

CareerSource Brevard
Board of Directors Orientation
August 13, 2020

MINUTES

Members in Attendance: Mary Jane Brecklin, Brian Jaskiewicz, Kirsten Patchett.

Staff Present: Richard Meagher, Marci Murphy, Lyn Sevin.

Call to Order: The CareerSource Brevard (CSB) Board Orientation was called to order at 11:30am by Marci Murphy.

Public Comment:

Introductions:

Chapter One: Introduction

- Welcome—your impact
 - Setting strategic direction
 - Advocate for business and job seekers
 - Solutions to meet local workforce needs
 - Transparency & Ethics
- Structure of Workforce Development System
 - Purpose of system/What it does
 - Regulatory Environment
 - Structure
 - CSF
 - DEO
 - Local Boards
 - Services to businesses & job seekers
- Board Members
 - How Selected
 - Roles & Responsibilities
 - Appoints President/CEO
 - Strategic Plan
 - Performance Oversight
 - Fiscal Oversight
 - Transparency/Laws
 - Attending Meetings/Committees
 - Conflict-of-Interest

Comment: LWDBs are required to develop a strategic plan that covers everything they do in detail. CSB also develops a local 3-year plan which began on July 1, 2020 and was approved by the Board of Directors. Staff explained the roles of each committee and said that each Committee develops goals related to the strategic plan. The conflict of interest requirements was also explained.

Questions: none

Chapter Two: Budget & Financial Responsibilities

- Federal/State funding
 - Process of pass-through
- Funding streams
 - WIOA, TANF, WP, SNAP
- Budget-to-actual oversight responsibilities
- Budget-to-actual format
 - Example budget/actual for Board members
 - Specific examples to focus on
 - Other measures

- ITA expenditures
- Admin costs

Comment: Staff reviewed funding streams, “pass through” funds, Program Year timelines, and indirect costs.

Questions: none

Chapter Three: Auditing & Monitoring

- Purpose/requirements
 - DEO fiscal and programmatic monitoring
 - Annual audit
 - Regional monitoring responsibilities
- Board oversight

Comment: Staff said that CSB is monitored twice a year by an independent firm and once by DEO who does programmatic and financial monitoring. CSB is also audited annually with the results presented to the Board for approval. Adult, dislocated worker, and youth funds were explained.

Questions: How has CSB performed in the past?

Answer: Staff explained that there are always findings and observations from DEO’s monitoring which are addressed as they occur. It was noted that CSB has had clean audits for over 10 years.

Question: When does hurricane money run out?

Answer: Hurricane funds usually have a 3-year life but are often extended until spent. The money can only be used for non-profit and government organizations. CSB can hire workers and provide tools but the organizations must provide materials.

Chapter Four: Performance Oversight

- State performance measures
 - WIOA common measures
- Expenditure metrics
 - ITA
 - Out-of-School Youth
 - Youth Work Experience
 - Admin
- Other local board measures

Comment: Staff said that Contractor Performance for Program Year 2019-2020 will be on the board agenda in August. It was also noted that DEO review LWDB performance annually and does a presentation at one of the board meetings.

Questions: Has there been any discussion with DEO about how Brevard County can get the talent to fill open positions in the current workforce.

Answer: Staff said that Brevard County is trying to grow talent through the school system. CSB also employs Sector Strategists that bring together business in key industries, education, CBOs, and the EDC to address workforce issues including the development of the talent pipeline.

Chapter Five: Transparency & Ethics

- CSF Ethics & Transparency Policy
- Sunshine Law
 - Meetings
 - Discussions/Gatherings
 - Email, text, social media
 - Exemptions
 - Public comment
- Public Records Law
 - Rule of thumb
 - Examples
- Ethics
 - Conflict of interest
 - CSF policy
 - Exemptions
 - Gifts

Comment: Staff discussed Florida in the Sunshine Laws and the requirements for board members filing financial disclosures.

Questions: none

Course Materials

- Acronyms
- Budget
- Performance Measures
- Policies
 - State and Local Workforce Development Board Contracting and Conflict of Interest Policy
 - CareerSource Florida Ethics and Transparency Policy

There being no further business, the meeting was adjourned at 1:00pm. New Board Members took a quick tour of the Rockledge Career Center.

Submitted by,

Reviewed by,

Lyn Sevin

08 / 18 / 2020

Lyn Sevin

Date

Marci Murphy

08 / 18 / 2020



Marci Murphy

Date

Signature Certificate

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Page 1 of 1



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