

CareerSource Brevard  
**Board of Directors Meeting**  
June 23, 2020

**MINUTES**

The meeting was held via teleconference during the COVID-19 pandemic.

**Members in Attendance:** Shawn Beal, Daryl Bishop, William Chivers, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Robert Jordan, Paula Just, Jennifer Kenny, Mike Menyhart, Mark Mullins, Wayne Olson, Amar Patel, Terry Schrupf.

**Members Absent:** Frank Abbate, Lynn Brockwell-Carey, Colleen Browne, Traci Klinkbeil, Travis Mack, Lynda Weatherman.

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

**Guests:** None

**Call to Order:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:00am by Susie Glasgow.

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

**Action Items:**

Florida Department of Economic Opportunity Agreement

Staff reviewed the agreement between CareerSource Brevard and the Florida Department of Economic Opportunity (DEO) which will replace the 2012 Agreement. The Agreement was received on May 25, 2020 and must be return to DEO with appropriate approvals and acknowledgements by July 17, 2020.

Staff highlighted the following changes:

- The term of the Agreement is one year.
- There is a limit of \$710 per day for consultants.
- Corrective actions must be submitted to DEO for annual audit deficiencies.
- Level 2 background checks are required for staff in positions of special trust. CSB is waiting for explanation on positions of special trust and directions from DEO on obtaining Level 2 screenings, as CSB is currently not authorized to perform Level 2 screenings.
- Compensation for executive staff must be approved by the Board. Currently the Board only approves compensation for the President, but will need to approve compensation for the VP of Industry Relations and the VP Operations. Staff bonuses must also be approved by the Board. Any uncommon staff raise or bonus will also be brought to the Board for approval.
- Travel expenses are now limited to \$150 daily for lodging.
- All contracts over \$35,000 must be placed on CSB's website.
- Lyn Sevin will be appointed to the position of Ethics Officer.
- CSB's holiday calendar and hours of operation must to be approved annually by the Board.
- Board members must leave the room during discussion and voting on Related Party Contracts (contracts with board members). These contracts also have to be approved annually.
- The 2012 Agreement was between DEO and the President of CSB. The new Agreement is between DEO and the Board of Directors, with acknowledgement from the Brevard County Commissioners.

There was discussion on additional costs needed to implement the changes, training and autonomy for the Ethics Officer, Level 2 background screenings, and the requirement to place staff salaries on the website.

Motion to approve and authorize the CSB Chair to execute the agreement and staff to forward it to the Board of County Commissioners to acknowledge receipt and then transmit the document to DEO for their approval made by Robert Jordan. Mike Menyhart seconded and motion passed unanimously.

There being no further business, the meeting was adjourned at 8:27am.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

6/23/2020  
Date

(signature on file)  
Susie Glasgow

6/23/2020  
Date