

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
November 8, 2018

**MINUTES**

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

**Members Absent:** Travis Mack.

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

**Guests:** None

Daryl Bishop called the meeting to order at 9:03am

**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 August 6, 2018 made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Board Member Nomination

Staff asked to defer discussion on this action item until a quorum is met.

**Discussion/Information Items:**

THMP Card Processing Report

Staff presented recommendations resulting from a Taylor, Hall, Miller & Parker (THMP) audit following inconsistencies in staff handling of customer support cards. The recommendations included C2 reimbursing CSB for the missing support cards and modifying the Customer Support Card process to ensure adequate internal controls and proper accountability which will be implemented.

William Chivers joined the meeting via teleconference at 9:10am.

Board Member Nomination

Daryl Bishop and William Chivers recommended Amar Patel to replace Kevin Smith. As Executive Director of the Brevard Achievement Mr. Patel will bring input and insight to the employment needs of individuals with barriers to employment. Mr. Patel had previously indicated to the CSB President that he would be interested in filling the vacant seat. Motion to recommend approval of the nomination of Amar Patel to the next meeting of the full Board of Directors, and then ratified by the Brevard Board of County Commissioners was made by William Chivers and seconded by Wayne Olson, with Amar Patel abstaining. Motion passed unanimously.

Staff presented options for candidates to fill the seat vacated by Debra Greco. After discussion it was requested that Ms. Murphy meet with Lynn Brockwell-Carey to discuss her interest in

board membership and if she declines, Ms. Murphy will follow through with the other possible recommendations presented in the brief.

**Discussion/Information Items:**

Audit and Monitoring Activity

Staff gave a synopsis of the Independent Auditor's Report for the first quarter of PY 2018-2019 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 final auditor's report will be presented for approval at the next meeting of the Board of Directors. Staff also gave a synopsis for the DEO Financial Compliance Report. No findings or issues of non-compliance were identified. There was one observation relating to missing contract clauses in the auditor's engagement letter which will be corrected next time a letter is submitted. Members asked to review the audit prior to the board meeting. Staff agreed to email copies of the draft audit report, DEO Financial Compliance Report and the THMP Card Processing Report to the committee members prior to the board meeting.

Financial Reports

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

Vendor Payment Report:

The Vendor Payment report from July 1, 2018 through September 30, 2018 was reviewed.

**Adjournment:**

Daryl Bishop adjourned the meeting at 9:38am.

Submitted by,

Reviewed by,

(signature on file)      11/15/2018  
Lyn Sevin                      Date

(signature on file)      11/15/2018  
Daryl Bishop                      Date