

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
November 5, 2018

**MINUTES**

**Members in Attendance:** Paula Just (Chair) (via teleconference), Daryl Bishop (via teleconference), Susie Glasgow (via teleconference), Mike Menyhart (via teleconference), Travis Mack (via teleconference), Patty Stratton (via teleconference).

**Members Absent:** Robert Jordan.

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

**Guests:** None

Paula Just called the meeting to order at 4:02pm.

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

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for August 9, 2018 made by Daryl Bishop and seconded by Mike Menyhart. Motion passed unanimously.

**Discussion/Information Items:**

Rebuild Florida

Staff gave an overview of the Rebuilding Florida partnership and the funding received by CareerSource Brevard to support local operations of the program. The impact to the Rockledge Career Center was also reviewed. There was discussion on how the funds would be utilized.

Patty Stratton joined the meeting at 4:07pm

THMP Card Processing Report

Staff presented recommendations resulting from a Taylor, Hall, Miller & Parker (THMP) audit following inconsistencies in handling of customer support cards. The recommendations included reimbursement from C2 for the missing support cards and modifying the Customer Support Card process to ensure adequate internal controls and proper accountability. Staff reviewed process changes CSB will put into place to prevent future mishandling of support cards.

Susie Glasgow joined the meeting at 4:19pm.

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board.

Paula Just left the meeting at 4:23pm.

President Update

Ms. Murphy gave updates on the FBI investigation into the Tampa/St. Petersburg Local Workforce Boards, the two vacant Board seats which CSB is in the process of recruiting from community based organizations, the Workforce Summit held in Orlando, and C2's annual meeting held in Texas.

**Adjournment:**

The meeting adjourned at 4:35pm.

Submitted by,

Reviewed by,

(signature on file)      11/9/2018  
Lyn Sevin                      Date

(signature on file)      11/9/2018  
Paula Just                      Date