

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
November 4, 2019

**MINUTES**

**Members in Attendance:** Amar Patel (Chair) (via teleconference), William Chivers, Lloyd Gregg, Wayne Olson

**Members Absent:** Daryl Bishop.

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

**Guests:** None

Amar Patel 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 August 8, 2019 made by William Chivers and seconded by Lloyd Gregg. Motion passed unanimously.

**Discussion/Information Items:**

Audit and Monitoring Activity

Staff presented Audit & Monitoring Activity Report for first quarter of program year 2019-2020.

Policies

Staff reviewed the changes to Cell Phone and Travel Policies as outlined in the agenda brief. There was brief discussion on both policies.

New Budget Format

Staff presented a revised quarterly financial report which is consistent with the one to be used in the upcoming Board Orientation training. The improved format displays budgeted revenue, budgeted expenditures, and actual expenditures to date for each of CSB's major funding streams, as recommended by the external monitors. It also provides a comparison of actual indirect costs with those recovered from the federally negotiated indirect cost rate, and shows a current funding surplus or deficit. There was brief discussion on the new format.

Melbourne Chamber of Commerce

Ms. Murphy said that she needs a board member to represent CSB as an ex officio member on the Melbourne Chamber of Commerce Board of Directors. Daryl Bishop plans to resign this seat in January 2020. The Chamber meets one morning per month and staff will provide workforce updates to share at the meetings. The seat will also be offered to the Executive Committee and then to the full Board of Directors.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on September 30, 2019. There was discussion on indirect costs.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2019 through September 30, 2019.

Other Business

Ms. Murphy said that Joe Angelastro has resigned from the Board leaving a vacant business seat. She requested help filling the seat and will present more information at the next meeting. Discussion followed with a few suggestions being presented.

**Adjournment:**

Amar Patel adjourned the meeting at 3:41pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

11/13/2019

Date

(signature on file)

Amar Patel

11/13/2019

Date