



**Governance/Finance Committee Meeting**  
**Monday, October 30, 2017 – 3:00pm**  
**CSB Boardroom**  
*(Teleconference 321-394-0707)*

Attendees: Daryl Bishop (Chair), Travis Mack, Amar Patel

**Agenda**

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

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<b>Call to Order</b>	<i>Daryl Bishop</i>
<b>Introductions</b>	
<b>Public Comment:</b>	
<b>Action Items:</b>	
Approval of governance Finance Committee minutes for 10/17/17	1 - 2
<b>Discussion/Information Items:</b>	
Bylaws Review and Approval	<i>Marci Murphy</i>
<b>Adjourn</b>	

*Meeting information is always available @ [careersourcebrevard.com](http://careersourcebrevard.com)*

*For questions please call 321-394-0507 TTY: 711-321-394-0507*

**Upcoming Meetings:**

*All meetings are in the CSB Boardroom unless otherwise noted*

**October 2017**

26<sup>th</sup> Industry Workforce Committee-8:30am  
30<sup>th</sup> Executive Committee-4pm

**November 2017**

14<sup>th</sup> Board of Directors-8am

**December 2017**

14<sup>th</sup> Career Center Committee-8:30am

**January 2018**

25<sup>th</sup> Industry Workforce Committee-8:30am  
29<sup>th</sup> Executive Committee-4pm

**February 2018**

13<sup>th</sup> Board of Directors Annual Retreat-8am-Rockledge Career Center

**March 2018**

8<sup>th</sup> Career Center Committee-8:30am

**April 2018**

26<sup>th</sup> Industry Workforce Committee-8:30am  
30<sup>th</sup> Executive Committee-4pm

**May 2018**

15<sup>th</sup> Board of Directors-8am

**June 2018**

14<sup>th</sup> Career Center Committee-8:30am

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
October 17, 2017

**MINUTES**

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

**Members Absent:** None.

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

**Guests:** None

Daryl Bishop called the meeting to order at 2:32pm.

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

**Discussion/Information Items:**

Board Training

Staff explained that one of the duties of the Governance/Finance Committee (GFC) will be assisting with on-going board member training. The following training was recommended:

- Florida Sunshine Laws
- Video training on the financial interest requirements

The Committee also recommended that the following be a part of the new board member orientation:

- Acronyms
- Funding streams
- Role of board members
- Direction of the board
- Advocacy

A review of the current board member orientation will be a future agenda item on the GFC.

Board Member Recruitment

Another duty of the new GFC will be recruiting new board members. Staff reviewed the proposed process and members suggested removing the Executive Committee review and bringing the candidates directly to the Board of Directors for approval. It was requested that an email be sent to all board members asking for potential candidates and explaining membership parameters. Recommendations from members should be validated by staff and then brought to the GFC who will choose candidates for Board approval.

Finance Review Process

One of the new requirements of the GFC will be to review various CSB financial reports to maintain fiscal oversight. If there are any financial issues that need to be discussed/resolved, the Treasurer and/or Chair of the GFC will bring these to the Executive Committee and full Board as necessary. After some discussion, it was decided that the GFC would have approval

authority only for the Annual Budget which would then go before the Board for final approval and then to the County Commission for ratification. The Annual Audit Report will be reviewed by the GFC and approved by the full Board of Directors. The Quarterly Financial Reports, Quarterly Fiscal Dashboard Indicators Report, and the Quarterly Fee for Service Activities will be reviewed by the GFC and the Board of Directors. The Annual Tax Return, Periodic Monitoring Reports and Quarterly Vendor Payment Reports will be reviewed by the GFC only.

**Bylaws**

Staff presented a working document showing side-by-side comparisons of bylaws from various sources. The committee reviewed part of the document and agreed to table to rest until the next meeting of the Committee. It was agreed that the final document will be approved by the GFC, reviewed by CSB's lawyer, and final approval at the Board of Directors meeting with ratification by the County Commission. The next meeting will be held on Monday October 30, 2017 at 3pm.

**Adjournment:**

Daryl Bishop adjourned the meeting at 4:08pm.

Submitted by,

Reviewed by,

(signature on file)

10/19/2017

Lyn Sevin

Date

(signature on file)

10/19/2017

Daryl Bishop

Date