



Governance/Finance Committee Meeting

May 4, 2020 – 3:00pm

CSB Boardroom

(Teleconference 321-394-0707)

Attendees: Daryl Bishop (Chair), William Chivers, Lloyd Gregg, Wayne Olson, Amar Patel

Agenda

To facilitate and be the catalyst for workforce development services that are responsive to the employment needs of Brevard County

Page Number

Call to Order

Daryl Bishop

Introductions

Public Comment:

Action Items:

- | | | |
|--|------------------------|---------|
| A. Approval of Governance/Finance minutes for 2/3/2020 | <i>Daryl Bishop</i> | 1 – 2 |
| B. Bylaws modifications | <i>Marci Murphy</i> | 3 – 13 |
| C. Proposed FY 20-21 budget | <i>Richard Meagher</i> | 14 – 16 |
| D. Reappointments & Nominations of Board Members | <i>Marci Murphy</i> | 17 -18 |

Discussion/Information Items:

- | | | |
|--|------------------------|---------|
| A. Auditing & Monitoring Activity PY 2019-2020 | <i>Richard Meagher</i> | 19 |
| B. Unrestricted Funds Interest Bearing Account | | 20 |
| C. Financial Reports | | 21 – 25 |
| D. Vendor Payment Report | | 26 |

Adjourn

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting Lyn Sevin at (321) 394-0507. Persons who are hearing or speech impaired can contact Lyn Sevin through the Florida Relay Service by dialing 7-1-1

Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

May 2020

4th Executive Committee-4:00pm
21st Board of Directors Retreat-8:00am-TBD

June 2020

No meetings

July 2020

14th Industry Workforce Committee-8:30am
28th Career Center Committee-8:30am

August 2020

3rd Finance Committee-3:30pm
3rd Executive Committee-4:00pm
20th Board of Directors-8:00am

September 2020

No meetings

October 2020

13th Industry Workforce Committee-8:30am
27th Career Center Committee-8:30am

November 2020

2nd Finance Committee-3:30pm
2nd Executive Committee-4:00pm
19th Board of Directors-8:00am

December 2020

No meetings

January 2021

12th Industry Workforce Committee-8:30am
26th Career Center Committee-8:30am

February 2021

1st Finance Committee-3:30pm
1st Executive Committee-4:00pm
20st Board of Directors-8:00am

March 2021

No meetings

April 2021

13th Industry Workforce Committee-8:30am
27th Career Center Committee-8:30am

May 2021

3rd Finance Committee-3:30pm
3rd Executive Committee-4:00pm
21st Board of Directors Retreat-8:00am-12pm (TBD)

June 2021

No meetings

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
February 3, 2020

MINUTES

Members in Attendance: Daryl Bishop (Chair) (via teleconference), William Chivers, Lloyd Gregg, Wayne Olson, Amar Patel.

Members Absent: None

Staff in Attendance: Marci Murphy, Richard Meagher, Lyn Sevin.

Guests: None

Daryl Bishop called the meeting to order at 3:00pm.

Public Comments: There was no public comment.

Action Items:

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for November 4, 2019 made by William Chivers and seconded by Wayne Olson. Motion passed unanimously.

Board Member Re-Appointments

According to the CSB bylaws, Directors of the Board serve three year terms and prior to the end of their term, the Governance/Finance Committee reviews each member to determine which Board members should be asked to serve additional terms, subject to Board approval. The President asked for recommendations on the following members whose terms are ending:

Daryl Bishop – Area President, Seacoast National Bank

Colleen Browne – Campus President, Keiser University

William Chivers – President, RUSH Construction, Inc.

Robert Jordan – President/CEO, Genesis VII, Inc.

Paula Just – Chief Human Resources Officer, Health First, Inc.

Linda Miedema – VP Academic Affairs, Eastern Florida State College

Lynda Weatherman – President, EDC of Florida's Space Coast

Attendance records were reviewed and Marci Murphy said that Linda Miedema had recently informed her that she will be retiring at the end of May. Linda should be removed from the list and her replacement will be recruited to the board.

Motion to recommend reappointment of the members listed, with the exception of Linda Miedema, and for staff to seek a nomination from ESFC for Linda's replacement made by William Chivers and seconded by Lloyd Gregg. Motion passed unanimously. After the members have confirmed their commitment, the names will be brought to the next Board of Directors for approval.

Board Member Nominations

Staff recommended Kirsten Patchett (Embreaer), Randy May (Port Canaveral), and Chris Hughes (Eau Gallie Electric) as candidates to fill a business seat vacated by Joe Angelastro.

Patty Stratton had recently informed staff that she retired on January 31, 2020. Staff asked for the Committee's guidance and recommendations. Discussion followed. Motion by Amar Patel to pursue the recommended candidates in the order written. Wayne Olson seconded and motion passed unanimously.

Marci Murphy said that if she is unable to secure two nominations she may have to call another meeting prior to the May Board meeting in order to ensure full board membership by July 1, 2020. She also said that CSB is required to have a representative from a small business. William Chivers and Lloyd Gregg said that both of their companies are considered small businesses.

Discussion/Information Items:

Policies

Staff reviewed changes to the Procurement Payment Payroll Policy and the Travel Training Policy. There was brief discussion on both policies.

Audit and Monitoring Activity

Staff gave a synopsis of the Independent Auditor's Report for PY 2018-2019 completed by Grau and Associates. The Schedule of Findings showed that there were no reportable findings and no instances of noncompliance. The final auditor's report will be presented for approval at the next meeting of the Board of Directors.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2019. There was discussion on hurricane training funds, monthly jobs report and fee for service. Members also suggested investing a majority of the \$238,000 unrestricted funds in an interest bearing account. Staff agreed to look into this and bring suggestions back to the committee.

Vendor Payment Report

Staff reviewed the Vendor Payment report from October 1, 2019 through December 31, 2019. There was discussion on getting an early payment discount for heavy equipment rentals and it was agreed to put a clause in the next RFP.

Other Business

Marci Murphy said that she will be bringing a related party contract with an employee to the next Board of Directors for approval. The contract will then be forwarded to CSF for approval and a firewall will be put in place between the company and the employee.

Several of the members thanked staff for the board training that was presented in January and said that it was helpful.

Adjournment:

The meeting adjourned at 3:49pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

2/3/2020
Date

(signature on file)
Daryl Bishop

2/3/2020
Date



May 4, 2020

Action Brief

Bylaws Review and Modification

Background

CareerSource Brevard's (CSB) Bylaws were last modified in February 2018. It is the responsibility of the Governance/Finance Committee to review and modify the Bylaws. Any changes must be approved by the Full Board of Directors and ratified by the Brevard Board of County Commissioners. At its Annual Retreat in February 2020 the Board of Directors updated the Strategic Plan for the next three years which necessitated the following changes to the current Bylaws (attached):

Summary of Modifications

- Executive Committee responsibilities were modified to include Governance.
- Governance/Finance Committee name change to Finance Committee and responsibilities were modified.
- Board Officers term modified from two, 1 year terms to one, 2 year term.
- Bylaws must be approved by the Chief Elected Official

Action

Approve or modify changes to the Bylaws. The Bylaws modification will be placed on the next full Board of Directors Consent Agenda and will result in requesting ratification by the Brevard Board of County Commissioners.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

BYLAWS

As Amended ~~February 20, 2018~~ May 21, 2020

ARTICLE I. NAME, SERVICE AREA, OFFICE LOCATION

A. NAME

Doing business as CareerSource Brevard (CSB), this organization's legal name is Brevard Workforce Development Board, Inc.

B. SERVICE AREA

The Corporation shall serve Brevard County, Florida, also known as Region 13.

ARTICLE II. MISSION

The Corporation shall facilitate and be the catalyst for workforce development activities that are responsive to the employment and training needs of businesses and job seekers.

ARTICLE III. GOVERNING STATUTES

POWERS OF THE CORPORATION

General Powers:

Except as limited by the Articles or these Bylaws, the Corporation will have and exercise all rights and powers in furtherance of its purpose now or hereafter conferred on not-for-profit corporations under the laws of the state of Florida.

Workforce Powers:

The Corporation will have and exercise all rights and powers granted to regional workforce boards under the laws of the state of Florida and workforce investment boards under Public Law No. 105-220, Title I, Section 117(b) United States Code, and all other applicable federal and state workforce laws, regulations and directors. The Corporation shall always exercise its rights and powers in compliance with all state and deferral governing statutes. To the extent that any provision of the Articles or these Bylaws violate such governing statutes, such provision of all Articles or Bylaws shall be deemed removed from such and the Corporation shall act in accord with the governing statutes.

ARTICLE IV. BOARD OF DIRECTORS

A. DUTIES

The business and affairs of the Corporation shall be the responsibility of the Board of Directors, herein referred to as the Board.

Responsibilities and Authorities:

The Board shall:

Manage and direct the affairs of CSB, protect its interest, determine its direction, advance its mission, goals, and strategies, and supports its programs;

Ensure effective planning and adequate resources, managing resources efficiently;
Authorize an approved budget through Board action;
Ensure ethical and legal behavior;
Elect CSB officers;
Hire and fire the President; and
Approve and oversee execution of the strategic plan.

Further the Board may
Exercise emergency powers allowed by law.

B. NOMINATION AND COMPOSITION OF DIRECTORS

Individuals shall be nominated to serve as Directors on the Board in accordance with governing legislation and policy direction of the Corporation's funders, and CSB procedures. Composition of the Board shall reflect requirements of governing legislation and local charter requirements as amended from time to time. Specifically, business representatives shall represent companies with five (5) or more employees and meet all state and federal requirements. The Corporation will have a minimum of 51% business representation. In the event of conflict among different funders, federal funding requirements shall prevail.

C. APPOINTMENT OF DIRECTORS

These Bylaws, the governing statutes and legislation, and policy direction of the Corporation's funders determine the manner in which Directors are nominated and appointed to the Board. All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of Directors. Nominations for appointment of Directors to (1) fill vacancies on the Board (2) to serve another term or (3) to increase the number of Directors on the Board shall be held throughout the year with nominations received and vetted through the [Governance/Finance-Executive](#) Committee. Nominees shall be voted on at Board meetings by a majority of Directors then holding office, including those Directors whose term shall expire at such meeting. [The Brevard Board of County Commissioners have final approval.](#)

D. MEMBERSHIP ON OTHER COMMITTEES -

The Board Chair (or the President as directed by the Board Chair) shall appoint Directors of the Board to a committee assignment based on Board need and Director interest. At the discretion of the Board Chair, non-Board members may serve on CSB committees, with the exception of the Executive Committee. Only Directors can chair committees. Such non-Board members are not required to file State Financial Disclosures. All Directors or their designated appointee are expected to serve on one committee.

E. TERM OF DIRECTORSHIP

Directors of the Board shall serve three (3) year terms. Prior to expiration of their term, the [Governance/Finance-Executive](#) Committee will review each membership and may ask one or more Board Directors to serve additional term(s) upon the expiration of their current term, subject to Board approval.

F. CONFLICT OF INTEREST

No Director shall cast a vote, or participate in discussion, relating to any procurement or provision of services by that Director or by any organization that the Director

represents or is affiliated. Further, no Director shall vote on any matter which would provide financial benefit to that Director, the Director's employer or members of the Director's immediate family. If the procurement (contract) is with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the board when a quorum has been established and the board member who could benefit financially from the transaction must abstain from voting on the contract before the vote.

All such procurements must follow this requirement, except for those where the State Workforce Board has allowed other alternatives to be used.

Each Director is subject to the provisions of the governing legislation and policy direction of the CareerSource Brevard's funders.

Unless otherwise stated by the State Workforce Board, all multiple year contracts with a board member or their organization shall be considered approved for all renewal options as indicated with the initial vote on the contract; excluding any breach or withdrawal from the contract under normal contract terms.

Upon appointment to the Board, each Director shall be required to annually sign a Financial and Organizational Disclosure Statement as required by state law.

G. RESIGNATION

If no longer representing the constituency, from which appointed, a Director shall notify the President and Chair of the Board, in writing and resign from the Board. A prospective replacement shall be recommended by the [Governance/Finance Executive](#) Committee, and such nomination shall be brought to the Board for approval. Board approved nominations shall be presented to the County Commission for ratification.

A Director may resign at any time by giving written notice with an effective date to the President and Chair of the Board. The resigning Director may continue to serve on the Board pending nomination and election of his or her replacement. A prospective replacement shall be recommended by the [Governance/Finance Executive](#) Committee and such nomination shall be brought to the Board for approval. Board approved nominations shall be presented to the County Commission for ratification. Board vacancies occurring for other reasons follow these same rules.

~~A Director replacing a Director who has left the Board serves the remainder of the term of office of the departed Director.~~

H. REMOVAL FOR CAUSE

The Board may remove a Director whenever, in its judgment, the best interest of the Corporation would be served. Removal shall be affected by two-thirds (2/3) vote of the Directors attending a called meeting for this purpose.

It is expected that all Directors will attend all scheduled Board and relevant committee meetings. Unless otherwise required by statute, Directors who fail to attend a majority of regularly scheduled meetings based on the annual program year will be subject to removal from the Board unless extenuating circumstances are found and reported to

the Board. At Board meetings, designees of Directors shall not be considered as the Director having been in attendance and cannot exercise a vote.

I. VACANCIES

When vacancies occur on the Board, the ~~Executive Governance/Finance~~ Committee will bring recommendations to the full Board for candidate approval. Nominations from the floor are permitted. When filling a vacancy, the ~~Governance/Finance~~ Executive Committee shall at all times follow the guidelines set forth in the governing legislation and policy direction of the Corporation's funders.

ARTICLE V. MEETINGS

A. NUMBER AND INTERVAL

The Board will hold an annual meeting each calendar year followed by quarterly meetings. The President determines the date, time and place for the meetings.

B. NOTIFICATION OF MEETINGS

The President notifies all Directors of scheduled and special meetings by email at least five (5) days in advance, specifying the date, time, and location of the meeting and its agenda. The President develops and the Board Chair reviews and approves the agenda of all meetings of the Board. The Board shall assure that the Corporation properly notices all meetings in compliance with Florida Government in the Sunshine Law.

C. SPECIAL MEETINGS

A special meeting may be called by the Chair, President or any written request of three Directors in compliance with the Florida Government in the Sunshine Law.

D. PROCEDURES

Business will be conducted to the extent feasible in accordance with Robert's Rules of Order, Newly Revised, as long as they are applicable and not inconsistent with these Bylaws.

E. QUORUM

A quorum is required for all Board of Directors and Standing Committee Meetings when conducting official business that requires an action. A majority of the number of active Directors in good standing shall constitute a quorum for the transaction of business at the Board of Directors and Executive Committee meetings. Designees of Directors who are in attendance at any Board or Executive Committee meeting shall not be considered in establishing a quorum, nor shall such Designees exercise a vote. Designees of Directors and non-board members that serve as members of the ~~Governance/Finance~~, Career Center, Industry Workforce Committees and other Ad Hoc Committees, are considered for a Quorum.

Directors and Committee members are able to participate via teleconference and will count for the quorum and for voting.

ARTICLE VI. OFFICERS OF THE BOARD

A. DESCRIPTION OF BOARD OFFICERS

CareerSource Brevard's Officers are:

- Chair
- Vice Chair
- Treasurer
- Past Chair

The term of office for officers is one year. None may serve in the same office for more than two consecutive terms. At the conclusion of the Chair's term, he or she shall serve as immediate Past Chair on the Executive Committee.

B. DUTIES

Duties of the Chair:

The Chair will:

- a. Preside at all meetings of the Board and review the agenda for all Board meetings in consultation with the President.
- b. Make all committee appointments
- c. Will not be assigned to any Committee other than the Executive Committee
- d. Perform all other duties assigned to the Chair under these Bylaws and those usually pertaining to the office of the Chair.

Duties of the Vice Chair:

- a. Preside at all meetings of the Board in the absence of the Chair
- b. Be a member of the Executive Committee
- c. Assist the Chair, when requested, in the performance of the Chair's duties
- d. Perform all such other duties usually pertaining to the office of Vice Chair, including acting as the Chair during the absence or disability of the Chair.

Duties of the Treasurer:

- a. Performs the duties incident to the office and other duties as assigned by the Chair and mutually agreed
- b. Serves on the ~~Governance~~/Finance Committee

C. ELECTION OF OFFICERS OF THE BOARD

~~If a term is ending, a~~At the last regularly scheduled quarterly meeting prior to the end of the fiscal year, the Board shall elect the Chair, the Vice Chair, and the Treasurer from Directors serving from the Business Sector for the next year from a slate of officer candidates presented/recommended by the ~~Executive Governance/Finance~~ Committee. Nominations from the floor will be accepted. The Chair conducts the election, counts the votes and announce the results to the Board.

All officers of the Board shall be elected for a period of ~~one (1)~~two (2) years, and may not be nominated ~~and to~~ serve in the same office for ~~more than two (2)~~ consecutive terms. In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions. Officers take office at the first Board meeting following the new fiscal year. If a vacancy occurs, the

~~Governance/Finance~~ Executive Committee nominates a Director to fill the vacant seat and the Board votes to approve the individual to fill the remainder of the term, nominations from the floor permitted.

ARTICLE VII. OFFICERS OF THE CORPORATION

A. NUMBER AND DESCRIPTION

The Officers of the Corporation shall be:

President
Secretary

B. DUTIES

The position of President of the Corporation shall be nominated by the Executive Committee and confirmed by the Board of Directors. The President will be a full-time employee of the Corporation and not a member of the Board of Directors. The President will be reviewed annually by the Executive Committee and the President's salary and bonuses will be set by the Executive Committee. The President may only be terminated upon the recommendation of a majority of the members of the Executive Committee and a majority vote of the Board of Directors. The President will be the chief executive officer of the Corporation and will be responsible for the general and active management of the business and affairs of the Corporation, subject to the direction of the Executive Committee and the Board of Directors.

In the event the President of the Corporation is unable to perform his or her duties as assigned by these Bylaws due to absence, illness or other infirmity, the Executive Committee shall have the authority to designate and appoint an Acting President to serve in a temporary capacity so long as the President remains unable or unavailable to perform his or her duties. The designation and appointment by the Executive Committee shall be ratified by the full Board of Directors by majority vote of a quorum.

The Secretary of the Corporation shall be appointed by the President with approval of the Executive Committee and shall accurately record all meetings and official proceedings of the Board and serve as custodian of Board records, files, and records of the Corporation. The records of the Corporation shall be maintained at the main corporate offices.

ARTICLE VIII. COMMITTEES

A. STANDING COMMITTEES

The Chair shall appoint members to the Board's committees, according to Board needs and member interest. At the Board Chair's discretion, non-Board members may be appointed to a committee.

The standing committees of the Board shall consist of:

Executive
~~Governance/Finance~~
Industry Workforce
Career Center

Additional standing committees will be formed by the Chair of the Board in response to governing legislation and policy direction of the Corporation's funders, or the needs of the Corporation.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following:

Chair of the Board

Vice Chair of the Board

Treasurer of the Board

Past Chair of the Board

Chair of any standing committee created in response to governing legislation and policy direction of the Corporation's funders, or the needs of the Corporation.

The Executive Committee shall have the authority to exercise those powers of the Board, which may be lawfully delegated and consistent with these Bylaws. The Chair of the Board shall preside over the Executive Committee. A majority of the Executive Committee shall constitute a quorum.

The Executive Committee shall have and may exercise all authority of the Board, except for the following prohibitions:

- May not remove existing officers or Board Directors or elect new officers.
- May not adopt, repeal, or amend these Bylaws or Articles of Incorporation.
- May not adopt or amend the budget or adopt programs except when time requirements clearly do not permit action by the full Board without unduly restricting needed services to the constituency it serves. Under those circumstances, in the discretion of the Chair, the Executive Committee may approve or amend the budget, adopt programs and approve contractors for competitively bid funds from federal, state and local governments, from foundations, and from sector sources. In such cases the Executive Committee shall report its actions and recommendations at the next Board meeting for ratification.

The Executive Committee will also be responsible for the Governance process to include making recommendations to the Board of Directors on the following:

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

The Executive Committee shall 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.

GOVERNANCE/FINANCE

The ~~Governance~~ Finance Committee will be chaired by the Director appointed by the Chair of the Board of Directors and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Treasurer can chair this committee, but at a minimum must reside as a member on this committee. The ~~Governance~~ Finance Committee will review and ~~make recommendations to the Board of Directors on~~ be responsible for the following:

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- 1) Ensuring the CSB audit selection process meets the required standards of state and federal policy.
- 2) Ensuring understanding of the Audit report and making sure steps are taken to address any findings.
- 3) Review of all monitoring reports
- 4) Recommendation of the yearly budget for approval by the Board of Directors
- 4) Review Finance and budget reports
- 5) Review any updates to financial policies and procedures
- 6) Have the authority to direct any recommendations to the Executive Committee
- 1) ~~Bylaws~~
- 2) ~~Recruitment of new board members, recommendations of additional terms by existing directors and nominations of officers to the board~~
- 3) ~~Board Training~~
- 4) ~~Periodic reports on the financial activities of the corporation. Issues may be directed to the Executive Committee first before taken to the Board.~~
- 5) ~~Review a yearly budget for Board approval prepared by staff.~~

INDUSTRY WORKFORCE

The Industry Workforce Committee will be chaired by a Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Industry Workforce Committee will identify current and future workforce needs of the business community and create solutions to meet their needs.

CAREER CENTER

The Career Center Committee will be chaired by the Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Career Center Committee will work to create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.

B. AD HOC COMMITTEES

The Chair of the Board may appoint ad hoc committees on an as-needed basis. Members may include non-Board members, but such ad hoc committees shall be chaired by a Director appointed by the Chair.

ARTICLE IX. FINANCE

A. FISCAL YEAR

The fiscal year of the Corporation shall begin on the first (1st) day of July and end on the thirtieth (30th) day of the month of June of the next calendar year.

B. FINANCIAL ACCOUNTS

All financial records and statements shall be prepared in compliance with generally accepted governmental accounting principles as set forth in Federal and Florida Statutes and funding program guidelines, and as may be required by the governing legislation and policy direction of the Corporation's funders. The financial records shall comply with all contractual or statutory requirements applicable to the Corporation.

C. NEGOTIABLE INSTRUMENTS

The Chair or the President (or his or her designee(s), in writing) shall sign all checks, drafts or other orders for the payment of money.

D. CONTRACTS

All contracts of the Corporation shall be signed by the President, who may from time to time, as needed, and in writing, designate another staff member to enter into any contracts or agreements.

E. LOANS

No loan or evidence of indebtedness or promise to pay shall be contracted on behalf of the Corporation unless authorized by a resolution of the Board of Directors. Such authority may be general or specific.

ARTICLE X. AGENTS, CONSULTANTS, PROFESSIONAL SERVICES

Persons or firms other than officers of the Corporation may from time to time be engaged or employed to assist the Corporation in carrying out its programs and purposes.

ARTICLE XI. STAFF

The Corporation may employ staff necessary to carry out the functions and purposes of the Corporation. The President shall be solely responsible for the selection, hiring, general management, supervision, termination and separation of all staff.

ARTICLE XII. INVESTMENTS

All investment of funds of the Corporation in financial instruments shall be reviewed and approved by the Governance/Finance Committee prior to action by the Board.

ARTICLE XIII. AUDITS

A. AUDITS BY PUBLIC AGENCIES

The Board shall cause to be made available all books and records of the Corporation for examination as required by governing legislation and policy direction of the Corporation's funders

ARTICLE XIV. INDEMNIFICATION

A. VOLUNTEER PROTECTION ACT

The Corporation shall indemnify the Directors, officers and employees to the full extent permitted by the Florida Statutes;

B. INDEMNIFICATION NOT EXCLUSIVE

The foregoing indemnification shall not be deemed exclusive of any other right to which one indemnification may be entitled, both as to action in another capacity while holding such office, and shall inure to the benefit of the heirs, executors and administrators of any such person.

C. INSURANCE AND OTHER INDEMNIFICATION

The Board shall have the power to purchase and maintain such fidelity and bond insurance on such officers, Directors, staff and on behalf of others, to the extent power to do so has been or may be granted by statute and give other indemnification to the extent not prohibited by statute.

ARTICLE XV. AMENDMENT OF BYLAWS

These Bylaws may be altered, amended or repealed by the Board [or the Brevard County Commission](#) at any meeting of the [CSB](#) Board after seven (7) days written notice that such action is a stated purpose of the meeting. Alteration, amendment or repeal of the Bylaws shall require a majority vote of a quorum of Directors in attendance at the meeting [and ratification by the Brevard Board of County Commissioners](#).

ARTICLE XVI. ENACTMENT PROVISION

These Bylaws shall become effective upon approval by a majority vote of the Directors voting thereon [and ratification by the Brevard Board of County Commissioners](#).

Nondiscrimination

All actions taken by the board shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, other prohibited bases under applicable law or handicap.



May 4, 2020

Action Brief

Proposed Budget for Program Year (PY) 2020-2021

Committee Request

Review the proposed Program Year 2020-2021 Budget and make a recommendation to the full Board of Directors for approval.

Background

Because of the COVID-19 disruptions, the U.S. Department of Labor has not released its FY 2020-2021 funding allocations to the States as of this date. However, preliminary figures released by the Florida Department of Economic Opportunity (DEO) indicate regional funding levels will be approximately even with Brevard's current year levels. Our Workforce Innovation and Opportunity Act (WIOA) programs are down by 2% in FY 2020-2021, however funding for Welfare (TANF) and Wagner Peyser programs have both increased by 3%.

Staff believes we can proceed with approving a FY 2020-2021 operating budget that has level formula funding with the current program year, and then make budget adjustments once funding from the federal government is finalized. Our carry-in funding projection may need to be reduced as a result of necessary COVID-19 spending (i.e. PPE supplies required to reopen, unemployment forms printing, increased janitorial expenses, etc.) should DEO not provide us with supplemental COVID-19 funding.

We have offset necessary increases in rent, insurance, utilities, etc. with cuts in other areas. Our pool of formula funds for customer training and support will remain at the same initial level as the current year to ensure we meet CareerSource Florida's Individual Training Account (ITA) spending requirement. We have several National Emergency Grants and other competitive grants that will be ending in 2020-2021, so our initial pools of hurricane and other grant funds have been reduced by 12% and 48% respectively. We are continually applying for new grants and they will be added to the budget as they become available.

The budget is summarized in the left column of Attachment 1, and the funding categories are described as follows:

- 1) Staff Salaries and Fringe Benefits (\$1,845,200) – The total cost of board staff (represents 100% of current year level).

- 2) Program Operations and Business Services (1,188,800) - The total cost of workforce board operations, grant management, employer and customer outreach, planning and financial services (represents 100% of current year formula funding and 56% of current grant funding).
- 3) Infrastructure and Maintenance Related Costs (\$900,700) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 100% of current year level).
- 4) IT Costs and Network Expenses (\$387,600) – The total cost of technology and telecommunications services, computer hardware and software for the CSB system (represents 100% of current year level).
- 5) Contracted One-Stop Services (\$4,109,700) – The total cost of delivering career center services, including all contracted grant staffing by C2 GPS and CareerSource Central Florida (represents 100% of current year formula funding and 64% of current grant funding levels).
- 6) Customer Training Activities (\$2,800,000) – Funding administered by the CSB Scholarship Unit for direct customer training (represents 100% of current year formula funding and 75% of current grant funding levels).
- 7) Customer Support Services (\$150,000) – Funding administered by the CSB Scholarship Unit for customer support services (represents 100% of initial formula funding and 75% of current grant funding levels).
- 8) Indirect Costs (\$850,000) – Board administrative services (represents 100% of current year projected costs).

Recommendation

The President recommends approving the PY 2020-2021 budget at a level of \$12,232,000 based on preliminary funding estimates, with any funding modifications that are received prior to the full board meeting to be presented to the board.

Action

Review the President's recommended Program Year 2020-2021 Budget and propose a budget to the full Board of Directors for approval. The motion should also grant the President the authority to add or increase budget items as additional funds become available throughout the program year.



Annual Budget Proposal
For the Program Year Ending June 30, 2021

Projected Revenue PY 2020 - 2021	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Hurricanes	Other Grants
Carry In Funds From PY 19 - 20	450,000	250,000	-	50,000	150,000	-	-
PY 20 - 21 Awards	11,782,000	1,549,467	1,354,579	601,396	1,426,482	5,350,076	1,500,000
Award Total - Available Funds	12,232,000	1,799,467	1,354,579	651,396	1,576,482	5,350,076	1,500,000
LESS planned Carryover For PY 21 - 22	-	-	-	-	-	-	-
Projected Annual Revenue	12,232,000	1,799,467	1,354,579	651,396	1,576,482	5,350,076	1,500,000

Proposed Annual Budget							
Staff Salaries/Fringe Benefits	1,845,200	92,347	90,877	29,667	110,973	1,182,463	338,874
Program Operations/Business Services	1,188,800	59,496	58,549	19,113	71,496	761,822	218,324
Infrastructure/Maintenance Related Costs	900,700	45,077	44,360	14,481	54,169	577,197	165,415
IT Costs/Network Expenses	387,600	19,398	19,089	6,232	23,311	248,387	71,183
Contracted One-Stop Services	4,109,700	990,609	974,841	318,237	1,190,413	180,000	455,600
Customer Training Activities	2,800,000	516,100	87,600	240,800	49,000	1,816,500	90,000
Customer Support Services	150,000	33,900	37,400	9,200	26,000	39,000	4,500
Indirect Cost (16.43%)	850,000	42,540	41,863	13,666	51,120	544,707	156,104
TOTAL ANNUAL BUDGET	12,232,000	1,799,467	1,354,579	651,396	1,576,482	5,350,076	1,500,000



May 21, 2020

Action Brief

Board Member Re-Appointments and Nominations

Board Member Re-Appointments

At the last meeting, the Governance/Finance Committee reviewed each soon-to-expire membership and recommended Board approval for another term. President, Marci Murphy reached out to the board members for consideration. The following have agreed to serve another term, subject to Board approval.

Daryl Bishop – Area President, Seacoast National Bank

Colleen Browne – Campus President, Keiser University

William Chivers – President, RUSH Construction, Inc.

Lynda Weatherman – President, EDC of Florida’s Space Coast

The following have declined another term:

Robert Jordan

Paula Just - has requested to be replaced and has recommended Mary Jane Brecklin, VP, HR Operations with Health First as a replacement.

Dr. Linda Miedema, VP Academic Affairs, Eastern Florida State College is retiring and has recommended a replacement, Jack Parker, VP of External Affairs

Board Member Nominations

At the last Governance/Finance Committee meeting, it was noted that two business seats had been vacated by Joe Angelastro and Patty Stratton. The Committee authorized the President to reach out to potential members to garner their interest. The status is as follows:

1. Kirsten Patchett, Embraer – Kirsten has accepted the potential nomination
2. Randy May, Ambassador Services, Inc. Port Canaveral – Randy was not interested.
3. Chris Hughes, Eau Gallie Electric – Chris was not interested.

There are two business seats that still need to be filled as Robert Jordan leaves the board the end of June. Listed below are potential nominations that staff and board members have presented.

1. Brian Jaskiewicz, President of Space Coast Intelligent Solutions (SCIS), an IT Engineering Firm
2. Daryl Jacobs, President/Owner of Physical Therapy Professionals
3. Shawn Fortenberry, VP/Part Owner – Prestige Title of Brevard

Are there any other nominations the Committee would like the president to pursue?

Action

Review and approve or deny the recommendations for re-appointment and replacements and recommendations for potential board appointments. Potential candidates that are interested will be brought to the next full Board of Directors. Action by the Board of Directors will result in requesting ratification action by the Brevard County Commission for the re-appointments and appointments.



**Auditing & Monitoring Activity
Program Year 2019-20
3rd Quarter**

Auditor	Report Date	Review Covered	Summary of Activity	Notes
Taylor, Hall Miller, Parker Internal Monitoring	01/16/20	07/01/19 - 12/30/19	<p>Financial – Selection of a 2 On-the-Job training reimbursement requests, 1 invoice from temporary worker vendor, sub recipient agreements with C2 and CareerSource Central Florida, The result was a recommendation for adjusting the CSB Employee Travel policy to clarify who was responsible for approval of travel requests. This issue was clarified by a policy update presented to Governance & Finance Committee on 11/04/19. There were no financial issues or findings.</p> <p>Program Services – A review of the Wagner Peyser, Welfare Transition and SNAP program required some case file adjustments related to processes and documentation. There were no significant issues with any other program services.</p> <p>All corrective actions have been completed by the appropriate entity.</p>	5 Findings 5 Observations All resolved

Information Brief

Interest Earnings on Unrestricted Funds

Background

At the February 3 Governance/Finance Committee meeting it was recommended that staff investigate opportunities to earn interest on CSB's unrestricted funds.

Update

On March 9 staff arranged with Seacoast Bank to convert the unrestricted funds checking account to an Elite Business Money Market Account that is now earning interest of approximately 1.5%.



May 4, 2020

Information Brief

Financial Reports

Background

The three reports that follow this brief will provide the Governance/Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2019 and ending on March 31, 2020.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)

The report provides a comprehensive analysis of funding and spending in the first three quarters of program year 2019-2020 as follows:

- Displays all grant revenues for the current year, including carry-in funding from the prior year, current year grant awards, and planned carryover for the next program year. Major funding streams are detailed in separate columns.
- The annual budget and cumulative expenditures are summarized into eight major categories: (1) staff salaries and fringe benefits; (2) program operations and business services costs; (3) infrastructure and maintenance related costs; (4) IT and technology related costs; (5) contracted service provider costs; (6) customer training activities; (7) customer support services; (8) indirect costs.
- Expenditures are displayed in separate columns for each major funding stream. Total expenditures and percentages of the annual budget expended within each category are also shown.
- Actual indirect costs incurred to date are shown in the right column for each expenditure category. The total indirect cost applied to the grants using our federally negotiated indirect cost rate is deducted at the bottom of the column to arrive at the surplus or deficit indirect cost recovered to date.

CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)

- Displays the number of individuals identified as placed in EFM or found in Department of Revenue New Hire data, as reported on the DEO Monthly Management Report.

- Displays the number of job seekers in EFM who have not received a reportable service in the last 90 days, as reported on the DEO Monthly Management Report.
- Displays the total number of advertised occupations for each month, as reported on the Help Wanted OnLine Monthly Job Demand Report.
- Calculates the CSB total monthly spending per job placement (total monthly expenditures divided by total monthly job placements).
- Displays the quarterly calculations for required spending caps:
 - 1) Administration – limited to 10% of expenditures at year-end
 - 2) ITA Spending – minimum of 30% of expenditures at year-end
 - 3) Youth Spending – minimum of 75% for out-of-school youth

CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)

- Reports current balance of unrestricted funds available.
- Displays revenue, expenses and the resulting profit or loss for each Fee for Service project in the current year (since July 1).
- Calculates each revenue and expense category as a percentage of total revenue earned for each revenue and expense category.

Budget to Actual Report

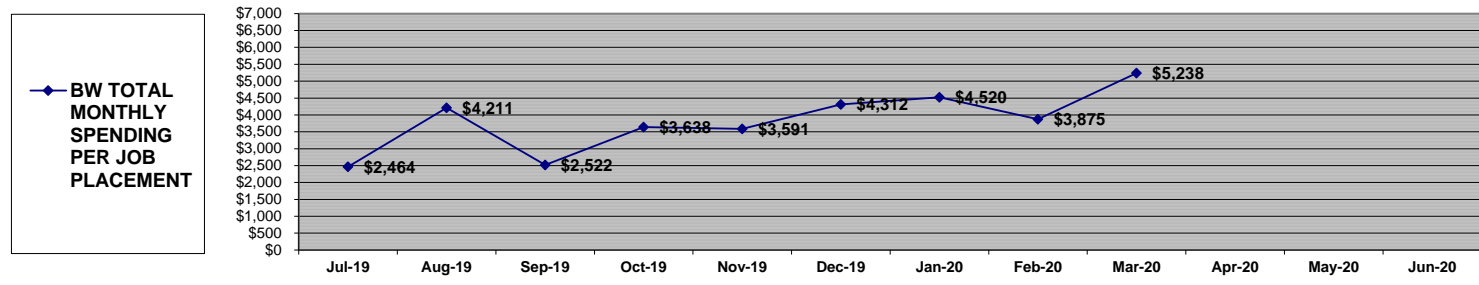
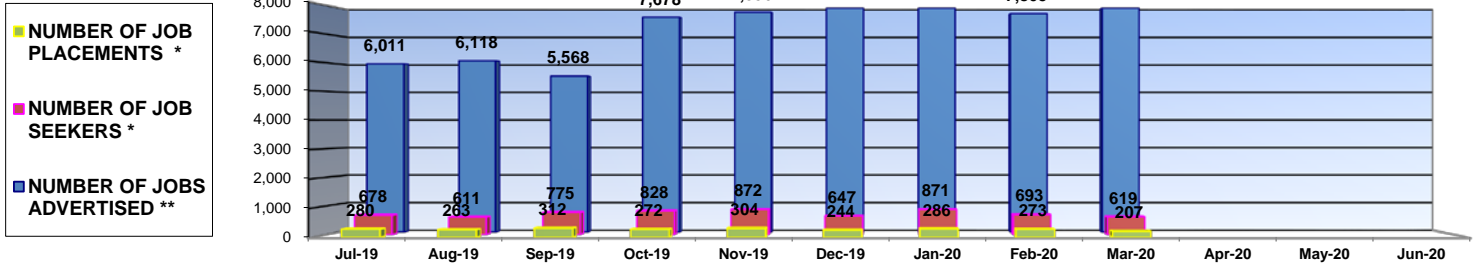
As of March 31, 2020

Revenue PY 2019 - 2020	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Hurricanes	Other Grants	INDIRECT POOL
Carry In Funds From PY 18 - 19	736,224	599,384	-	95,269	3,707	-	37,864	
PY 19 - 20 Awards	13,844,476	1,549,467	1,354,579	601,396	1,426,482	6,050,076	2,862,476	
Award Total - Available Funds	14,580,700	2,148,851	1,354,579	696,665	1,430,189	6,050,076	2,900,340	
LESS planned Carryover For PY 20 - 21	(450,000)	(250,000)	-	(50,000)	(150,000)	-	-	
Total Available Revenue	14,130,700	1,898,851	1,354,579	646,665	1,280,189	6,050,076	2,900,340	

Expenditures	Total Expenditures - 3/31/20	% of Budget - 3/31/20
Staff Salaries/Fringe Benefits	1,132,421	61.4%
Program Operations/Business Services	1,352,843	73.6%
Infrastructure/Maintenance Related Costs	479,523	53.2%
IT Costs/Network Expenses	219,534	56.6%
Contracted One-Stop Services	2,748,195	61.5%
Customer Training Activities	2,567,183	75.1%
Customer Support Services	113,313	56.7%
Indirect Cost (16.86%)	773,345	71.9%
TOTAL EXPENDITURES	9,386,357	66.4%

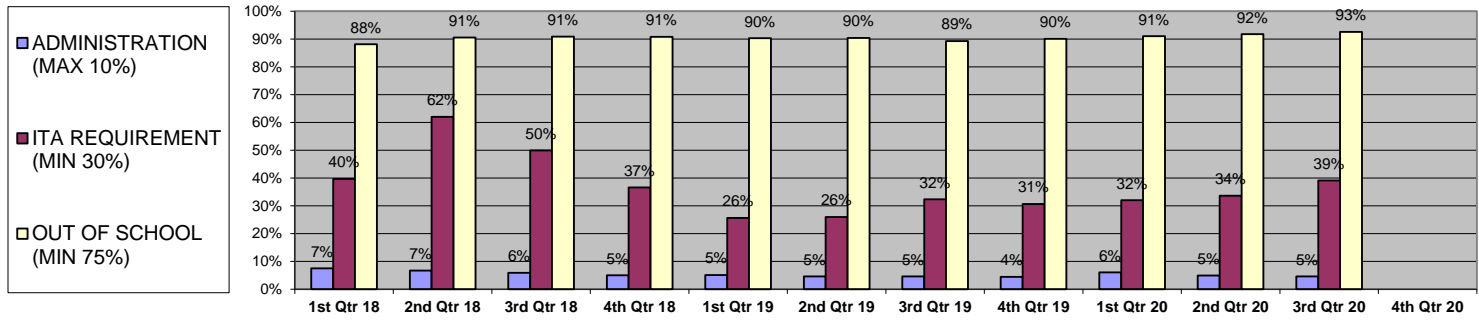
REMAINING AVAILABLE FUNDS	408,505	152,402	336,752	2,276,329	1,244,613
% OF FUNDS EXPENDED BY GRANT THROUGH 12/31/19	78.5%	76.0%	73.7%	62.4%	57.1%

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports
 ** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



Category	1st Qtr 18	2nd Qtr 18	3rd Qtr 18	4th Qtr 18	1st Qtr 19	2nd Qtr 19	3rd Qtr 19	4th Qtr 19	1st Qtr 20	2nd Qtr 20	3rd Qtr 20	4th Qtr 20
PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	137,070	269,784	421,291	559,072	153,830	282,216	419,576	572,973	156,767	281,964	418,590	
PROGRAM ACTIVITIES	1,695,133	3,754,384	6,751,105	10,686,353	2,858,106	5,891,543	8,701,681	12,401,410	2,427,239	5,435,230	8,733,631	
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	183,637	405,170	558,597	708,028	89,847	224,104	467,221	775,951	169,810	379,150	573,734	
OTHER PROGRAM COSTS	279,361	248,451	561,054	1,227,428	260,390	639,214	977,107	1,757,069	359,950	748,012	893,311	
YOUTH SPENDING:												
IN-SCHOOL	37,032	59,962	79,855	83,048	22,629	54,399	79,174	89,734	24,911	55,186	54,328	
OUT-OF-SCHOOL (MIN 75%)	274,370	576,159	798,546	816,160	211,740	512,905	659,071	809,910	252,848	612,562	673,673	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2019 - 3/31/2020)

Unrestricted Balances: Cash on Hand \$290,649 Certificates of Deposit \$74,091 Total \$364,740

	Healthcare Ambassador Program		AARP BTW 50+ Program		Juniors to Jobs Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 77,767	100.0	\$ 48,884	100.0	\$ -	-	\$ -	0.0	\$ 35,000	94.3	\$ 161,651	85.6
Contract Revenue	-	0.0	-	0.0	-	-	4,800	19.2	-	0.0	4,800	2.5
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	2,048	5.5	2,048	1.1
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	20,187	80.8	-	0.0	20,187	10.7
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	61	0.2	61	0.0
Total Revenue	\$ 77,767	100.0	\$ 48,884	100.0	\$ -	-	\$ 24,987	100.0	\$ 37,109	100.0	\$ 188,747	100.0
Expenses												
Personnel	\$ 59,107	76.0	\$ -	0.0	\$ -	-	\$ 930	3.7	\$ -	0.0	\$ 60,037	31.8
Travel / Training	-	0.0	578	1.2	-	-	-	0.0	-	0.0	578	0.3
Outreach	400	0.5	-	0.0	-	-	-	0.0	500	1.3	900	0.5
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	450	0.6	681	1.4	-	-	-	0.0	2,649	7.1	3,780	2.0
Equipment	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Professional Services	3,890	5.0	41,322	84.5	-	-	40	0.2	2,175	5.9	47,427	25.1
Customer Training	2,700	3.5	-	0.0	844	-	-	0.0	-	0.0	3,544	1.9
Customer Support	-	0.0	4,981	10.2	2,001	-	-	0.0	-	0.0	6,982	3.7
Indirect Costs	11,220	14.4	1,322	2.7	480	-	163	0.7	898	2.4	14,083	7.5
Total Expenses	\$ 77,767	100.0	\$ 48,884	100.0	\$ 3,325	-	\$ 1,133	4.5	\$ 6,222	16.8	\$ 137,331	72.8
Net Profit (Loss)	\$ -	0.0	\$ -	0.0	\$ (3,325)	-	\$ 23,854	95.5	\$ 30,887	83.2	\$ 51,416	27.2

VENDOR PAYMENTS REPORTED FROM 1/1/20 - 3/31/20 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
01/02/20	United Rentals	3,686.00	Utility vehicles for Hurricane Irma restoration
01/03/20	The Cat Rental Store	29,141.00	Heavy equipment for Hurricane Irma restoration
01/04/20	Suntrust / Enterprise Rent-A-Car	2,929.00	Rental trucks for Hurricane Irma restoration
01/04/20	United Rentals	2,223.00	Utility vehicles for Hurricane Irma restoration
01/06/20	The Cat Rental Store	5,044.00	Heavy equipment for Hurricane Irma restoration
01/07/20	Sunbelt Rentals	2,038.00	Heavy equipment for Hurricane Irma restoration
01/07/20	The Cat Rental Store	2,522.00	Heavy equipment for Hurricane Irma restoration
01/07/20	United Rentals	5,740.00	Utility vehicles for Hurricane Irma restoration
01/11/20	Suntrust / Enterprise Rent-A-Car	10,009.00	Rental trucks for Hurricane Irma restoration
01/11/20	United Rentals	13,573.00	Utility vehicles for Hurricane Irma restoration
01/12/20	United Rentals	4,655.00	Utility vehicles for Hurricane Irma restoration
01/13/20	Sunbelt Rentals	2,792.00	Heavy equipment for Hurricane Irma restoration
01/14/20	The Cat Rental Store	3,732.00	Heavy equipment for Hurricane Irma restoration
01/15/20	Tropic Fleet Services	1,643.00	Fuel for Hurricane Irma rental vehicles
01/16/20	Sunbelt Rentals	2,810.00	Heavy equipment for Hurricane Irma restoration
01/17/20	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Irma restoration
01/17/20	United Rentals	6,722.00	Utility vehicles for Hurricane Irma restoration
01/18/20	Suntrust / Enterprise Rent-A-Car	2,686.00	Rental trucks for Hurricane Irma restoration
01/18/20	Sunbelt Rentals	2,973.00	Heavy equipment for Hurricane Irma restoration
01/20/20	Taylor Hall Miller Parker PA	20,962.00	Financial and programmatic monitoring
01/20/20	TNT Computers	1,596.00	Barracuda Message Archiver Energize Updates
01/23/20	Sunbelt Rentals	4,375.00	Heavy equipment for Hurricane Irma restoration
01/23/20	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Irma restoration
01/23/20	United Rentals	10,362.00	Utility vehicles for Hurricane Irma restoration
01/24/20	Sunbelt Rentals	2,449.00	Heavy equipment for Hurricane Irma restoration
01/24/20	The Cat Rental Store	6,059.00	Heavy equipment for Hurricane Irma restoration
01/25/20	Suntrust / Enterprise Rent-A-Car	2,929.00	Rental trucks for Hurricane Irma restoration
01/26/20	Brandt Ronat and Company	2,250.00	Multimedia outreach support for AeroFlex NIST grant
01/26/20	Suntrust / Enterprise Rent-A-Car	6,871.00	Rental trucks for Hurricane Irma restoration
01/30/20	Sunbelt Rentals	2,038.00	Heavy equipment for Hurricane Irma restoration
01/30/20	The Cat Rental Store	7,191.00	Heavy equipment for Hurricane Irma restoration
01/31/20	The Cat Rental Store	27,754.00	Heavy equipment for Hurricane Irma restoration
01/31/20	United Rentals	3,386.00	Utility vehicles for Hurricane Irma restoration
01/31/20	Wright Express	7,279.00	Fuel for Hurricane Irma rental vehicles
02/01/20	Suntrust / Enterprise Rent-A-Car	2,929.00	Rental trucks for Hurricane Irma restoration
02/04/20	Taylor Hall Miller Parker PA	2,512.00	Financial and programmatic monitoring
02/04/20	United Rentals	5,740.00	Utility vehicles for Hurricane Irma restoration
02/06/20	Sunbelt Rentals	2,212.00	Heavy equipment for Hurricane Irma restoration
02/08/20	Suntrust / Enterprise Rent-A-Car	1,465.00	Rental trucks for Hurricane Irma restoration
02/08/20	Sunbelt Rentals	2,212.00	Heavy equipment for Hurricane Irma restoration
02/08/20	United Rentals	13,377.00	Utility vehicles for Hurricane Irma restoration
02/10/20	Sunbelt Rentals	2,215.00	Heavy equipment for Hurricane Irma restoration
02/11/20	Sunbelt Rentals	1,749.00	Heavy equipment for Hurricane Irma restoration
02/11/20	The Cat Rental Store	2,670.00	Heavy equipment for Hurricane Irma restoration
02/12/20	Tropic Fleet Services	1,561.00	Fuel for Hurricane Irma rental vehicles
02/12/20	United Rentals	5,085.00	Utility vehicles for Hurricane Irma restoration
02/12/20	Vispero	3,825.00	ADA workstation upgrades to Fusion Pro 2020
02/13/20	Sunbelt Rentals	4,452.00	Heavy equipment for Hurricane Irma restoration
02/14/20	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Irma restoration
02/15/20	Sunbelt Rentals	3,073.00	Heavy equipment for Hurricane Irma restoration
02/18/20	American Air & Heat of Brevard	3,150.00	Air conditioner replacement for server room
02/18/20	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Irma restoration
02/19/20	United Rentals	4,662.00	Utility vehicles for Hurricane Irma restoration
02/20/20	Sunbelt Rentals	2,215.00	Heavy equipment for Hurricane Irma restoration
02/21/20	John P Metcalf	2,850.00	Facilitator fee for annual board retreat
02/21/20	Sunbelt Rentals	2,449.00	Heavy equipment for Hurricane Irma restoration
02/21/20	The Cat Rental Store	6,059.00	Heavy equipment for Hurricane Irma restoration
02/21/20	Tropic Fleet Services	1,617.00	Fuel for Hurricane Irma rental vehicles
02/22/20	Suntrust / Enterprise Rent-A-Car	20,018.00	Rental trucks for Hurricane Irma restoration
02/26/20	Sunbelt Rentals	3,032.00	Heavy equipment for Hurricane Irma restoration
02/26/20	Suntrust / Diamondback	2,322.00	Tonneau covers for Hurricane Irma rental vehicles (2)
02/26/20	Suntrust / Enterprise Rent-A-Car	1,679.00	Rental trucks for Hurricane Irma restoration
02/27/20	Sunbelt Rentals	2,038.00	Heavy equipment for Hurricane Irma restoration
02/27/20	The Cat Rental Store	27,754.00	Heavy equipment for Hurricane Irma restoration
02/27/20	United Rentals	3,386.00	Utility vehicles for Hurricane Irma restoration
02/28/20	Sunbelt Rentals	2,449.00	Heavy equipment for Hurricane Irma restoration
02/29/20	Suntrust / Enterprise Rent-A-Car	2,929.00	Rental trucks for Hurricane Irma restoration
02/29/20	United Rentals	5,265.00	Utility vehicles for Hurricane Irma restoration
02/29/20	Wright Express	7,195.00	Fuel for Hurricane Irma rental vehicles
03/02/20	The Cat Rental Store	7,191.00	Heavy equipment for Hurricane Irma restoration
03/03/20	United Rentals	5,740.00	Utility vehicles for Hurricane Irma restoration
03/04/20	Mike Erdman Toyota	2,750.00	Extended maintenance warranty on company van
03/05/20	Brandt Ronat and Company	2,939.00	Multimedia outreach support for AeroFlex NIST grant
03/07/20	Suntrust / Enterprise Rent-A-Car	2,929.00	Rental trucks for Hurricane Irma restoration
03/07/20	United Rentals	13,377.00	Utility vehicles for Hurricane Irma restoration
03/10/20	IM Solutions	34,207.00	Classroom AV replacement in Rockledge Career Center
03/10/20	Sunbelt Rentals	3,805.00	Heavy equipment for Hurricane Irma restoration
03/11/20	The Cat Rental Store	2,235.00	Heavy equipment for Hurricane Irma restoration
03/12/20	Madedonia Community Development Corp	3,090.00	Healthcare recruitment fair
03/12/20	Sunbelt Rentals	1,982.00	Heavy equipment for Hurricane Irma restoration
03/13/20	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Irma restoration
03/13/20	United Rentals	5,603.00	Utility vehicles for Hurricane Irma restoration
03/14/20	Suntrust / Enterprise Rent-A-Car	5,205.00	Rental trucks for Hurricane Irma restoration
03/14/20	Sunbelt Rentals	2,973.00	Heavy equipment for Hurricane Irma restoration
03/16/20	Sunbelt Rentals	2,212.00	Heavy equipment for Hurricane Irma restoration
03/16/20	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Irma restoration
03/17/20	Tropic Fleet Services	1,760.00	Fuel for Hurricane Irma rental vehicles
03/18/20	Sunbelt Rentals	1,630.00	Heavy equipment for Hurricane Irma restoration
03/18/20	United Rentals	4,466.00	Utility vehicles for Hurricane Irma restoration
03/19/20	Merritt Island Air & Heat	1,550.00	Air conditioner repairs at Rockledge Career Center
03/19/20	Sunbelt Rentals	2,215.00	Heavy equipment for Hurricane Irma restoration
03/20/20	Sunbelt Rentals	2,449.00	Heavy equipment for Hurricane Irma restoration
03/20/20	The Cat Rental Store	6,059.00	Heavy equipment for Hurricane Irma restoration
03/21/20	Suntrust / Enterprise Rent-A-Car	2,929.00	Rental trucks for Hurricane Irma restoration
03/22/20	United Rentals	2,223.00	Utility vehicles for Hurricane Irma restoration
03/25/20	Sunbelt Rentals	3,032.00	Heavy equipment for Hurricane Irma restoration
03/26/20	Suntrust / Enterprise Rent-A-Car	3,335.00	Rental trucks for Hurricane Irma restoration
03/26/20	The Cat Rental Store	9,588.00	Heavy equipment for Hurricane Irma restoration
03/26/20	United Rentals	3,636.00	Utility vehicles for Hurricane Irma restoration
03/27/20	The Cat Rental Store	13,311.00	Heavy equipment for Hurricane Irma restoration
03/28/20	United Rentals	5,515.00	Utility vehicles for Hurricane Irma restoration
03/30/20	The Cat Rental Store	7,191.00	Heavy equipment for Hurricane Irma restoration
03/31/20	United Rentals	5,740.00	Utility vehicles for Hurricane Irma restoration
03/31/20	Wright Express	7,893.00	Fuel for Hurricane Irma rental vehicles
TOTAL		597,593.00	