

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
May 6, 2019

MINUTES

Members in Attendance: Daryl Bishop (Chair), William Chivers (via teleconference), Wayne Olson, 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 3:00pm

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 February 4, 2019 made by Wayne Olson and seconded by Travis Mack. Motion passed unanimously.

Board Member Nominations

The Committee reviewed applications from Lynn Brockwell-Carey, Executive Director of Neighbor Up Brevard to fill the vacant seat for community-based organizations representing youth, and Art Hoelke, VP/GM/FSO of Knight's Armament Company to fill the seat vacated by Dale Coxwell representing business and joint labor management apprenticeships. Motion to approve the nominations to the next meeting of the full Board of Directors made by Wayne Olson and seconded by William Chivers. Motion passed unanimously.

Board Member Reappointments

According to the CSB bylaws Directors of the Board serve one, three year term and prior to the end of their term, the Governance/Finance Committee reviews each member to determine which Board members should be asked to serve additional terms. The following have agreed to serve another term, subject to Board approval:

Shawn Beal – Business Manager, IBEW 208

Jennifer Kenny – Organizer, IBEW 606

Traci Klinkbeil – Community Administrator, DCF

Patricia Stratton – VP & IMCS Program Manager, Abacus Technology Corp.

Terry Schrupf – President/CEO, Florida Sports & Spinal Rehab

Susan Glasgow – President/CEO, Kegman Inc.

Frank Abbate – County Manager, Brevard County Management

Nancy Heller – Project Director, SCSEP

Wayne Olson made a motion to recommend reappointment of these members to the full Board of Directors for ratification action by the Brevard County Commission. Travis Mack seconded the motion and Motion passed unanimously.

Nomination of Officers

All officer terms are up this year and the Committee reviewed the following nominations:

Chair – Susie Glasgow, President/CEO, Kegman Inc.

Vice Chair – Daryl Bishop, VP Commercial Banker, Seacoast National Bank

Treasurer – Lloyd Gregg, VP/GM, ASRC Federal

Motion to approve the nomination of Susie Glasgow for Chair, Daryl Bishop for Vice Chair and Lloyd Gregg for Treasurer for Program Year 2019-2020 to the next meeting of the full Board of Directors made by Wayne Olson and seconded by Travis Mack. Motion passed unanimously with Daryl Bishop abstaining.

It was noted that Mike Menyhart will Chair the Industry Workforce Committee and Nancy Heller will Chair the Career Center Committee.

Program Year 2019-2020 Budget

Staff handed out proposed budget for PY2019-2020 and said that preliminary funding figures released from the U.S. Department of Labor and the Florida Department of Economic Opportunity (DEO) indicated only minimal reductions from current year funding levels. The CSB operating budget has been reduced by 3%, there will be a 5% increase in funding for career center operations, and funds for customer training and support will remain at the same initial level as the current year to ensure CareerSource Florida's Individual Training Account (ITA) spending requirements are met. Three current National Emergency Grants (Hurricanes Matthew, Irma and Maria) will be ending in 2019-2020, so the initial pool of special grant funds is 30% of current program year funding. However, four new competitive grants have been secured to supplement the budget. Staff said that the reduction in funding would have a minimal affect on CSB's programs.

Motion to recommend approval of the PY 2019-2020 budget of \$10,117,300 based on preliminary funding estimates to the full Board of Directors for approval made by Travis Mack. Motion seconded by William Chivers and Motion passed unanimously.

Discussion/Information Items:

Procurement Policy Changes

On January 31, 2019 the U.S. Department of Labor released a memorandum authorizing grantees to increase their threshold for micro-purchases from \$3,500 to \$10,000 for procurement actions initiated on or after October 1, 2018. CSB's procurement policy was updated accordingly and presented for review.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2019.

Amar Patel joined the meeting at 3:20pm

Vendor Payment Report:

Staff handed out the Vendor Payment report from January 1, 2019 through March 31, 2019.

Adjournment:

Daryl Bishop adjourned the meeting at 3:22pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

5/8/2019
Date

(signature on file)
Daryl Bishop

5/8/2019
Date