

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
August 6, 2018

MINUTES

Members in Attendance: Daryl Bishop (Chair), William Chivers (via teleconference), Amar Patel.

Members Absent: Travis Mack, Wayne Olson.

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

Guests: None

Daryl Bishop called the meeting to order at 3:07pm

Public Comments: There was no public comment.

Action Items:

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for April 30, 2018 made by William Chivers and seconded by Amar Patel. Motion passed unanimously.

Board Member Training

It is the responsibility of the GFC to select on-going board member training and staff offered two topics for possible training. There was brief discussion on the desired outcome of board training. Motion to approve "A Day in the life of a Jobseeker" as the next topic for board member training made by Amar Patel and seconded by William Chivers. Motion passed unanimously.

Board Member Nomination

Marci Murphy recommended Dr. Mark Mullins, Superintendent of Brevard Public Schools, to fill the vacant mandatory education seat. Motion to recommend approval of the nomination of Mark Mullins to the next meeting of the full Board of Directors, and then ratified by the Brevard Board of County Commissioners was made by Amar Patel and seconded by William Chivers. Motion passed unanimously.

Ms. Murphy asked if the nomination should go to the Executive Committee or be sent directly to the Board of Directors for approval. It was agreed that as the GFC is charged with the responsibilities of board recruitment the nomination can go directly to the Board for approval.

Discussion/Information Items:

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on June 30, 2018.

Vendor Payment Report:

The Vendor Payment report from April 1, 2018 through June 30, 2018 was reviewed.

Budget Update

Staff handed out Budget Update for Program Year 2018-2019. There was brief discussion on the additional funding received.

Annual 990 Tax return

Staff handed out Form 990 Income Tax Return prepared by Grau and Associates for PY 2016-2017. It was determined that future tax returns should go before the Executive Committee so that the Board Chair can review and sign.

Adjournment:

Daryl Bishop adjourned the meeting at 3:32pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/8/2018
Date

(signature on file)
Daryl Bishop

8/8/2018
Date