

CareerSource Brevard
Board of Directors Annual Meeting
February 20, 2018

MINUTES

Members in Attendance: Paula Just (Chair), Shawn Beal (via teleconference), Daryl Bishop, William Chivers, Susan Glasgow, Nancy Heller, Robert Jordan, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Wayne Olson, Lynda Weatherman.

Members Absent: Frank Abbate, Desmond Blackburn, Colleen Browne, Dale Coxwell, Debra Greco, Terry Schrumpf, Patricia Stratton.

Staff Present: Jana Bauer, Judy Blanchard, Megan Cochran, Jennifer Lasser, Rick Lepre, Richard Meagher, Stephanie Mosedale, Marci Murphy, Lyn Sevin, Gary Sulski, Jeff Witt.

Career Center Staff Present: Julie Berrio, Cris Garza, Linda Hadley, Caroline Joseph-Paul, Bob Knippel, Thomas LaFlore, Kristine Wolff.

Guests: None

Call to Order: The CareerSource Brevard (CSB) Annual Board Meeting was called to order at 8:30am by Paula Just.

Public Comment: There was no public comment.

Presentations:

Message from the Chair

Paula Just addressed the meeting as follows:

1. She stressed the importance of attending board and committee meetings.
2. She said a Conference Call will be scheduled on March 28 at 9am to vote on the amendments to the Four Year Plan.
3. She reviewed the issues associated with the Tampa & St. Pete CareerSource Organizations and their job placement numbers and said that the Department of Economic Opportunity was conducting an investigation. CareerSource Florida with approval from the Governor has also assembled a team to review current policy. She said that during CSB's audit two weeks ago the independent auditors were asked to review CSB's job placement procedure and no problems were found. She requested board members to contact Marci if they are asked for comment on this topic before responding.

Lynda weatherman joined the meeting at 8:41am.

Action Items:

Bylaws

The Governance/Finance Committee presented Bylaws modifications to the Board of Directors on November 14, 2017. No issues were addressed, however, the board tabled approval of the Bylaws pending legal review. After legal review the Governance/Finance Committee reviewed the additional modifications on February 9, 2018 and recommended the Board of Directors approve the changes to CSB's Bylaws. Motion to approve CSB Bylaws modifications recommended by the Governance/Finance Committee made by Susie Glasgow and seconded by Robert Jordan. Motion passed unanimously. The Bylaws will be sent to the Brevard Board of County Commissioners for ratification.

Program Year 2016-2017 Audit

Staff gave a presentation on the status of the audit. It was noted CSB had received a clean audit with no findings and are considered a low risk. Motion to accept the Independent Auditor's Report on the financial statements for the program year ending June 30, 2017 was made by Robert Jordan, seconded by Daryl Bishop and passed unanimously.

Contract with Board Member

CSB Board Member Colleen Browne identified the need to abstain from discussion and voting prior to the meeting. Discussion followed. Motion to recommend Department of Economic Opportunity approve Training Agent Agreement with Keiser University in an amount not to exceed \$70,000 annually through 6/30/2019 made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously. Colleen Browne was not in attendance.

Consent Action Items:

Paula Just opened the floor for discussion and approval on the Board of Director meeting minutes. Motion to approve the Board of Director meeting minutes for November 14, 2017 made by Robert Jordan and seconded by Susie Glasgow. Motion passed unanimously.

Committee Chair Reports:

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on January 25, 2018.

Mike Menyhart gave a report on the Career Center Committee meeting held on December 14, 2017.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on February 9, 2018. He said that the committee needed an additional member and Wayne Olson volunteered to join the GFC.

Information Items:

Information items included a relocation analysis, contractor performance, growing the resources of the board, financial reports and committee meeting minutes. There was discussion on the relocation analysis and subletting the extra space which will be researched further.

There being no further business, the meeting was adjourned at 9:25am.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

2/26/2018

Date

(signature on file)

Paula Just

2/23/2018

Date