(signature on file)      8/4/2021  
Lloyd Gregg                      Date