

CareerSource Brevard
Board of Directors Orientation
October 20, 2022

MINUTES

Members in Attendance: Karen Houston, Nuno Mana, Cordell Rolle, Monica Shah, and Holly Tanner.

Staff Present: Marci Murphy and Holly Paschal.

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

Public Comment: No public comment.

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
 - Approves One-Stop Operator
 - Establishes By-laws
 - 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, 2021 and was approved by the Board of Directors. Marci Murphy 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: Marci explained that THMP is the company who provides monitoring for CSB and for many Workforce Boards.

Questions: None

Chapter Three: Auditing & Monitoring

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

Comment: Marci explained 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 also explained.

Questions: None

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
- REACH ACT

Comment: Marci explained in more detail the changes this year regarding the REACH ACT to include the new measures for this year. Letter grades were also explained in more detail.

Questions: None

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
 - Statement of Financial Interests

Comment: Marci Murphy discussed Florida in the Sunshine Laws and the requirements for board members filing financial disclosures. Conflict-of-Interest process was discussed in more detail.

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

Government in the Sunshine Law video was shown

Comment: None

Questions: None

There being no further business, the meeting was adjourned at 1:30pm.

Submitted by,

(Signature on File) 10/25/2022
Holly Paschal Date

Reviewed by,

(Signature on File) 10/25/2022
Marci Murphy Date