

CareerSource Brevard
Board of Directors Orientation
January 15, 2020

MINUTES

Members in Attendance: Daryl Bishop, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Lloyd Gregg, Nancy Heller, Art Hoelke, Jennifer Kenny, Traci Klinkbeil, Lynda Weatherman.

Staff Present: Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

Call to Order: The CareerSource Brevard (CSB) Board Orientation was called to order at 11:45am by Marci Murphy.

Public Comment: Art Hoelke asked if there was any protected copyright information included in the handouts. Marci Murphy said that everything falls under the Sunshine Law and is open to the public.

Presentation:

Chapter One: Introduction

- Welcome—your impact
 - Setting strategic direction
 - Advocate for business and job seekers
 - Solutions to meet local workforce needs
 - Transparency & Ethics
- Structure of Workforce Development System
 - Purpose of system/What it does
 - Regulatory Environment
 - Structure
 - CSF
 - DEO
 - Local Boards
 - Services to businesses & job seekers
- Board Members
 - How Selected
 - Roles & Responsibilities
 - Appoints President/CEO
 - Strategic Plan
 - Performance Oversight
 - Fiscal Oversight
 - Transparency/Laws
 - Attending Meetings/Committees
 - Conflict-of-Interest

Comment: CSB does not have a Consortium because we only have one county. CSB uses the term welfare transition when referring to TANF.

Questions:

Q: Are rules and regulations becoming less stringent with the current administration?

A: We have to follow the Workforce Innovation & Opportunity Act (WIOA) and it cannot be changed unless the Act is changed. We will be able to give input when the Act comes up for reauthorization. We are able to modify policies and procedures at the Federal, State, and local level as long as we don't break WIOA regulations.

Q: Is the Act reauthorized every year?

A: No, usually every 5 years. It expires this year but legislators will probably do a continuing resolution as long as they can.

Q: Are you keeping a list of recommendation for changes to the Act?

A: The Conference of Mayors Workforce Group and the National Association of Workforce Boards are capturing this and it is reviewed on a regular basis.

Chapter Two: Budget & Financial Responsibilities

- Federal/State funding
 - Process of pass-through
- Funding streams
 - WIOA, TANF, WP, SNAP
- Budget-to-actual oversight responsibilities
- Budget-to-actual format
 - Example budget/actual for Board members
 - Specific examples to focus on
 - Other measures
 - ITA expenditures
 - Admin costs

Comment: CSB has added a column to the Budget Report for hurricane grants. Line items on the example budget report in the training are different than our budget line items. CSB does not do services in-house, we contract with a service provider. Staff provided board members with copies of CSB's financials including the budget to show what actually gets reviewed at CSB's Board Meetings. An example to replicate the training was shared to demonstrate analysis of a budget – At the close of the first quarter, IT costs are currently low at 9.7% because CSB utilizes a lot of its costs in the 4th quarter for software renewal. CSB has an Individual Training Account (ITA) waiver with the State to reduce spending from 50% to 30%. Adult funds have the least restrictions and are spent the quickest.

Questions:

Q: Are Veterans and Ticket to Work under Adult?

A: Veterans are WIOA funds and Ticket to Work is unrestricted funds. Page 3 of the Budget Report shows unrestricted funds. A lot of unrestricted funds are spent on summer youth and cities also give us money for youth.

Q: Does this budget exclude those?

A: No they show up in the "Other Grants" column. The Budget includes all of CSB's funds except unrestricted. Unrestricted funds are shown on another report.

Chapter Three: Auditing & Monitoring

- Purpose/requirements
 - DEO fiscal and programmatic monitoring
 - Annual audit
 - Regional monitoring responsibilities
- Board oversight

Questions:

Q: Do you have a one year contract with the auditors?

A: CSB has a 5 year contract and we must change vendors every 5 years. We are currently in the third year with our current contractor.

Q: Who are auditors?

A: Grau and Associates.

Chapter Four: Performance Oversight

- State performance measures
 - WIOA common measures
- Expenditure metrics
 - ITA
 - Out-of-School Youth
 - Youth Work Experience
 - Admin
- Other local board measures

Comment:

The measures referred to in chapter four are federal measures. We also have state and contractor measures. The measures are always brought to the Board of Directors for review along with contractor measures. Federal data lags behind about 6 months. Low performance shows in yellow. We do not want yellows for two quarters in a row for same line item. Beginning in July 2019 we have a new state measurement system and just this week we were given our benchmarks/goals for these measures. We will report them at the next board meeting.

Chapter Five: Transparency & Ethics

- CSF Ethics & Transparency Policy
- Sunshine Law
 - Meetings
 - Discussions/Gatherings
 - Email, text, social media
 - Exemptions
 - Public comment
- Public Records Law
 - Rule of thumb
 - Examples
- Ethics
 - Conflict of interest
 - CSF policy
 - Exemptions
 - Gifts

Questions:

Q: Does CSB get a copy of the financial disclosure submitted by Board Members?

A: No but we monitor the Florida Ethics website and monitor who has submitted.

Q: Was this training approved by DEO?

A: We purchased this training for \$5000 and hoped that DEO would cover it. DEO has not made a decision yet.

Q: Will new board members be offered the training?

A: Yes.

Q: Is the training renewable annually?

A: There will be a charge for renewal. Our monitors created this training and they are here this week. There will be a renewal cost but that hasn't been decided on yet. They monitor a lot of LWDBs and give us best practices and heads up and are well worth the money. They monitor twice a year, DEO monitor once a year (programmatic and financial), DOL monitors when we have a Federal grant.

Q: Do other states monitor their benchmarks?

A: CSB President didn't know this answer and will ask Texas just out of curiosity. CSB does a good job negotiating the local measures. DEO has to meet state measures that are rolled up from the local regions.

Q: Grau's fee was much higher than the previous Auditor, how does staff view their services?

A: They are doing a good job, just a little slower in completing the report. When we look for an auditing firm we check to see if they have audited other workforce boards.

Art Hoelke and Traci Klinkbeil requested a Certificate of Completion for the class.

Course Materials

- Policies
 - State and Local Workforce Development Board Contracting and Conflict of Interest Policy
 - CareerSource Florida Ethics and Transparency Policy
 - Conflict of Interest Policy Form
- Sunshine Law FAQ
- Example Budget-to-Actual Report
- Performance Measures

There being no further business, the meeting was adjourned at 1:07pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

1/16/2020
Date

(signature on file)
Daryl Bishop

1/16/2020
Date