

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
August 3, 2020

**MINUTES**

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

**Members in Attendance:** Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Nancy Heller.

**Members Absent:** Mike Menyhart

**Staff in Attendance:** Jana Bauer, Judy Blanchard, Wendi Bost, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

**Guests:** None

Susie Glasgow called the meeting to order at 4:02pm.

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

**Presentations:**

Wendi Bost gave a presentation on the Brevard Recovery Works Grant.

Jana Bauer gave a presentation on Skill Up Brevard.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 4, 2020 made by Nancy Heller and seconded by Daryl Bishop. Motion passed unanimously. Motion to approve the Executive Committee minutes for July 9, 2020 made by Nancy Heller and seconded by Daryl Bishop. Motion passed unanimously.

Board Member Nominations

Staff said that new board members and reappointed board members had been approved by the County Commission at their meeting on July 20, 2020.

Staff recommended Randall Fletcher, Vice President of Academic and Student Affairs, Eastern Florida State College to fill the seat vacated by Linda Miedema and David Stills, Chief Information Officer, Valco Network (formally Saalex) to fill the seat vacated by Travis Mack from Valco Network (formally Saalex). Motion to approve Randall Fletcher and David Stills to the next full Board of Directors for approval made by Daryl Bishop and seconded by Nancy Heller. Motion passed unanimously.

Marci Murphy said that the Board needs to fill a seat vacated by Robert Jordan and asked Committee members to refer potential nominations to her. Ms. Murphy said she is currently pursuing a recommended candidate, but will reach out to the local Chambers of Commerce for nominations if she is unsuccessful.

President's 2019-2020 Review

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY19-20. Motion to approve the President's compensation of 15% of annual base salary to be paid as a lump sum made by Nancy Heller and seconded by Lloyd Gregg. Motion passed unanimously

President's 2020-2021 Proposed Goals

Marci Murphy presented her proposed Goals for Program Year 2020-2021. Motion to recommend approval of the President's goals for PY20-21 to the Consent Agenda of the next full Board of Directors made by Daryl Bishop and seconded by Nancy Heller. The motion passed unanimously.

**Discussion/Information Items:**

Executive Committee Duties

At the Annual Retreat CSB's Board of Directors created a new Strategic Plan for 2020-2022 which gives governance responsibility to the Executive Committee. The Executive Committee provide executive oversight and governance of all activities of CSB to include the following duties:

- Bylaws
- Recruitment of new board members, recommendations of additional terms by existing directors and nominations of officers to the board
- Board Training

The Executive Committee can meet, with reasonable notice, at the call of the Chair, the President or upon receipt of written request by any three Directors of the Executive Committee.

Finance Committee Update

Daryl Bishop gave an update on the Finance Committee which had met earlier in the day. Items reviewed at the meeting included financial reports, committee duties, monitoring, and budget updates.

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 the loss of rent from Rebuild Florida moving out of the Career Center.

Quarterly Hurricane Report

Staff shared status and resources used for the Matthew, Irma and Dorian Hurricane Recovery Programs including grant status, restoration activities, program costs, and work based training and certifications. There was discussion on training, work experience and employment, and Hurricane Dorian expenditures.

**Adjournment:**

The meeting adjourned at 5:20pm.

Submitted by,

Reviewed by,

(Signature on file)

Lyn Sevin

8/10/2020

Date

(Signature on file)

Susie Glasgow

8/10/2020

Date