

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
April 30, 2018

**MINUTES**

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

**Members Absent:** Travis Mack.

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

**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 minutes for February 9, 2018 made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Proposed Budget for Program Year 2018-2019

The PY 2018-2019 budget was handed out and reviewed. Discussion followed. Motion recommend approval of the proposed budget of \$9,739,700 with the addition of optional budget items of \$242,500 and to grant CSB's President the authority to add any currently unfunded options, or to increase the level of current items to the budget as additional funds become available throughout the program year to the next full Board of Directors made by William Chivers. Motion seconded by Amar Patel and passed unanimously.

Nomination of Officers

The following Officers had previously expressed their interest in continuing their appointment for a second term as follows:

Chair – Paula Just, Chief Human Resources Officer, Health First  
Vice Chair – Patricia Stratton, VP & IMCS Program Manager, Abacus Technology Corp.  
Treasurer – Travis Mack, Saalex Solutions, Inc.  
Past Chair – Robert Jordan, Genesis VII, Inc.

Motion to recommend approval of the slate of officers for Program Year 2018-2019 for inclusion on the agenda of the next full Board of Directors made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Re-Appointment of Board Members

The following members have previously expressed interest in continuing their Board membership for reappointment effective July 1, 2018 for a term of three years: Desmond Blackburn, Travis Mack, Mike Menyhart, and Wayne Olson. Debra Greco had indicated that she would be unable to continue as a board member. Motion to recommend reappointment of these

members to the full Board of Directors for ratification action by the Brevard County Commission made by William Chivers. Motion seconded by Amar Patel and passed unanimously.

**Board Member Nominations**

Marci Murphy handed out a brief recommending Lloyd Gregg and Joe Angelastro to fill two vacant business seats. She said that CSB is also in the process of recruiting two labor seats left vacant by Kevin Smith and Debra Greco through the AFL/CIO.

Motion to approve the nomination of Lloyd Gregg and Joe Angelastro to fill the vacant business seats to the next meeting of the full Board of Directors made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

**Discussion/Information Items:**

**Sunshine Law Training**

CSB's board members are subject to Florida's Sunshine Law and, as such, it is important that members understand the requirements of the law and some of the nuances which can cause problems. The Governance/Finance Committee is responsible for choosing topics for board member training and this topic was chosen for Program Year 17-18. Staff have arranged for Shannon Wilson, Deputy County Attorney with the Brevard County Board of County Commission Attorney's Office to provide an overview and answer questions on Tuesday, June 12, 2018 at 9:00am in the CSB Board Room. All board members are invited to attend this one hour training session.

**Financial Reports**

Staff reviewed the financial activity for the fiscal period ending on March 31, 2018. There was discussion on reducing the gap between jobs advertised and job placements, grant carryover funds, and liability insurance for heavy vehicle operators. It was requested that staff consult with an attorney regarding CSB's liability for leasing heavy duty vehicles to be operated by contractor staff and report the outcome at the next meeting of the Board of Directors.

**Vendor Payment Report:**

The Vendor Payment report from January 1, 2018 through March 31, 2018 was reviewed.

**Adjournment:**

Daryl Bishop adjourned the meeting at 352pm.

Submitted by,

Reviewed by,

(Signature on file)

Lyn Sevin

5/3/2018

Date

(Signature on file)

Daryl Bishop

5/3/2018

Date