

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
February 9, 2018

MINUTES

Members in Attendance: Daryl Bishop (Chair), Travis Mack (via teleconference), Amar Patel.

Members Absent: William Chivers.

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

Guests: None

Daryl Bishop called the meeting to order at 11:05am

Public Comments: There was no public comment.

Discussion/Information Items:

Audit Report

Staff reviewed the Independent Auditor's Report for PY 2016-2017 completed by Grau and Associates. The Schedule of Findings showed that there were no reportable audit findings or non-compliance and CSB was considered to be low-risk. The auditor's report will be sent to the next meeting of the Board of Directors for approval.

DEO Monitoring Report

Staff reviewed the DEO Monitoring Report for PY 2016-2017 which resulted in no findings or observations.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2017. There was discussion on hurricane funding.

Vendor Payment Report:

The Vendor Payment report from October 1, 2017 through December 31, 2017 was reviewed.

Amar Patel joined the meeting.

Action Items:

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee minutes for October 17, 2017 and October 30, 2017 made by Amar Patel and seconded by Travis Mack. Motion passed unanimously.

Bylaws Modifications

Staff presented the modification to CSB's Bylaws suggested by Rossway Swan law firm. Motion to approve modifications to Bylaws as presented to the next full Board of Directors for approval made by Amar Patel and seconded by Travis Mack. Motion passed unanimously.

Board Recruitment

Nominations from staff and board members were presented to the committee. There are two vacant business seats that need to be filled. The Committee discussed the process for Board member recruitment. Staff were directed to contact candidates in the following order moving from one category to the next until two applicants are interested in membership and request a face to face meeting.

- Category A: Bart Conderman
Randall May
Peter Richards
Phil Krull
Lloyd Gregg
- Category B: Justin Barnhill
Alex Blochtein
Bill Davis
Ken Brace
Lisa Turman
Pamela Reed
Mary Sue Zinsmeiter
Jim Ridenour
Don White
- Category C: Cathleen McCormick
Shannon Landin

Adjournment:

Daryl Bishop adjourned the meeting at 12:04pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

2/15/2018
Date

(signature on file)
Daryl Bishop

2/15/2018
Date