

**CareerSource Brevard Flagler Volusia (CSBFV)**  
Finance Committee Meeting  
November 4, 2024

**MINUTES**

The meeting was held in person and virtually.

**Members in Attendance:** Colleen Browne (Chair), Wayne Olson (virtually), Ryan Ossowski, and Amar Patel (virtually).

**Members Absent:** Corrine Heck.

**Staff in Attendance:** Marci Murphy, Yvonne Kobrin, Holly Paschal, and Jeff Witt.

**Guests:** None

Colleen Browne called the meeting to order at 3:01pm.

**Roll Call:** Holly Paschal

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

**Introductions:** Members and CSBFV Staff introduced themselves.

**Action Items:**

Approval of Travel & Investment Policies

Motion to approve the Travel and Investment Policies, made by Amar Patel and seconded by Ryan Ossowski. Motion passed unanimously.

**Discussion/Information Items:**

**Executive Director's Report**

Marci Murphy informed the new members that it is important to go over the committee's roles and responsibilities. The purpose of the Finance Committee of the Board of Directors is to assist the Board and Tri-County Consortium in its responsibilities relating to independent oversight, financial reporting, budget, corporate controls and related matters. It is important to note that the Tri-County consortium has a very vested interest in ensuring financials are accurate and there are no underlying issues or red flags that could lead to disallowed costs. Federal law states that the counties are ultimately responsible for the Workforce Board's disallowed costs once a workforce board has exhausted all avenues to pay (i.e. usage of error and omissions insurance and unrestricted dollars). This is why the counties want to ensure a county financial staff member is on this committee. It is the duty of the Executive Director and board staff to be completely transparent in these activities and financial reporting to this committee. The Finance Committee's Duties were presented and can be found in CareerSource Bevard Flagler Volusia's bylaws.

Financial Reports

Yvonne Kobrin presented the Budget to Actual Report as of September 30, 2024.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2024, through September 30, 2024. There was some discussion around Hurricane Ian expenditures and staff answered questions surrounding the program.

**Adjournment:**

The meeting adjourned at 3:37pm.

Submitted by,

Reviewed by,

(Signature on file)  
Holly Paschal

11/05/2024  
Date

(Signature on file)  
Colleen Browne, Chair

11/05/2024  
Date