

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



May 2, 2017

Action Brief

Nomination of Officers

Committee Request

Review and approve, modify or deny Officer Nominations for CareerSource Brevard (CSB) Board for the next full Board of Directors meeting.

Background

According to the CSB bylaws, Article VII, para. C, "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 Governance/Finance Committee. All officers of the Board shall be elected for a period of one year, and may not be nominated and serve in the same office for more than two 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".

Nominees:

The following Officers have 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.

Action

Approve the slate of officers for Program Year 2018-2019 (beginning July 1, 2018) for inclusion on the agenda of the next full Board of Directors meeting.



April 30, 2018

Action Brief

Re-Appointment of Board Members

Committee Request

Review and approve re-appointments for the next full Board of Directors meeting.

Background

According to the CareerSource Brevard (CSB) bylaws, Article IV, para. E, "Directors of the Board shall serve three (3) year terms. Prior to expiration of their term, the Governance/Finance 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".

The following Board members have expressed their interest in continuing their Board membership for reappointment effective July 1, 2018:

Desmond Blackburn – Superintendent, Brevard Public Schools

Debra Greco – Business Manager, IUPAT District Council 78

Travis Mack – President/CEO, Saalex Solutions, Inc.

Mike Menyhart – President of Operations, Migrandy Corporation

Wayne Olson – Area 3 Director, Vocational Rehabilitation

Action

Approve or deny the board members for reappointment to the CSB Board of Directors and placed on the next full Board of Directors Consent Agenda. Action by the full Board of Directors will result in requesting ratification action by the Brevard County Commission for the reappointments.

Information Brief

Sunshine Law Training for Board Members

Background

Pursuant to Florida Statute 445.007 regarding Local Workforce Development Boards (LWDB), such boards are subject to Chapter 119, Chapter 286 and Article 1, Section 24 of the State Constitution. Chapter 119 deals with public records. Florida's Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. The Sunshine Law generally applies to any gathering, whether formal or casual, of two or more members of the same board or commission meeting to discuss some matter on which foreseeable action will be taken. The Sunshine Law centers on the following laws:

- [Article I, Section 24 of the Florida Constitution](#), provides: "All meetings of any collegial body of the executive branch of state government or of any ... county, municipality, school district, or special district, at which official acts are to be taken or at which public business ... is to be transacted or discussed, shall be open and noticed to the public ..."
- [Chapter 286, Florida Statutes](#), titled Public Business: Miscellaneous Provisions, provides: "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings."

CareeSource Brevard (CSB) board members are subject to the Sunshine Law. As such it is important that members understand the requirements of the law and some of the nuances for which can cause problems. The Governance/Finance Committee is responsible for choosing topics for Board Member training and this was the topic they chose for PY17-18. In order to ensure that board members have the information they need, all members are invited to a one hour training session to learn about the law and to ask questions.

Staff has 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
CareerSource Brevard Board Room
9:00-10:00 AM

It is highly recommended, that every board member that doesn't operate under Sunshine Law, or isn't a board member on another board that operates under Sunshine Law, attend this training. Additional information will be sent out closer to the meeting, but please mark your calendars now.



April 30, 2018

Information Brief

Financial Reports

Background

The three financial 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, 2017 and ending on March 31, 2018.

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

- Displays final expenditures for the prior year, the current approved budget figures, and a comparison of year-to-date budget figures and actual year-to-date expenditures. The percentage of each line-item budget that has been expended to date is displayed in the final column of the report.
- The report is summarized into seven major categories: (1) management services; (2) infrastructure services; (3) technology services; (4) business services; (5) special grants and incentives; (6) fee for service activities; (7) contracted service providers; and (8) direct customer costs.
- Funding that is retained by the Department of Economic Opportunity (DEO) to pay personnel costs of State employees working in our one-stop system is added to the CSB annual budget to arrive at the total workforce budget for Brevard.
- Scholarship Unit customer Individual Training Account (ITA) activity is analyzed at the bottom of the report, including current budgets, obligations, expenses, and the % of each budget item that is obligated.

CSB FISCAL DASHBOARD INDICATORS (CHART 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

FEE FOR SERVICE ACTIVITIES (CHART 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.



FY 2017-18 FINANCIAL REPORT

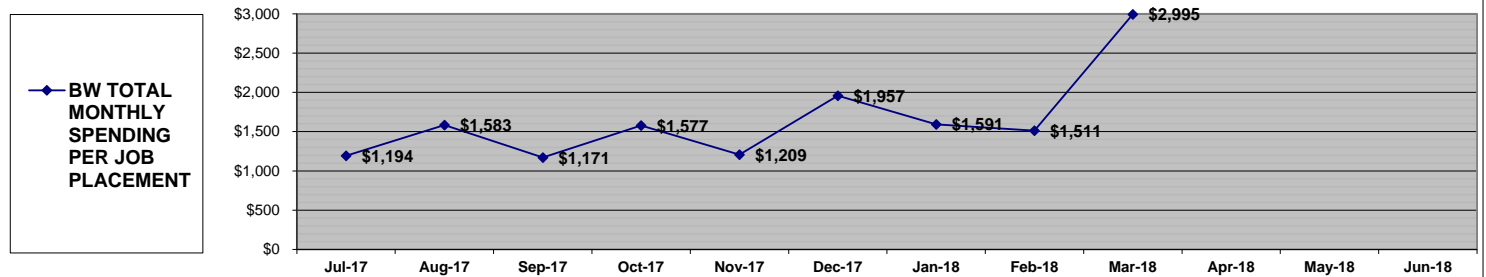
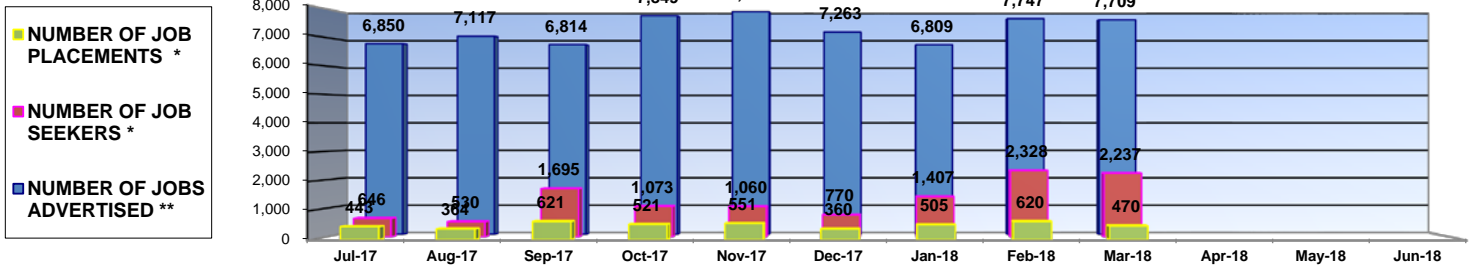
July 1, 2017 through March 31, 2018

Current Funding Level	10,827,600
Current Annual Budget	10,827,600
Unobligated Funds	0

	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Y-T-D Budget	FY 2018 Y-T-D Expense	Percent of Budget Expended
MANAGEMENT SERVICES <i>(Board Operations, Staff, Outreach, Financial Services)</i>					
Salaries & Benefits	1,135,289	999,300	749,500	729,463	73.0%
Operating Expenses	211,451	313,900	235,400	106,655	34.0%
Total Management Services	1,346,740	1,313,200	984,900	836,118	63.7%
INFRASTRUCTURE SERVICES <i>(Rent, Phone, Utilities, Maintenance, Supplies)</i>					
Brevard Workforce Facilities	744,484	869,300	652,000	577,694	66.5%
Operating Expenses	32,662	53,900	40,400	23,535	43.7%
Total Infrastructure	777,146	923,200	692,400	601,229	65.1%
TECHNOLOGY SERVICES <i>(IT Staff, Telecom Services, Computer Hardware and Software)</i>					
Salaries & Benefits	222,410	216,000	162,000	162,764	75.4%
Operating Expenses	259,313	291,300	218,500	145,347	49.9%
Total Technology Services	481,723	507,300	380,500	308,111	60.7%
BUSINESS SERVICES <i>(Employer Outreach and Business Support Staff)</i>					
Salaries & Benefits	690,694	620,300	465,200	524,971	84.6%
Operating Expenses	12,790	23,400	17,600	6,785	29.0%
Total Business Services	703,484	643,700	482,800	531,756	82.6%
GRANTS & INCENTIVES	305,987	902,500	676,900	351,991	39.0%
FEE FOR SERVICE ACTIVITIES	151,156	200,000	150,000	78,367	39.2%
TOTAL OPERATING BUDGET	3,766,236	4,489,900	3,367,500	2,707,572	60.3%
CONTRACTED SERVICES					
General Contractor (C2 GPS)	2,761,437	2,880,200	2,160,200	1,970,914	68.4%
AARP BTW Services (C2 GPS)	57,573	89,400	67,100	52,928	59.2%
NEG AIM Services (C2 GPS)	15,038	8,300	6,200	5,912	71.2%
NEG Matthew Services (C2 GPS)	62,367	106,400	79,800	60,761	57.1%
NEG Irma Services (C2 GPS)	0	95,500	71,600	60,750	63.6%
Nursing Services (C2 GPS)	0	22,300	16,700	4,332	19.4%
Soft Skills Services (C2 GPS)	0	21,300	16,000	6,040	28.4%
America's Promise (CSCF)	0	163,700	122,800	85,377	52.2%
Total Contracted Services	2,896,415	3,387,100	2,540,400	2,247,014	66.3%
CUSTOMER SERVICES					
Formula Funds - Training Activities *	829,249	950,000	712,500	581,861	61.2%
Formula Funds - Support Services *	36,891	50,000	37,500	46,868	93.7%
Other Grants - Training Activities	1,083,798	1,850,600	1,388,000	1,547,447	83.6%
Other Grants - Support Services	90,830	100,000	75,000	41,634	41.6%
Total Customer Services	2,040,768	2,950,600	2,213,000	2,217,810	75.2%
TOTAL PROGRAM BUDGET	4,937,183	6,337,700	4,753,400	4,464,824	70.4%
TOTAL ANNUAL BUDGET	8,703,419	10,827,600	8,120,900	7,172,396	66.2%
STATE-LEVEL FUNDING	733,153	781,900	586,400	609,656	78.0%
TOTAL WORKFORCE BUDGET	9,436,572	11,609,500	8,707,300	7,782,052	67.0%

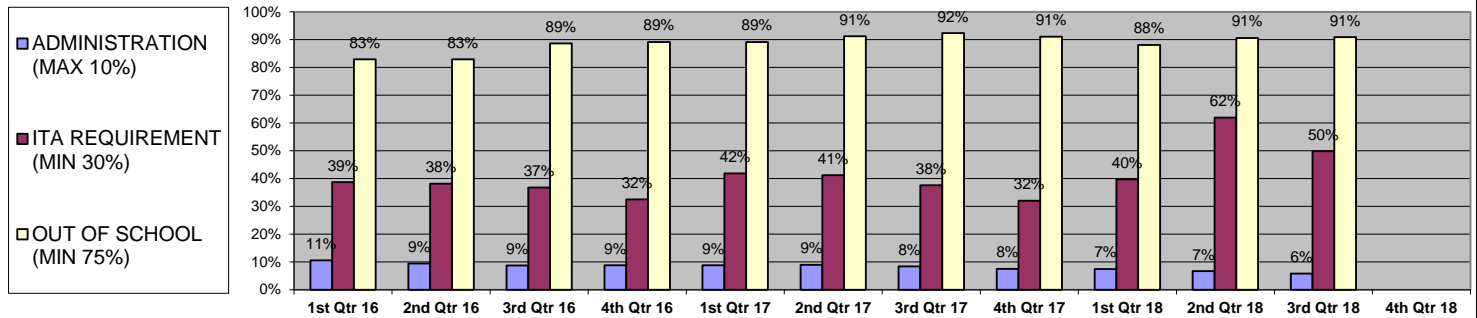
*CUSTOMER ACTIVITY	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Current Obligations	FY 2018 Y-T-D Expense	% of ITA Funds Obligated
Job Seeker ITAs	267,021	285,000	401,922	227,803	141.0%
Employer OJT/AWE/EWT	562,228	665,000	435,889	354,058	65.5%
Incentives & Materials	36,891	50,000	57,325	46,868	114.7%
Total Customer ITA Activity	866,140	1,000,000	895,136	628,729	89.5%

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 16	2nd Qtr 16	3rd Qtr 16	4th Qtr 16	1st Qtr 17	2nd Qtr 17	3rd Qtr 17	4th Qtr 17	1st Qtr 18	2nd Qtr 18	3rd Qtr 18	4th Qtr 18
PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	180,634	359,136	498,050	723,120	158,006	316,211	456,985	658,119	137,070	269,784	421,291	
PROGRAM ACTIVITIES	1,523,708	3,437,476	5,219,242	7,495,996	1,631,825	3,195,398	4,992,059	8,045,300	1,695,133	3,754,384	6,751,105	
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	182,121	380,119	569,491	752,304	167,278	383,623	546,442	762,055	183,637	405,170	558,597	
OTHER PROGRAM COSTS	288,115	616,606	977,589	1,563,640	231,838	546,304	907,802	1,616,328	279,361	248,451	561,054	
YOUTH SPENDING:												
IN-SCHOOL	41,850	91,698	100,942	112,030	30,644	50,167	65,864	85,514	37,032	59,962	79,855	
OUT-OF-SCHOOL (MIN 75%)	203,480	445,840	786,749	920,246	251,721	522,113	790,366	867,358	274,370	576,159	798,546	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2017 - 3/31/2018)

Unrestricted Balances: Cash on Hand \$246,827 Certificates of Deposit \$71,560 Total \$318,387

	Healthcare Ambassador Program		Juniors to Jobs Program		Ticket to Work Program		Tobacco Free Florida Program		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 41,599	100.0	\$ -	-	\$ -	0.0	\$ 8,700	100.0	\$ 100,000	100.0	\$ 150,299	74.8
Sponsorship Revenue	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	-	50,668	100.0	-	0.0	-	0.0	50,668	25.2
Website Licenses	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	-	-	0.0	-	0.0	40	0.0	40	0.0
Revenue from DWI	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Total Revenue	\$ 41,599	100.0	\$ -	-	\$ 50,668	100.0	\$ 8,700	100.0	\$ 100,040	100.0	\$ 201,007	100.0
Expenses												
Personnel	\$ 53,456	128.5	\$ -	-	\$ -	0.0	\$ 910	10.5	\$ 13,244	13.2	\$ 67,610	33.6
Travel / Training	922	2.2	-	-	-	0.0	-	0.0	2,975	3.0	3,897	1.9
Outreach	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Software	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	1,056	2.5	-	-	-	0.0	-	0.0	1,797	1.8	2,853	1.4
Equipment	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	30	0.1	-	-	-	0.0	44	0.5	18,187	18.2	18,261	9.1
Customer Wages	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Customer Support	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Indirect Costs	9,983	24.0	-	-	-	0.0	172	2.0	26,964	27.0	37,119	18.5
Total Expenses	\$ 65,447	157.3	\$ -	-	\$ -	0.0	\$ 1,126	12.9	\$ 63,167	63.1	\$ 129,740	64.5
Net Profit (Loss)	\$ (23,848)	-57.3	\$ -	-	\$ 50,668	100.0	\$ 7,574	87.1	\$ 36,873	36.9	\$ 71,267	35.5

VENDOR PAYMENTS REPORTED FROM 1/1/18 - 3/31/18 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
01/02/18	The Cat Rental Store	24,464.00	Heavy equipment for Hurricane Matthew cleanup
01/09/18	Economic Development Commission	2,500.00	EDC Investor Update Meeting sponsorship
01/10/18	Talevation LLC	3,182.00	Prove-IT! Assessment software annual renewal
01/19/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
01/23/18	United Rentals	3,032.00	Utility vehicles for Hurricane Matthew cleanup
01/26/18	Suntrust / Enterprise Rent-A-Car	22,634.00	Rental trucks for Hurricane Matthew cleanup
01/26/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
01/30/18	University of Central Florida	2,500.00	FHTCC Talent Forum Sponsorship
01/31/18	Wright Express	4,168.00	Fuel for Hurricane Matthew & Irma rental vehicles
02/07/18	Macedonia Community Development Corp	3,000.00	Consulting for nursing career training grant
02/12/18	Taylor Hall Miller Parker PA	20,065.00	Financial and programmatic monitoring
02/14/18	United Rentals	2,413.00	Utility vehicles for Hurricane Irma cleanup
02/16/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
02/23/18	The Cat Rental Store	17,508.00	Heavy equipment for Hurricane Matthew cleanup
02/26/18	Suntrust / Enterprise Rent-A-Car	22,424.00	Rental trucks for Hurricane Matthew/Irma cleanup
02/26/18	Suntrust / Watkins Oil Company	4,715.00	Fuel for Hurricane Matthew heavy equipment
02/26/18	Suntrust / National Assoc of Workforce Bd	4,200.00	Registration Fees for NAWB Forum (4)
02/28/18	Wright Express	4,209.00	Fuel for Hurricane Matthew & Irma rental vehicles
03/01/18	Taylor Hall Miller Parker PA	3,450.00	Financial and programmatic monitoring
03/16/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
03/23/18	Dell Marketing LP	32,126.00	Dell Latitude 5590 replacement laptops for staff (23)
03/23/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
03/26/18	Suntrust / Enterprise Rent-A-Car	25,116.00	Rental trucks for Hurricane Matthew/Irma cleanup
03/26/18	Suntrust / Watkins Oil Company	5,952.00	Fuel for Hurricane Matthew heavy equipment
03/31/18	Wright Express	4,658.00	Fuel for Hurricane Matthew & Irma rental vehicles
TOTAL		265,300.00	