

CareerSource Brevard (CSB)
Executive Committee Meeting
August 5, 2019

MINUTES

Members in Attendance: Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Nancy Heller, Paula Just (via teleconference).

Members Absent: Mike Menyhart

Staff in Attendance: Judy Blanchard, Jennifer Lasser, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

Guests: None

Susie Glasgow called the meeting to order at 4:00pm.

Marci introduced Nancy Heller and Lloyd Gregg and welcomed them to the executive committee

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 16, 2019 made by Daryl Bishop and seconded by Nancy Heller. Motion passed unanimously.

Paula Just joined the meeting via teleconference at 4:10pm.

President's Contract Renewal

On August 16, 2016 the Executive Committee entered into a contractual agreement with Marci Murphy as the President of Brevard Workforce Development Board, Inc. (BW). The term of the contract was for a period of three (3) years with an optional extension on an annual basis thereafter. In lieu of extending the existing contract for one year, the President requested a new contract with the changes presented. Motion to approve President's contract as presented for a period of three years with an optional extension on an annual basis made by Daryl Bishop. Motion seconded by Lloyd Gregg and passed unanimously. Ms. Glasgow requested that references to BW be replaced with CSB when changes are made.

President's PY18-19 Review

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY18-19. The Executive Committee made comments and asked questions during the presentation. Motion to approve the President's compensation of 15% of annual base salary to be paid as a lump sum made by Lloyd Gregg and seconded by Nancy Heller. Motion passed unanimously.

President's PY19-20 Proposed Goals

Ms. Murphy presented her Annual Goals for Program Year 2019-20. There was discussion on the workforce pipeline and online learning. Motion to recommend approval of the President's goals for PY19-20 to the Consent Agenda of the next full Board of Directors made by Daryl Bishop and seconded by Nancy Heller. The motion passed unanimously.

Paula Just left at 4:51pm

Discussion/Information Items:

Annual 990 Tax Return

Staff handed out Form 990 Income Tax Return prepared by Grau and Associates for PY 2018-2019 for review. There was no discussion.

Program Year 2019-2020 Budget Update

Staff indicated that the budget of \$10,117,300 approved in May 2019 has increased due to the award of incentive funding from CareerSource Florida and the extension of Florida Rebuilds rental agreement through 2020. As a result of these changes, CSB's current PY 19-20 funding has increased to \$10,570,400. The additional funds will be used for customer training and support services, facility and technical upgrades, and unobligated funds for unexpected expenses.

Governance/Finance Committee (GFC) Update

Daryl Bishop gave an update on the GFC which had met earlier in the day.

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. Items discussed included hurricane funds and updates on the ITN for staffing services.

Adjournment:

The meeting adjourned at 5:00pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/8/2019
Date

(signature on file)
Susie Glasgow

8/8/2019
Date