

**CareerSource Brevard (CSB)**  
Finance Committee Meeting  
November 1, 2021

**MINUTES**

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

**Members in Attendance:** Colleen Browne (Chair), Daryl Bishop, Wayne Olson, Amar Patel.

**Members Absent:** William Chivers.

**Staff in Attendance:** Marci Murphy, Richard Meagher, Holly Paschal, Lyn Sevin, Jeff Witt.

**Guests:** None

Colleen Browne called the meeting to order at 3:30pm.

**Roll Call**

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

**Action Items:**

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for August 2, 2021 made by Daryl Bishop and seconded by Wayne Olson. Motion passed unanimously.

**Discussion/Information Items:**

Accountant

Marci Murphy explained the process involved in hiring a new Accountant. She said she is working with Robert Half agency but no suitable candidates have been found. The next step will be to use Indeed online services. Richard Meagher also agreed to reach out to his trade organization.

Audit

Ms. Murphy said that Grau's draft audit was not available for review by the Finance Committee but that if it is received before the board meeting on November 18, she will schedule a Finance Meeting to review prior to submitting to the Board for approval.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on September 30, 2021.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2021 through September 30, 2021. There was discussion on the Hurricane Grants which ended September 30 and the effect it would have on indirect costs. There was also discussion on increase in salary costs.

**Adjournment:**

The meeting adjourned at 4:00pm

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

11/2/2021  
Date

(signature on file)  
Colleen Browne

11/2/2021  
Date