

**MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE & FINANCE COMMITTEES MEETING
JULY 19, 2017**

A meeting of the CareerSource Flagler Volusia Executive & Finance Committees was called to order at 8:30 a.m., on the 19th day of July, 2017 at the Administrative office of the organization, located at 329 Bill France Blvd., in the City of Daytona Beach, in the State of Florida, pursuant to written notice fixing said time and place; the same being filed and attached to these minutes.

Dr. Kent Sharples chaired the meeting and Ms. Ann Lesizza served as recording secretary.

The following members of the Executive Committee were present:

Ms. Denise Breneman, County Director – Special Olympics Florida*
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Cheryl Tanenbaum, SVP/CFO – Intracoastal Bank
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial Group*
Mr. Reginald Williams, Vice President Human Resources – Neighbor To Family
Mr. Carlos Valderrama, Manager – Valderrama Partners
The Honorable Donald O'Brien, Commissioner – Flagler Board of Commissioners
*via Conference Call

The following guests were also present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Mr. Charlie Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia
Ms. Christine Sikora, Vice President of Innovative Workforce Solutions – CareerSource Flagler Volusia
Mr. Howard Johnson, Data/EFM Manager – Eckerd Workforce
Mr. Brian Willard, Program Manager – Road To Success
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Judy Brown, Innovation & Processes Manager – Career Steps, Inc.
Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.
Ms. Donna Runge, DEO Administrator – Department of Economic Opportunity
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.

Dr. Sharples called the meeting to order and welcomed everyone. He stated that the first item for review was the draft of the August 18th Board of Directors Agenda. The Committee members reviewed the proposed Agenda.

1. Upon motion duly made, seconded and unanimously carried, the Executive & Finance Committees approved the August 18th Board of Directors Agenda as presented.

The next item on the Agenda was a report from the Career Pathways Committee. Mr. Reggie Williams and Ms. Cheryl Tanenbaum addressed the Committee members and stated that the first item they discussed at the meeting was the changes to the budget and the effects those changes will have on the organization. The Career Pathways Committee also talked about work-based learning and apprenticeships. The Committee discussed the Career Connection Cadre and how facilitation of the Cadre will help engage the business community and the school system. Additionally, the Career Pathways Committee discussed the Community Portal and some issues that businesses have with the Portal.

Dr. Sharples reported that Dr. Aubrey Long was not available to present the report for the Industry Demand Connection Committee (IDCC) and asked Mr. Charles Howell to report regarding the IDCC's most recent meeting. Mr. Howell addressed the Committee members and stated that there were several new members and guests present at the meeting so they began the meeting with a review of the purpose of the Committee. Once they reviewed the purpose of the Committee they were asked who was missing from the table. The Committee will include representation from several local Chambers. Mr. Howell reported that other community organizations are also talking to businesses and rather than have the same business responding to multiple organizations asking the same questions that maybe the organizations should come together to create a standard set of questions that can be shared.

The next item on the Agenda was the proposed change in service delivery and the revised budget. Ms. Robin King presented an overview of the proposed changes in service delivery. Ms. King reviewed the present budget which is 20 percent less compared to five years ago, she explained that the budget that the Board approved in May is \$1,000,000 less than the previous program year and the issue with the approved budget is that there is very little carry forward. Ms. King explained that if we didn't do something to tighten the belt, we would be going into next year with 30 percent less with another \$1,000,000 shortfall. Next, Ms. King reviewed some potential figures that are being discussed in Washington currently and she stated that we will know more in September or October. She stated that while this seems reasonable since we are.

servicing fewer customers, the customers we are servicing are the harder-to-serve population; those with significant barriers to employment

Next, Ms. King reviewed changes to the budget; additional funds that came from the state and changes to staff. She discussed our performance criteria; cost per person, the cost per placement and time to placement. Ms. King reported that we looked at how we invest in training and reported on where we invest training funds. She discussed paid work experience, on-the-job training and customized training. Ms. King compared the cost of the various training programs. The Committee discussed the various components of the costs and the length of training. Ms. King explained that our on-the-job training has a placement rate of 91% and the cost per person averaged \$1,751.00. Customized training has an average cost of \$1,000.00 and the placement rate is 91% as well. She discussed how staff costs are incurred around the various training options. Ms. King recommended that we stop the tuition-based long-term training and invest more in short-term training. The state defines training as earning a credit, not just a credential. We want to invest in short-term training, they will earn a certificate or credential but no credit. The revised budget will move funds from the tuition-based training to ancillary. Ms. King stated that we will need to request a waiver from the state because we will not meet our mandatory 50 percent training threshold. By focusing on short-term training, we will be able to increase the number of individuals that we serve. She explained that we have 33 individuals currently in training that we will carry forward to continue our obligations to them. We will move the bulk of the funds into business-related training. This will allow us to train up to 500 individuals with on-the-job training or customized training. The state is looking at how to move more individuals into middle-skilled jobs. Ms. King continued to explain how we would be able to serve up to 76 more companies and an estimated 209 more individuals than we are currently serving and with a smaller budget.

Ms. Jennifer Campbell reviewed the revised budget and reported how the training change along with the reduction in staff would generate savings of approximately \$453,500.00. She explained that this would then allow the 25% carry forward that was budgeted. Ms. Robin King responded to questions from the Committee members. Ms. King discussed the plan to reduce the footprint in Daytona Beach.

2. Upon motion duly made, seconded and unanimously carried, the Executive and Finance Committees approved the change in service delivery, the request to apply for a waiver from the state of the 50 percent Individual Training Account requirement and the revised budget as presented.

Dr. Sharples advised the Committee members that the Bylaws and the Interlocal Agreement have been approved by the Volusia County Council and the Flagler Board of County Commissioners.

Dr. Sharples stated that the next item was a review of the banking information and consideration of a change in banking institutions. Ms. Jennifer Campbell addressed the

Committees and distributed a spreadsheet listing information on several local banks along with the information on our current local bank. Ms. Campbell explained that one of the criteria we looked for in a bank that we could partner with was that it had a foundation. Next, she explained that currently we are experiencing high fees with SunTrust which outweigh the interest earned. Ms. Campbell reviewed the various banking options. The Committee members discussed the banking institutions. Ms. Campbell's recommendation was that we change our banking services to Fifth Third Bank.

3. Upon motion duly made, seconded and unanimously carried, the Committees approved the change of the corporate banking services from SunTrust Bank to Fifth Third Bank.

Ms. Robin King next called attention to a Draft Invitation that had been distributed to the members for upcoming Roundtable events being held in the Orange City and Palm Coast Career Centers. She explained that the goal was to have the elected officials visit our Centers focusing on the state representation. Ms. King explained that we present an award annually for a Partner in Workforce Excellence and this year the award will be presented to the 2017 Volusia and Flagler Legislative Delegations. There will be a Roundtable Event in Orange City on August 7th and one in Palm Coast on August 14th and the awards will be presented at that time. Ms. King asked that the members plan to attend one of the events to present the awards.

There being no further business to come before the meeting, it was adjourned.

Recording Secretary