

**MINUTES OF THE ANNUAL MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA**

NOVEMBER 17, 2017

The Annual Meeting of the Board of Directors of CareerSource Flagler Volusia, was called to order at 9:00 a.m., on the 17th day of November 2017 at the Administrative office of the organization, located 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. Dr. Sharples requested the roll call and the Recording Secretary called the roll and noted each person present.

The following members were present:

Ms. Denise Breneman, County Director-Flagler & Volusia –Special Olympics Florida*
Mr. Robert Davis, President – Lodging & Hospitality Association of Volusia County
Mr. David Dougherty, CPA – Taxes & Financial Services
Mr. Daniel Hunt, Business Manager – IBEW Local Union 756
Ms. Yovancha Lewis-Brown, Area 2 Director – Vocational Rehabilitation
Mr. Bret Schmitz, President – Hudson Technologies
Dr. Kent Sharples, President – CEO Business Alliance
Mr. Andrew Spar, President – Volusia County Teachers Association
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Mr. Tyrone Walker, Human Resource Generalist – Raydon Corporation
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group
*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. Charles Howell, Vice President-Business Development & Technology -
CareerSource Flagler Volusia
Mr. Lou Paris, Stetson University
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions - CareerSource
Flagler Volusia*
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Kathy Spencer, Director of Business & Career Services -Case Management Inc.
Mr. Alex Kish, CPA – Brent Milliken
Ms. Judy Brown, Innovation and Processes Manager – Career Steps, Inc.
Mr. Richard Cuebas, Disabled Veterans Outreach Representative – DEO
Ms. Kathleen Danclair, Lead Career Service Advocate – Case Management, Inc.

Minutes of the Annual Meeting
November 17, 2017
Page Two

Mr. Roger LeBlanc, Local Veteran Employment Representative – DEO
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Mr. Joseph J. Roberts, Disabled Veterans Outreach Representative – DEO
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.
Mr. Kenneth Torres, Local Veterans Employment Representative - DEO
Ms. Donna Runge, Administrator – Department of Economic Opportunity
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Mr. Julian Lopez, Jr., Vice President – Merrill Lynch
Mr. Brad Harris, Business Manager – Volusia County Economic Development
Mr. Mack Thomas, Area Manager – Eckerd Connects
Mr. Howard Johnson, Data Manager – Eckerd Connects

Dr. Sharples called the meeting to order and welcomed the guests. He called attention to the Agenda and the presentation of the CareerSource Flagler Volusia 2017 Workforce Professional award. Dr. Sharples called on Ms. Robin King to present the award. Ms. King addressed the meeting and stated that Ms. Kathleen Danclair is our 2017 Workforce Professional Champion. She read the nomination application that had been submitted for Ms. Danclair by her supervisor. “Kathleen is a well-placed person who projects enthusiasm on the job. This statement personifies Kathleen – people are her passion. The energy and enthusiasm with which she conducts her workshops and teaching is incredible. She causes people to respond and to succeed. I’ve seen Kathleen give special attention to so many others. She is always available to assist anyone who needs her help, in a classroom or one to one even if it impacts her breaks or personal office time. She always goes way beyond the norm to give others her personal guidance and assistance when their crisis dictates the need. She has the unique ability to build people up and to help them manage their stress; an important ingredient in what we do.” Ms. King reported that Kathleen is the Lead Career Service Advocate, she oversees the SNAP program. Ms. King presented an award to Kathleen Danclair as our Workforce Champion of the year.

Dr. Sharples expressed his personal appreciation and the appreciation of the Board for her service to our organization and to our customers.

Next, Ms. King acknowledged this year’s Partner in Workforce Excellence Award recipients; the 2017 Legislative Delegation. She presented several photos of our local legislators accepting the awards at Open House events recently held at the Orange City and Palm Coast Career Centers.

The next item Ms. King discussed was the Veteran's Incentive Award. Ms. King explained that we have a team of four veterans who serve veterans with significant barriers to employment and Ms. Donna Runge is their manager. Ms. King reported that a proposal was submitted the day before we were preparing to close the office for Irma. Three regions are selected for the award; a large, a medium and a small. We were selected to receive the award for the medium-size region. She stated that there were a lot of reasons this team was selected for the award and Ms. King highlighted a few. In addition to 413 veterans entering employment last year, the team participated in two Stand Downs. A Stand Down brings many types of services under one roof for veterans. They held a Paychecks for Patriots job fair a year ago in Deltona's City Hall, there were 31 businesses who interviewed 100 participants; 75 of whom were veterans and they had the same event yesterday, on November 16th at the Port Orange Veteran's Hall. Ms. King continued to report on the Team's efforts for staff participation in the Adopt A Soldier program and the annual Toys for Tots for all the Centers. She reported that the efforts of the Team earned CareerSource Flagler Volusia \$38,476.00. Ms. King introduced each of the Team members; Joseph Roberts, Marines, Kenneth Torres, Army, Roger LeBlanc, Air Force and Richard Cuebas, Army.

Next, Dr. Sharples advised that the Consent Agenda included the Minutes of the last meeting and approval of the training agreements and training vendors. He requested a motion to approve the Consent Agenda.

1. Upon motion duly made, seconded and unanimously carried, the Board approved the Consent Agenda as presented.

The next item on the Agenda was the review and approval of On-the-Job Related-Party Training Agreements with LCP Machine Inc. Dr. Sharples stated that Mr. Sean Lafferty, President of LCP Machine was not present at the meeting.

2. Upon motion duly made, seconded and unanimously carried, the On-the-Job Training Agreements with LCP Machine, Inc. were approved.

Dr. Sharples called on Mr. Julian Lopez to report on the Corporate Investment Account. Mr. Lopez addressed the Board members and stated that the market, based on the election outcome, has been positive. Mr. Lopez reported, as of yesterday, the Account was at \$540,436. He explained that equates to approximately 6% for the year in the account. He stated that the target is not to have more than 50% in equities. Mr. Lopez continued to review the portfolio and explained that the Finance Committee discussed using some of the interest to fund special projects.

Dr. Sharples next discussed the Executive Committee meeting which was held on October 18th. He stated that the minutes of the meeting were sent to all the Board members and he requested a motion to ratify the actions of the Executive Committee.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board ratified the actions of the Executive Committee.

Next, Dr. Sharples called on Mr. Carlos Valderrama to report on the November 8th Finance Committee meeting. Mr. Valderrama addressed the Board and reported that the Agenda for November 8th consisted of a review of the 2016-2017 Annual Audit and the 990 Tax Return. The Finance Agenda also included a grant update.

Ms. Robin King addressed the Board members and reported that CareerSource Florida had several competitive grants available and we applied for three. She advised that we had received two of the grants and we are waiting to hear about the third. The first grant is for training for boat building manufacturing. This a training that Daytona State College has created with the boat builders in Southeast Volusia and the award was \$293,968. The second grant is for work experience in construction. Ms. King explained that we had proposed to offer an in-school work experience program. Volusia County Schools and the Volusia Building Industry Association have been offering this program for the past three years. The program is for students between the junior and senior year who are in the construction academies or the Future Builders of America to provide hands-on training. Once approved by the State, they advised us that the Workforce Innovation and Opportunity Act (WIOA) rule that requires 75% of the youth we serve be out-of-school youth would apply to this grant. The proposal was for in-school youth. Ms. King stated that she brought this dilemma to the Finance Committee and presented a solution to turn the program into an adult program (18 years of age and older) and add 20 youth, the cost would be \$10,640.00. The program would be expanded to include Flagler County. Mr. King reported that she requested the funds from unrestricted money. Dr. Sharples called for a motion to approve the expenditure of \$10,640.00 from the Corporate Investment Account for the addition of 20 in-school youth to the program.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the \$10,640.00 expenditure from the Corporate Investment Account to support the work experience construction program.

Mr. Daniel Hunt addressed the meeting and discussed the Electrical Workers Apprenticeship program. He inquired if there would be any funding available to assist with books for the participants in the program. Ms. Robin King responded and stated that there might be funds available through CareerSource Florida grant opportunities.

She explained that we would continue to submit grant proposals and support for the apprenticeship program would be an ideal grant request.

Mr. Alex Kish, CPA from Brent Milliken was delayed. The order of the Agenda was changed to allow Mr. Kish a little more time.

The next item was the presentation of the 2016-2017 Annual Report. Dr. Sharples called on Mr. Lou Paris to present the Annual Report. Mr. Paris provided a brief background on how we have delivered our Annual Report over the years. He showed several past copies of the printed Annual Report and then explained that now the report is a digital report. He stated that an annual report basically reports on everything that has happened in the previous year, he stated that we wanted to take our report several steps further by highlighting the individuals we have been working with throughout the year so we began putting the stories with the faces. Mr. Paris explained the phases of taking the Annual Report from a printed format to a digital format, noting the cost saving with not printing the report. He reported that unemployment has continued to decline and while the area is at low unemployment, there is still the issue that wages are relatively low. The average wage for Flagler Volusia is at \$37,800. He continued to explain that the challenge now is that the people coming through our doors are harder to serve, individuals who require more assistance; those with significant barriers to employment. Mr. Paris reviewed the main data points in the Annual Report for the Board members. Mr. Paris reviewed the numbers in the report. He explained how our services have been impacted by reduced funding. Mr. Paris discussed our online workshops and the efficient use of this tool to provide services to more individuals. He continued to review the Annual Report and respond to several questions from the Board members.

5. Upon motion duly made, seconded and unanimously carried, the Board approved the Annual Report as presented.

Mr. Paris advised the Board members that the Annual Report will be available on our web page.

Mr. Valderrama introduced Mr. Alex Kish, CPA from Brent Milliken, to report on the 2016-2017 Annual Audit. Mr. Kish addressed the Board members and reviewed the Audit which was previously provided to the Board members via email. In the opinion of the auditing firm, Mr. Kish reported that the financial statements for the organization are fairly presented at June 30, 2017. He reviewed the financial statements for the Board members. Mr. Kish stated that there was one finding that had to do with the reconciliation to the OSMIS system at the end of year which was fully reconciled at the end of the year. There were no findings for the Federal program and no findings to report on internal controls and financial reporting.

6. Upon motion duly made, seconded and unanimously carried, the Board approved the 2015-2016 Annual Audit as presented.
7. Upon motion duly made, seconded and unanimously carried, the Board approved the 990 Tax Return as presented.

Next, Dr. Sharples called on Ms. Robin King to provide the President and CEO's comments. Ms. King stated that in addition to the audit and the 990, we were monitored by the state. The state monitoring went well with no findings. Ms. King reported that in accordance with the Opportunity Act by December 31st of this year we are required to have Memorandums of Understanding (MOU) with required partners that indicate the sharing of infrastructure costs and how they will connect with our comprehensive center located in Orange City. We are in the process of getting these MOUs signed with the partners. She announced that Daytona State College is providing GED classes at the Orange City Career Center at no cost to students including the cost of the books. With Vocational Rehabilitation, we will be sharing office space. The Division of Blind Services will be cross training our staff to better serve sight-impaired individuals in our centers. We have received a grant for a boat building program in New Smyrna Beach and Daytona State College will be providing office space for the staff person that we will be hiring. SECEP will be paying rent in Orange City and providing trainees. Cornerstone is the provider of Job Corps and they are not talking to us; they have stated that the funds are not in the budget. Volusia County will be covering the cost of the GED tests for eligible individuals.

Ms. King advised that we will be redoing the website and would be including bios for all the Board members. She stated that we would be writing the bios based on their answers to questions we will be sending them.

Dr. Sharples stated that the next item on the Agenda was the Election of Officers for 2017-2018. He reported that the Executive/Nominations Committee had met on October 18th and approved the following slate of candidates:

Mr. Carlos Valderrama	Chair
Ms. Cheryl Tanenbaum	Vice Chair
Mr. Bret Schmitz	Secretary

Dr. Sharples opened the floor for any additional nominations. No additional nominations being offered; he called for a motion to closed the nominations.

8. Upon motion duly made, seconded and unanimously carried, the slate of officers for 2017-2018 as presented, were elected.

Minutes of the Annual Meeting
November 17, 2017
Page Seven

Dr. Sharples called attention to the tentative dates for the coming year for Board meetings. He requested a motion to accept the dates as presented.

9. Upon motion duly made, seconded and unanimously carried the Board selected the tentative board meeting dates as presented.

Mr. Bob Davis addressed the Board members and discussed Campbell Middle School and stated that they are working hard to bring the school from a C School classification to an A School classification. He stated that they need 40 iPads for the children and he requested iPads from anyone who might want to donate new or old iPads to please contact him.

Ms. Ann Lesizza stated that the Agenda package included an excerpt from the Bylaws regarding conflict of interest. Ms. Lesizza requested that each member sign the certification form that was distributed certifying that they are aware of the conflict of interest policy.

Ms. Robin King addressed the Board members and thanked Dr. Sharples for his service as Board Chair and presented him with a small token of appreciation.

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

Recording Secretary