

**AMENDED NOTICE OF THE ANNUAL MEETING
OF THE BOARD OF DIRECTORS
CAREERSOURCE FLAGLER VOLUSIA
329 BILL FRANCE BLVD
DAYTONA BEACH, FLORIDA**

**9:00 A.M. – 10:30 A.M.
November 16, 2018**

AGENDA

**Conference Call-In Number: 888-545-9008
Passcode: 175-561-745**

The Board members are reminded of conflict of interest provisions. In the event of a conflict, please refrain from voting, declare the nature of the conflict and complete the proper form for recording with the minutes.

- I. Welcome and Roll Call**
 - 1. Acknowledge Guests from General Public
 - 2. Public Comments
- II. Presentation CareerSource Flagler Volusia 2018 Workforce Professional- Mr. Joseph Roberts**
- III. Acknowledgement of the Partner in Workforce Excellence – 2018 Daytona State College School of Adult Education**
- IV. Acknowledgement of the Florida 2018 Veteran’s Incentive Award**
- V. Consent Agenda Approval**
 - Consent Agenda:**
 - 1. Board of Directors Meeting Minutes – August 17, 2018..... **Page 1**
 - 2. On-the-Job and Customized Training Agreements **Page 7**
- VI. On-the-Job and Customized Training Related-Party Agreements**
 - 1. Giles Electric Company, Inc. **Page 9**
- VII. Corporate Investment Report – Mr. Julian Lopez**
- VIII. Executive & Finance Committee Report**
 - 1. Executive Committee Meeting Minutes – October 17, 2018 **Page 10**
 - Ratify the Actions of the Executive Committee**
 - 2. Presentation of the Annual Audit and 990 Tax Return – RSM US LLP
 - Approval of the Annual Audit Report**
 - Approval of the 990 Tax Return**
- IX. Chairs’ Comments**
- X. Presentation of the Annual Report – Mr. Charlie Howell**
 - Approval of the Annual Report**
- XI. Board Member Comments**

XII. President & CEO's Comments

XIII. Nominations Committee

Presentation of the 2018-2019 Slate of Officers..... Page 23

1. Election of Officers
2. Tentative 2019 Board Meeting Dates **Page 24**
3. Board Member Conflict of Interest Certification **Page 25**

XIV. Informational Items

Performance Updates
Financial Updates
Strategic Goals Updates

XV. Adjournment

Next Regular meeting of the Board is scheduled for Thursday, January 17, 2019

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

AUGUST 17, 2018

A Meeting of the Board of Directors of CareerSource Flagler Volusia, was called to order at 9:00 a.m., on the 17th day of August 2018 at the Administrative office of the organization, located at 329 Bill France Blvd., 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.

Mr. Carlos Valderrama Chaired the meeting and Ms. Ann Lesizza served as Recording Secretary. Mr. Valderrama requested introductions in lieu of calling the role and the Recording Secretary noted each person present.

The following members were present:

Ms. Mary Jo Allen, Executive Director-RN – Halifax Health Hospice & Palliative Care
Ms. Nancy Bradley, Administrator – Daytona College, LLC
The Honorable Joyce Cusack, Volusia County Council*
Mr. David Dougherty, CPA – Taxes & Financial Services
Mr. Rob Ehrhardt, Director – Volusia County Division of Economic Development
Mr. Daniel Hunt, Business Manager – IBEW Local Union 756
Mr. Mark Lanham, Manager - Walgreens
Dr. Tom LoBasso, President – Daytona State College
Dr. Aubrey Long, Vice President – Business & Community Development - Bethune-Cookman University
The Honorable Donald O'Brien, Commissioner – Flagler County Board of Commissioners
Mr. Bret Schmitz, President – Hudson Technologies
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Helga van Eckert, Executive Director – Flagler County Dept. of Economic Opportunity
Ms. Cheryl Tanenbaum, SVP & CFO – Intracoastal Bank
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Mr. Tyrone Walker, Human Resource Generalist – Raydon Corporation
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

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

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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.
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia
Mr. Howard Johnson, Data/EFM Manager – Eckerd Connects
Mr. Remie Beaulieu, Senior Network & Systems Engineer – CareerSource Flagler Volusia*
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Mr. Brian Willard, Program Manager – Road To Success, Flagler County Schools
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.
Ms. Judy Brown, Innovation & Processes Manager – Career Steps, Inc.
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Ms. Jenn Hale, Program & Monitoring Manager – CareerSource Flagler Volusia
Mr. Chanh Tran, Database & Web Administrator – CareerSource Flagler Volusia
Ms. Marcia Mullins, Government Operations Consultant II – Department of Economic Opportunity*

*via Conference Call

Mr. Valderrama called the meeting to order and stated that he first item of business was the review for approval of the Consent Agenda. Mr. Valderrama reviewed the items on the Consent Agenda and requested a motion to approve.

1. After review, upon motion duly made, seconded and unanimously carried, the Board approved the Consent Agenda items as presented.

Next, Mr. Valderrama introduced Mr. Wally DeAquino, COO of Florida Hospital Flagler. Mr. DeAquino addressed the Board members and discussed Florida Hospital's Whole Care Experience Project. He commented on the recent announcement by Florida Hospital to change their brand to Advent Health. Mr. DeAquino discussed the behind the scenes process to not only change the brand but to ensure the change was in common with a stronger promise. Florida Hospital is located in nine states and employs 80,000 people. Leadership selected Florida Hospital Flagler as the pilot for the change. He discussed the training component being implemented across all their campuses to ensure one vision.

Mr. Valderrama requested Board member comments. Mr. Rob Ehrhardt addressed the meeting and called attention to the survey results included in the Agenda. He stated that the 23% response rate was outstanding given the sampling size. He requested that

the Industry Demand Connection Committee consider taking on the subject of how to raise the percentage of businesses that we connect with.

Mr. John Wanamaker addressed the Board and reported that as he meets with various local organizations for his business, colleagues are commenting on the excellent job that Robin and this organization are doing.

Ms. Helga van Eckert addressed the Board and discussed the SeaRay closing and the outstanding job that the staff of CareerSource Flagler Volusia has done to assist the more than 400 individuals being affected. A job fair was held with very little notice.

Mr. Dan Hunt addressed the Board and referred back to the percentage of businesses surveyed. He commented on the number of businesses reported by the State for our area and stated that while the number is more than 14,000, we must remember that many of those businesses are single individuals. A brief discussion followed regarding the size and number of local businesses.

Following Board Member comments, Mr. Valderrama called attention to the Agenda and stated that the Minutes of the Executive Committee meeting held on July 19th were included in the Agenda and there was no further action needed.

The next item on the Agenda was "Recent Highlights". Ms. Robin King addressed the Board members and advised that this was a new Agenda item to allow the staff to report on some of the things happening behind the scenes and in the Centers.

Ms. King called on Mr. Charlie Howell to discuss the recent Industry Focus Groups. Mr. Howell reported that the groups were convened to look at the challenges, barriers and skill gaps in hiring and retention and to take the information to help develop solutions to those issues. Mr. Howell discussed the DEO Skills Gap Survey which was recently published and advised that he was planning to bring the Survey to the IDC Committee's next meeting for review. He explained that staff pulled a three-page report with information from the Survey and from the labor market information (LMI) that we use for each sector focus group.

Mr. Howell explained that we held six focus groups in health, hospitality, construction, retail, manufacturing and business and professional services and there were 38 businesses involved. He went on to explain that the results highlighted skill gaps that were generational. First time job entrants need more nurturing upfront. He explained that there were misconceptions about the jobs in their industries, particularly in health and manufacturing. Employee turnover seems to be the result of wage levels. He

discussed the common issues around the skills gaps. Younger workers want more time off. Not showing up for work and not calling in is a common problem. There is a significant lack of communication skills.

Mr. Howell talked about the fact that many employers use LinkedIn to research their candidates and there was a lack of understanding about how to promote yourself on LinkedIn. Younger workers are missing the professionalism concept. Problem solving and critical thinking skills are lacking; many workers are task oriented instead of company oriented. He explained the need for adaptable workers and questioned how do we train workers today for jobs that do not yet exist? We need to have life-long learning as a necessary skill. He called on the Board members who attended these focus groups for their comments. Several Board members commented on their take away from the focus groups. Mr. Howell continued to review the results and stated that we plan to continue hold focus groups to keep the discussions going. He indicated that the next step is to take the results to our education partners and hopefully they might consider some changes in curriculum to assist with some of the soft skills. Mr. Howell stated that in each one of the groups they passed out a list of proposed online workshops to get feedback on which would be the more important workshops for them and for their staff members.

Dr. Tom LoBasso discussed the required Student Success Course and that they have added some of the soft skills being discussed to the curriculum; dressing for success, showing up on time. He explained that imbedded in the course is the requirement to go to the Career Services Center at the College.

Ms. Robin King reported that the plan is to bring the focus groups back together in January or February to report what we have done with the information. She stated that she hoped that at that time, the education partners will also be in the room.

Ms. Christine Sikora addressed the Board meeting and stated that we have two providers of young adult services. She explained that our two programs serve 100% high school dropouts ages 16 to 24. Ms. Sikora shared two success stories from the Road to Success (RTS) program. The first story was about a young man who enrolled in the RTS program when he was 17 years old. She explained that he lived quite a distance from the program and when his mother was not able to take him to the program, he would ride his bike round trip. At the time of his enrollment he had never had a job, his reading was below the 9th grade level and math skills were at the 7th grade level. Within a year, the young man had earned his GED and was working a part time. This young man is now serving in the United States Army. The next story was about a young man who was 18 years old when he enrolled into the RTS program, his reading was below the 8th grade level and he had no direction regarding his future. He

earned his GED within four months and began talking to the National Guard representatives and explored a career as a law enforcement officer. During a field trip to the Advanced Technology Center (ATC) he received information about the Police Academy and subsequently applied. He will be graduating from the Police Academy in November and has a standing offer from the Flagler County Sheriff's Office upon graduation. Ms. Sikora discussed some of the training criteria being offered in the young adult programs; how to dress for success, the soft skills of being on time, etc.

Mr. Charlie Howell addressed the Board and reported that last year the US Department of Labor, Division of Employment of Training decided to undertake a research study on technology-based learning. They approached each state to find out who is using technology-based learning within the state and DEO recommended us. He discussed the process, surveys were conducted all over the nation. They only conducted on-site visits for two of the job centers across the country and we were one of the two. Two representatives of the research company came to visit, and they were very impressed with what we have done with our online learning. Mr. Howell received a call last month from one of the two researchers requesting permission to use our online courses in their presentation to the Employment and Training Administration. He received a call back advising that the presentation was very good, and our courses generated many questions. We will be receiving a copy of the report soon and it will also be posted on the Employment and Training Administration's site.

Mr. Valderrama addressed the meeting and stated that we wanted to discuss the focus groups. He explained that he was excited that about the information that was produced, and he is looking forward to the follow up. The follow ups will be action-driven. Next, Mr. Valderrama announced that September is Workforce Development Professionals month. He read a message to the staff on behalf of himself and the Board of Directors to express appreciation for the work they do.

September is Workforce Development Professional Month and on behalf of myself and the Board of Directors, I wanted to take this opportunity to express our sincere appreciation for the work you do every day.

Workforce Development Month was established to recognize the professionals whose work connects businesses and job seekers and influences the economic prosperity of our community. Your commitment to improving the quality of life of the individuals you serve is outstanding.

As workforce professionals, you are required to wear many hats and the daily challenges you face can sometimes be overwhelming. Working with individuals whose lives have been turned upside down or those with significant barriers to employment can be emotionally difficult. Please know that as you assist Flagler and Volusia families achieve their dreams, your efforts are especially recognized by the Board of Directors and we thank you for your continued dedication.

Mr. Valderrama reminded the members of his challenge to the Board, which was to be champion for CareerSource Flagler Volusia as they are out meeting with communities and outreaching to other professionals. He advised that we have talking points available to assist with providing information on the services that we offer.

Ms. Robin King reported on some of the activities that we will be doing during the month of September to recognize Workforce Development Professionals month. We will be holding an open house on September 20th in our comprehensive center in Orange City. We will highlight what the partnership has been doing with Daytona State College and Volusia County Human Services with the GED program. She explained that the event is being sponsored by the Chamber Alliance and advised that they will receive an invitation. Ms. King reported that we will also write a letter to the editor around Labor Day to highlight some of our success stories.

Next, Ms. King provided the Board members with a brief peek at our new web site. She showed what our web site looks like today and a what the new site will look like in a few weeks. Ms. King asked for Board members to volunteer to have their picture taken holding a chalkboard listing their first job. These pictures will be used in the Centers as part of our advertising promotion.

Ms. King reported that on August 2nd a gentleman came into the Daytona Center and completed the basic form and gave it to the front desk. He didn't provide his last name or last four of his social and, when asked, he refused to provide the information. He insisted that he was a veteran with a 30% disability and wanted to talk to a vet rep; which goes against the rules. There is a very strict process behind the scenes which we must follow. After some back and forth, the gentleman handed the front desk his business card and stated, "you've been shopped". He was with the Department of Labor checking to see if the rules are being followed. He was extremely complimentary of our front desk personnel, Nikki Quann who did everything correctly and stated that there are not many centers who pass the test.

Ms. King reminded the Board members that November 16th is the Annual Meeting and they will be provided the Annual Report and the Annual Audit. She stated that they were provided, via email, some yearend numbers.

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

Recording Secretary

On-The-Job Training Contracts

Company Name	Trainees	Type of Training	Signed Contract	Total Unit Cost
			Date	
AC Doctors	1	Construction/HVAC	7/1/2018	\$2,460.00
Art Haus	1	Business Professional/Office Manager	7/30/2018	\$1,365.00
Community Partnership for Children	1	Business Professional/Case Manager Trainee	7/30/2018	\$1,227.54
Duva-Sawko	3	Health (medical billing & coding)/Adm. Assistant/ Billing Rep	7/1/2018 8/13/18 9/14/2018	\$6,767.48
Conelec	2	Manufacturing/SMT/Test Operator	8/14/2018 8/30/2018	\$1,599.68
Dougherty Manufacturing	2	Manufacturing/ Assembler, Project Manager	8/10/2018 9/13/2018	\$9,096.80
Everglade Boats	2	Manufacturing/Fiberglass Finisher, Painting	8/10/2018 9/24/2018	\$15,779.20
Perryman & Associates	1	Business Professional/Office Manager	8/10/2018	\$675.00
Synergy Billing	1	Health (medical billing & coding)/Jr. Billing Associate	8/28/2018	\$1,584.00
Vann Data	1	IT/Help Desk Tech	8/2/2018	\$759.20
Extreme Alteration	1	Construction/Cabinet Maker	9/13/2018	\$2,043.49
Hai Tech Systems	1	Construction/ Sr. Low Volt Tech	9/20/2018	\$3,982.00
Healthy Start	1	Non-profit/Intake Specialist	9/20/2018	\$3,007.53
Jacob Heating & Air Conditioning	1	Construction/HVAC	9/10/2018	\$301.50
Kargar Construction	1	Construction/Administrative Assistant	9/10/2018	\$969.02
One Voice for Volusia	1	Non-profit/Pritzker Fellow	9/6/2018	\$2,176.00
SE Cline Construction	1	Construction/Pipe Layer	9/19/2018	\$3,352.00
Tillis Pest Control	1	Construction/ Pest Control Technician	9/19/2018	\$1,836.80
We Hire, LLC	1	Construction/ Front Office Coordinator	9/19/2018	\$691.20
1				\$59,673.44

Customized Training Contracts

Company Name	Type of Training	Signed Contract Date	Number of Trainees	Total Unit Cost	Company Match
Bbraun	Manufacturing (medical devices)/Craftsperson	8/14/2018	1	\$6,529.20	\$6,529.20
AC Doctors Complete	Health/ (medical billing & coding)	9/6/2018	1	\$1,432.20	\$1,432.20
			2	\$7,961.40	\$7,961.40

CT Related Party Agreements

Company Name	Number of Individuals	Type of Training	Signed Contract Date	Total Cost
Giles Electric	1	Trade Contractors/ Journeyman	7/9/2018	\$487.50
Total	1			\$487.50

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
JOINT EXECUTIVE, FINANCE & NOMINATIONS COMMITTEES MEETING
OCTOBER 17, 2018

A meeting of the CareerSource Flagler Volusia Executive, Finance & Nomination Committees was called to order at 8:45 a.m., on the 17th day of October 2018 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.

Mr. Carlos Valderrama chaired the meeting and Ms. Ann Lesizza served as recording secretary.

The following members of the Executive, Nomination & Finance Committees were present:

Ms. Nancy Bradley, Administrator-Daytona College, LLC
Ms. Denise Breneman, County Director – Special Olympics Florida
Dr. Kent Sharples, President – CEO Business Alliance
Dr. Aubrey Long, Vice President – Bethune-Cookman University
Mr. Carlos Valderrama, Manager – Valderrama Partners
Mr. Tyrone Walker, Human Resource Generalist – Raydon Corporation
The Honorable Donald O'Brien, Commissioner - Flagler County Board of County Commissioners
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

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
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Donna Runge, DEO Administrator – Department of Economic Opportunity
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Helga van Eckert, Executive Director – Flagler Dept. of Economic Opportunity*
Mr. Julian Lopez, Vice President – Merrill Lynch
Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.
Mr. Howard Johnson, Data Manager – Eckerd Connects
Mr. Scott Wilson, Partner - RSM US LLP
Ms. Juliana Kreul, Tax Manager Not-for-Profit - RSM US LLP

Mr. Remie Beaulieu Senior Network & Systems Engineer – CareerSource Flagler Volusia

Mr. Jeffrey Gervase, Senior Director, Audit Services - RSM US LLP
*via Conference Call

Mr. Valderrama called the meeting to order and welcomed everyone. He stated that the first item was a report from Mr. Julian Lopez on the Corporate Investment Account. Mr. Lopez addressed the meeting and provided an update on the investments. He explained that bonds have not been doing as well as expected. Mr. Lopez reported that the US economy is doing well, and the International markets are not too favorable right now and while we are earning dividends there hasn't been much growth. Mr. Lopez continued to review the investment report and responded to questions from the Committee members.

Next, Mr. Valderrama called on Mr. Scott Wilson, a partner with RSM US LLP Auditing Company, to present the 2017-2018 Annual Audit report. Mr. Wilson introduced Ms. Juliana Kreul, a Not-For-Profit Tax Auditor and Mr. Jeffrey Gervase, Senior Director Audit Services. Mr. Wilson addressed the Committee and called attention to the Financial Statements that had been distributed along with the slide presentation. He provided an overview of the auditing requirements and standards. Mr. Wilson advised that there are two new standards coming next year for not-for-profit reporting models. He briefly reviewed the standards and explained that they dealt with liquidity in the financial statements and the new lease standard. After December 15, 2019, we will be required to include leases on our balance sheet. Mr. Wilson stated that there were no significant issues to discuss with management. Next, Mr. Gervase addressed the Committee and explained the auditing process. He reviewed the financial statements and reported that there were no reportable conditions, no material weaknesses and no findings of questioned costs.

Next, Ms. Juliana Kreul addressed the Committee members and reviewed the 990 tax return. Ms. Kreul reminded the members that the 990 is a public document and can be used as a marketing tool. She advised that the second page was the area where our story of our services is narrated and where grantors will look to determine our effective use of funds. Ms. Kreul continued to review the tax return.

1. After discussion, upon motion duly made and seconded, the Committee unanimously agreed to recommend the 2017-2018 Annual Audit and 990 Tax Return as presented to the Board of Directors for approval at the November 16, 2018 Annual Meeting.

Next, Mr. Valderrama called attention to the next item on the Agenda. Ms. Jennifer Campbell reported that they received a letter from the Department of Economic Opportunity regarding the financial monitoring. A copy of the letter was posted on the iPads and she stated that there were two technical assistance recommendations and no findings.

Ms. Robin King reported on the Flagler Rural Initiative. She stated that after we received our annual allocations, we were notified that we would receive a rural initiative award for Flagler County. We received an allocation of \$31,250.00 that was not included in our budget and after administrative and indirect costs, \$26,500 remains. Ms. King explained that because we had not planned for a program for these funds it is difficult to get something up and running. Ms. King spoke to staff in Flagler County, as well as with Helga van Eckert. A proposal from the Flagler County Department of Economic Opportunity, the CareerSource-Flagler County Innovation & Entrepreneurship District Program, was distributed to the members on how to infuse these funds into Flagler County to create a long-term benefit. Ms. van Eckert addressed the Committee via conference call and briefly explained the proposal. She explained that there is a designated Opportunity Zone in Palm Coast; created under the Tax Cuts and Jobs Act of 2017. The Innovation & Entrepreneurship Program, with the CareerSource financial partnership will retain professional technical services to establish an Innovation and Entrepreneurship District Program which will capitalize on Opportunity Zone funding. This will identify and facilitate the growth of emerging start-up companies through the elimination of growth barriers.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Committee members approved the proposal submitted by the Flagler County Department of Economic Opportunity to allocate the Flagler Rural Initiative funds to the Innovation & Entrepreneurship District Program to retain professional technical services.

Ms. King advised that the three grants, previously reported, we received from CareerSource Florida were due to expire in December. We requested an extension and the grants will now go through June 2019. The grants are for construction, boat building and the electrical apprenticeship program. We are submitting proposals for three new grants; one to teach technology to seniors, one working with the City of DeLand to provide entrepreneurial training in the Spring Hill area and the third is to expand the STARS program. The REDI initiative we are doing with Walgreens. We are requesting funds to hire a program manager to oversee the program. The good news is that we did receive the Able Trust Grant. It is the largest non-governmental grant that this organization has ever received; \$65,000. Ms. King reported that Ms. Jennifer Gosling had written the grant and stated that several staff members have been involved in writing grants as a part of the succession planning.

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Ms. King advised that the current financial expenditure report was provided on the iPads for their information.

Ms. Nancy Bradley reported on the Career Pathways Committee activities and stated that the Committee met on September 20, 2018 and minutes of the meeting were provided via email prior to the meeting and a copy was provided on iPads at the meeting. Ms. Bradley commented on how productive the meeting was and briefly reviewed the presentation given by Ms. Jane Burgess from CareerSource Florida. Ms. Burgess discussed sector strategies with the Career Pathways Committee. Ms. Bradley reported on requests presented by Volusia County and Flagler County Schools regarding certifications. These certifications, if approved, would be added to the Career and Professional Education (CAPE) certifications. Ms. Bradley reviewed the individual certification proposals. Ms. Robin King reported that the next step is that the proposed certifications go to CareerSource Florida, the Florida Department of Economic Opportunity and the Florida Department of Education for approval. If approved, the certification programs can be implemented.

Next, Mr. Valderrama called on Mr. Tyrone Walker to discuss the Industry Demand Connection Committee activity. Mr. Walker addressed the Committee and reported that they had a very productive meeting on October 9, 2018. He stated that Mr. Charlie Howell discussed the results of the focus groups that had been held and he reviewed the skills gaps that were highlighted and confirmed by the State of Florida Skills Gap Survey; communication, reliability, leadership, and problem solving. Mr. Walker continued to discuss some of the outstanding issues identified by each of the various focus groups. He reported that the information was then provided to the educational partners. Flagler and Volusia County Schools, along with Daytona State College, discussed ways to address the skills gaps. Mr. Walker stated that the Committee discussed methods to reach out to businesses to communicate some of our activities. The minutes listed several suggestions. The Committee members requested that they be provided narratives in order to better present the organization and to respond to questions.

Mr. Carlos Valderrama next called attention to the draft Annual Meeting Agenda. The Committee reviewed the Agenda. Ms. King reported that we are uncertain if the Annual Performance report from DEO will take place as planned due to Hurricane Michael. Next, the Committee reviewed the draft Agenda for the January meeting. Mr. Valderrama explained that January is our annual planning meeting and discussed locations. They talked about locations and times. The meeting will take place on Thursday evening, January 17, 2019 at 4:00. Ms. King discussed proposed business speakers for the planning meeting.

She reported that she and Mr. Valderrama had attended an event hosted by the Florida Chamber Foundation focusing on prosperity. Ms. King stated that Mr. Tim Giuliani with the Orlando Economic Partnership had been a speaker and she spoke to him about presenting at one of our meetings along with Mr. Tony Carvajal or Mr. Jerry Parrish from the Florida Chamber Foundation.

The next item on the Agenda was the Impact Report. The report was distributed to the members for comments. The members indicated their approval.

The Committee next reviewed the terms of the Flagler Career Center lease. They discussed the location and the terms. The Committee determined that the lease should be renewed for a three-year term with a three-year option to renew.

Next, the Committee reviewed a draft Ethics and Transparency policy. Ms. Robin King reported that CareerSource Florida had recently approved a similar policy for themselves. We have modified their policy to cover our workforce board. The draft was presented to the Committee for approval.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Committee approved the Ethics and Transparency Policy as presented.

A slate of officers for the 2018-2019 was presented to the Committee for approval. The slate of officers is as follows:

Chair	Carlos Valderrama
Vice Chair	Cheryl Tanenbaum
Secretary	Bret Schmitz

4. After discussion, upon motion duly made, seconded and unanimously carried, the Committee approved the 2018-2019 slate of officers as presented.

The Committee next reviewed the Board Member application of Ms. Bonnie Madden. The Committee discussed Ms. Madden's qualifications.

5. After discussion, upon motion duly made, seconded and unanimously carried, the Committee approved the application of Ms. Bonnie Madden for Board membership. The nomination will be presented to the full Board on November 16, 2018 at the Annual Meeting.

Ms. Robin King addressed the Committee and provided a brief update on Hurricane Michael. She reported that two of our sister regions are not operational; regions Three, CareerSource Chipola and Four CareerSource Gulf Coast. We have reached out to offer whatever assistance we can provide. Ms. King reported that we were scheduled to have our programmatic monitoring next week and it has been postponed. Next, she advised the Committee that Mr. Andrew Spar has taken a new position. We are required to have two labor seats on this Board and with the Committee's permission, Ms. King stated that she would reach out to Mr. Spar to find out who his replacement will be. Ms. King next requested that the Committee consider allowing the use of \$8,000 from the unrestricted funds to distribute among the staff.

6. Upon motion duly made, seconded and unanimously carried, the Executive Committee approved the expenditure of \$8,000.00 from unrestricted funds.

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

Recording Secretary

CareerSource-Flagler County Innovation & Entrepreneurship District Program

Background: There's bipartisan agreement that finding and investing in overlooked entrepreneurs in rural communities across the country represents a large-scale economic opportunity. Opportunity Zones (OZs) are a new community development program established by Congress in the Tax Cuts and Jobs Act of 2017 to encourage long-term investments in low-income rural communities nationwide. The OZ program provides tax incentives for investors to re-invest their unrealized capital gains into Opportunity Funds that are dedicated to investing into designated OZs.

The Ask: The Flagler County Department of Economic Opportunity (FCDEO) is requesting a \$26,500 financial partnership with CareerSource to retain professional technical services to establish an Innovation and Entrepreneurship District Program (IEDP), which capitalizes on Opportunity Zone funding.

The IEDP Initiative: A key FDEO business recruitment and expansion strategy is to develop an IEDP. The IEDP will identify and facilitate the growth of emerging start-up companies from high potential concepts to high performing businesses through the elimination of growth barriers.

Capital is a primary barrier to many start-up endeavors. Commercial loans from community banks are typically not available, venture capitalists tend to chase big city tech companies, and financial challenges for women, minority and rural-based entrepreneurs are amplified. The IEDP will develop a program that capitalizes on the Opportunity Zone provisions to systematically eliminate such barriers.

Foundational steps have been accomplished to set the stage for the IEDP, namely:

- ✓ Delineation of the area eligible for Opportunity Zone designation
- ✓ Designation Opportunity Zone from Governor
- ✓ Approval of Opportunity Zone by federal government, see attached map
- ✓ Engagement of stakeholders in concept initiative, FCDEO has spoken with CareerSource, the City of Palm Coast, SCORE, the SBDC, Flagler Schools and the Flagler Executive Airport regarding the Program

The next steps to unlocking the business opportunity inside an OZ will require visionary leadership, intentional design, data-driven strategies and a thorough knowledge of finance. The proposed financial partnership with CareerSource will fund development of a strategic structure that, includes specific initiatives, milestones and funding options.

Professional Services are needed to advise the partners and policy-makers in creating a strategy that aligns with the priorities and objectives. This requires a deep knowledge of Opportunity Fund investment legislation, investment mapping, impact reporting, and financial investment vehicles.

Closing: This public/private investment partnership supports innovation and entrepreneurship. The IEDP can be an economic catalyst for the region, bridging the small business capital gap, creating employment opportunities and fostering economic diversification.



**APPLICATION FOR CAREERSOURCE FLAGLER VOLUSIA
BOARD MEMBERSHIP**

Today's Date:

____8/16/18_____

- I. Name: _____Bonnie Madden_____
- II. Organization/Company Name: ____Advent Health Medical Group aka
Florida Hospital HealthCare Partners_____
- Occupation/Title: __Regional Director of Patient Access/Referrals &
Director of Operations for Specialty Practices Palm Coast _____
- Prior Occupation if retired:

Business Address: ____61 Memorial Medical Parkway Suite 3808

____Palm Coast, FL 32164 _____

Home Address: _____3700 S Ocean Shore Blvd #48 Flagler Beach, FL

32136_____

Business Phone number: ____386-586-1560 _____

Fax number: _386-586-1563_____

Cell Phone number: __407-721-5534_____

Email Address: _Bonnie.Madden@ahss.org_____

Assistant's Email Address and Phone Number:

III. Demographic Data (Optional):

- a. Gender: **Female** Male
- b. Ethnicity: **Caucasian** African American or Black Asian
Hispanic American Indian Other
- c. Citizenship: **U.S. Citizen** or Naturalized Citizen
Lawfully Admitted Alien or Refugee

- d. Veteran: **No** Yes:

Branch _____

- e. Educational Degrees, College or University, type of degree, include specialized training: _____ Associate of Science in Nurseing Marshall University, Bachelors of Science in Nursing Florida Southern College Health Risk Management Certification UCF, Licensed Registered Nurse in SOF, Licensed Health Risk Manager in SOF _____

f.

IV. What is your interest in becoming a member of the CareerSourceFV Board?

___Developing interest and career opportunities in FHFL that will support our community for years to come. Particularly interested in Health Care, Law Enforcement and Education and support Small Business

V. Have you ever been a Customer of Career Center Services?

___No_____

- VI. What special experience/training or qualifications do you have that you could bring to the Board? __Background in HealthCare Inpatient Clinical Services, Urgent Care, Managed Care Consulting, Self Insurance/Self Administration claims administration in multi State region, Occupational Health and Business Health Services, Health Call Center Development, Blood and Body Fluid Hotline Development, Pharmacy Benefit Management Services, Municipality Health Services, Licensed/Certified Health Risk Manager, Compliance Management, Contract, Training and Development at all levels in an organization, Baldrige Trained in Organizational Development and Application Writing, URAC application writing and submission process, Joint Commission and Center of Excellence Certification Achievements and Sustainment, Talent Acquisition and Job Description Development, Competency Development and skills validation, Active in Rotary, Active in Supporting/Fund Raising for other Not for Profit Organizations, BSA Support_____
- VII. Other current or previous Board membership (include offices held or Committee Service): _____FTI Current Board Member, Regional Compliance Committee, Clinical Effectiveness Committee, Emergency Management Committee, Infection Control Committee, Spiritual Ambassador_____
- VIII. Any personal information you wish to share with the Nomination Committee: ____Married to Don Madden who is a wonderful role model for service to community and others. I have two Beautiful Grand Daughters in St. Augustine – Charlee Ann and Sunny Jo. Our newest member of the family is a 10 lb Coton de Tulear names Jackson (Jax) who

runs the house. I am just a Country girl raised on the KY, WV, OH border and grew up with a love for horses and thoroughbred racing. Love our beautiful community of Flagler Beach and so happy to have this opportunity to live and work in Flagler County. _____

- IX. Conflicts of Interest (any known or potential conflicts of interest which may be applicable to membership on the CareerSourceFV Board) are as follows: If none, indicate

_____NONE_____

- X. Much of the work of the Board of Directors is accomplished by the Board's committees. Please select the Committee(s) you would like to serve on:

(Xc) In order to ensure a qualified talent pool for today and tomorrow, the **Career Pathways Committee** ensures that our workforce system is sector driven and guided by continuous and accurate business intelligence.

() The **Industry Demand Connection Committee** focuses on an effective workforce career system by involving businesses in solutions to develop talent opportunities.

() The **Finance Committee** provides oversight to ensure effective use of funds by investment in identified business-valued training.

Signature

Return application to: Nominations Committee

CAREERSOURCE FLAGLER VOLUSIA ETHICS AND TRANSPARENCY POLICY

To ensure CareerSource Flagler Volusia's commitment to conduct work in a manner that is business-driven, focuses on talent and continuous improvement and assures accountability to public and private stakeholders including businesses, workers and jobseekers, the CareerSource Flagler Volusia Board of Directors adopts this ethics and transparency policy.

CareerSource Flagler Volusia Board of Directors, employees and other stakeholders will conduct business in an open manner, comply with federal and state laws and ensure the public has access to information including but not limited to:

- Information about state and local plans;
- Professional employment of workforce development board members;
- Selection of one-stop operators;
- Awards of grants or contracts to eligible training providers of workforce investment activities;
- Minutes of formal meetings of workforce development boards; and
- Workforce development by-laws.

CareerSource Flagler Volusia's Ethics and Transparency Policy aligns with federal and state laws and communicates the Board of Directors' expectations of maintaining integrity, accountability and transparency in decisions and actions that earn and protect the public trust.

REGULATORY EXPECTATIONS FOR ETHICS AND TRANSPARENCY

U.S. Department of Labor Employment and Training Administration Advisory System Training and Employment Guidance Letter No. 35-10 was issued on June 16, 2011. The guidance letter (TEGL 35-10) states that providing responsible stewardship for and oversight of publicly funded workforce programs must be accomplished in a way that demonstrates strong integrity, accountability and transparency to preserve the public trust. The responsibility for this stewardship and oversight is shared in the public workforce system by federal, state and local entities.

Public Law 113-128, the Workforce Innovation and Opportunity Act, was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA Section 107(e) and 20 CFR 679 require local workforce development boards to make certain information available to the public, on a regular basis through electronic means, open meetings and upon request. Additional measures may be taken by state and local policymakers to ensure such information is readily accessible to the public.

The Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers, employees, candidates, lobbyists and others in state and local government. Workforce development board members and their designees are subject to the Code of Ethics for Public Officers and Employees.

Local workforce development boards are subject to Chapter 119, Florida Statutes and Chapter 286, Florida Statutes. Local workforce development boards also are subject to Section 24, Article I of the State Constitution, which describes Access to Public Records and Meetings.

Chapter 119, Florida Statutes, commonly known as Florida's Public Records Law, provides information on public records in Florida, including policies, definitions, exemptions, general information on records access, inspection, examination and duplication. It is the policy of the state of Florida that "all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is the duty of each agency" (Chapter 119.01, Florida Statutes). Included agencies are "public or private agencies, persons, partnerships, corporations or business entities acting on behalf of any public agency" (Chapter 119.011, Florida Statutes), "or other separate unit of government created or established by law" (Chapter 119.0701, Florida Statutes).

Chapter 286, Florida Statutes, also known as Florida's Sunshine Law, establishes a basic right of access to meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The law describes how boards conduct public meetings, how these meetings are noticed, who may attend, and how they may be accessed. This law also describes what records must be kept and made available to the public upon request.

AUTHORITIES

- U.S. Department of Labor, Employment and Training Administration Advisory System, Training and Employment Guidance Letter No. 35-10
- Public Law 113-128, the U.S. Workforce Innovation and Opportunity Act Of 2014 (WIOA), Sections 106-110
- 20 CFR Part 679—Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act
- Chapter 445.003-445.007, Florida Statutes
- Chapter 112, Florida Statutes
- Chapter 119, Florida Statutes
- Chapter 286, Florida Statutes

**CareerSource Flagler Volusia
2018-2019
Slate of Officers**

**Chair
Vice Chair
Secretary**

**Carlos Valderrama
Cheryl Tanenbaum
Bret Schmitz**

TENTATIVE 2019 BOARD MEETING DATES

January 17, 2019

March 29, 2019

May 24, 2019

August 16, 2019

November 15, 2019

Excerpt from Bylaws

Section 406. Conflict of Interest

No member shall cast a vote, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents) or on any matter that would provide any direct financial benefit to that board member. Any potential conflict, whether real or perceived, must be disclosed and requires that the board member not discuss, deliberate, or in any other way attempt to persuade the issue for which a conflict of interest has been declared. A conflict of interest is present if the individual board member, any member of the individual's immediate family, the individual's business partner, or any organization which employs, or is about to employ, any of these individuals has a financial or other interest in the firm or organization selected for a financial award by the board.

The Corporation shall not, either directly or indirectly purchase, rent, or lease any realty, goods or services from any business entity of which any member, the member's spouse or child is an officer, partner, director, or proprietor or in which they have any material interest.

At the Board's discretion the following may be exempted from the above paragraph, in accordance with Section 112.313(12) Florida Statutes if:

A contract with an agency (as defined in s. 112.312(2), including, but not limited to, those statutorily required to be board members) when said agency is represented by a board member and said member does not personally benefit financially from such contracts;

- The business with the member is transacted under a rotational system whereby the business transactions are rotated among all qualified suppliers of the goods and services within the LWDA 11 service delivery area;
- The business is awarded under a system of sealed competitive bidding to the bidder that is most responsive to the needs outlined in the request;
- The member, the member's spouse or child, has in no way participated in the determination of the bid specifications or the determination of the bidder;
- The member, the member's spouse or child, has in no way used or attempted to use their influence to persuade CareerSource Flagler Volusia or any personnel thereof to enter into such a contract other than by the mere submission of the bid;
- When the Corporation enters into a contract with an organization or an individual represented on the Board of Directors, the contract must be approved by a two-thirds vote of the of the Board of Directors, a quorum having been established.

- A contract under \$25,000 between the corporation and a member of the Board of Directors or between a relative, as defined in s. 12.3143(1)(b), of a member or of an employee of the Board of Directors is not required to have the prior approval of CareerSource Florida Inc., but must be approved by a two-thirds vote of the Board of Directors, a quorum having been established.
- If a contract cannot be approved by CareerSource Florida Inc., a review of the decision to disapprove the contract may be requested by the Corporation or other parties to the disapproved contract.
- Any other exemption created under Section 112.313(12) Florida Statutes or any other applicable Florida or United States statutes applies.

**CareerSource Flagler Volusia
CONFLICT OF INTEREST CERTIFICATION**

As set forth in Section 112, Florida Statutes, members of the Workforce Development Board CareerSource Flagler Volusia Board of Directors may not vote on any matter, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest. Therefore, I hereby certify that I have no present conflict of interest and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor for selection on any contract or management of any contract if I have a conflict of interest or a potential conflict of interest.

Print Name

Signature

Date