

**NOTICE OF THE MEETING
OF THE BOARD OF DIRECTORS
CAREERSOURCE FLAGLER VOLUSIA
HOULIGAN'S RESTAURANT
1725 INTERNATIONAL SPEEDWAY BOULEVARD
DAYTONA BEACH, FLORIDA**

**4:00 P.M. – 5:30 P.M.
January 17, 2019**

**AGENDA
Conference Call-In Number: 888-585-9008
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 be sure to complete the proper form for recording with the minutes.

- I. Welcome and Roll Call**
 - 1. Acknowledge Guests from General Public
 - 2. Public Comments

- II. Consent Agenda Approval**

Consent Agenda:

 - 1. Board of Directors Meeting Minutes – November 16, 2018 **Page 1**
 - 2. On-the-Job and Customized Training Agreements **Page 7**

- III. Business Speakers – Mr. John Davis, Executive Vice President**

**Orlando Economic Partnership
Dr. Jerry Parrish, Chief Economist & Director of Research
Florida Chamber Foundation**

- IV. 2019 Board Priorities & Goals – Discussion**

- V. Chair’s Comments**

- VI. President’s Comments**

- VII. Informational Items**
 - 1. Performance Update
 - 2. Finance Update

- VIII. Adjournment**

Next meeting of the Board is scheduled for March 29, 2019

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

NOVEMBER 16, 2018

The Annual Meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 16th day of November 2018 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.

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

The following members were present:

Ms. Nancy Bradley, Administrator–Daytona College
The Honorable Joyce Cusack, At-Large Representative-Volusia County Council
Mr. David Dougherty, CPA–Taxes & Financial Services
The Honorable Donald O’Brien, Commissioner–Flagler County Board of Commissioners
Mr. Bret Schmitz, President-Hudson Technologies
Mr. Andrew Spar, President–Volusia County Teachers Association
Mr. Carlos Valderrama, Manager-Valderrama Partners, LLC
Ms. Helga van Eckert, Executive Director-Flagler Department of Economic Opportunity
Mr. Tyrone Walker
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
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. Scott Wilson, Partner-RSM US LLP
Ms. Juliana Kreul, Tax Manager Not-for-Profit-RSM US LLP
Mr. Jeffrey Gervase, Senior Director, Audit Services-RSM US LLP
Mr. Richard Cuebas, Disabled Veterans Outreach 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. Howard Johnson, Data Manager–Eckerd Connects
Mr. Remie Beaulieu, Senior Network & Systems Engineer-CareerSource Flagler Volusia
Mr. Matthew Davids, Chair-School of Adult Education-Daytona State College

Mr. Valderrama called the meeting to order and welcomed the guests. He called attention to the Agenda and the presentation of the CareerSource Flagler Volusia 2018 Workforce Professional award. Mr. Valderrama announced that Mr. Joseph Roberts is our 2018 Workforce Professional Champion. He read a brief bio about Mr. Roberts which highlighted his military service and continued service to his community and local veterans.

Next, Ms. King acknowledged this year's Partner in Workforce Excellence Award recipient; Daytona State College School of Adult Education. She presented the award to Mr. Matthew Davids, Chair of the School of Adult Education and reported on the services provided to the citizens of Volusia County. Ms. King explained that GED preparation classes, provided without cost by Daytona State College, are held in the Orange City Career Center. Additionally, Ms. King acknowledged that Volusia County Human Services Department covers the cost of GED testing once our customers are ready for the test.

Mr. Valderrama announced that CareerSource Flagler Volusia had been awarded the Veteran's Incentive Award for the second year in a row. He thanked Ms. Donna Runge, Administrator for the Department of Economic Opportunity, for the outstanding efforts of the Veteran team. The award is for approximately \$38,000.

The next item was the Consent Agenda. Mr. Valderrama stated that all members had received the Minutes of the September meeting along with the listing of the OJT and Customized Training Agreements. He called for a motion to approve the Consent Agenda.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the Consent Agenda items.

Mr. Valderrama advised that the next item was the approval of a Related-Party Training Agreement with Giles Electric Company. Mr. Brad Giles was not present at the meeting.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Related-Party Training Agreement with Giles Electric Company was approved.

Next, Mr. Valderrama called on Mr. Julian Lopez from Merrill Lynch to report 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 asked if there were any questions from the members. No questions were asked.

Mr. Valderrama stated that the next item on the Agenda was the Executive & Finance Committee Report. He called attention to the Minutes of the October 17, 2018 Meeting and requested ratification of the actions of the Executive Committee.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors ratified the actions taken by the Executive Committee at the October 17th meeting.

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 provided a brief background of his organization and thanked the Board for the opportunity to provide auditing services. He called attention to the Financial Statements that had been provided to the members and which were posted on the iPads. Mr. Wilson provided a brief slide presentation highlighting specific areas of the audit and 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.

Following the review of the financial statements, 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 the 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.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the 2017-2018 Annual Audit as presented
5. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the 990 Tax Return as presented.

Mr. Valderrama addressed the Board members and stated for the Chair's Comments he wanted to take the opportunity to acknowledge and express gratitude to the Honorable Joyce Cusack for her engagement and participation on our Board of Directors. He explained that Ms. Cusack will term out from serving on the Volusia County Council. Mr. Valderrama read a letter from the Board of Directors to Ms. Cusack to thank her for her service to our Board and the community.

Mr. Charlie Howell next presented the Annual Report. Mr. Howell reported that the Annual Report took on a new look this year. He explained that in the past, we highlighted numbers along with a few stories behind the numbers and our expenditures. This year, the Annual Report was formatted around the strategic goals that the Board of Directors established. He discussed activities that are happening that work toward the goals. Mr. Howell reviewed community involvement and partner collaboration. He explained how community involvement helps us to be better in touch with the needs of the community in order to tailor our programs to address those needs. Mr. Howell highlighted the various sections of the Annual Report including information on expenditures. He advised that the report will be posted on our web site immediately following the meeting.

6. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the 2017-2018 Annual Report as presented.

Ms. Robin King next reported that the Annual Performance Report from the State will probably not take place until the March 2019 meeting. She wanted to provide the Board with a few snapshots of our performance data and called on Ms. Christine Sikora to report on last year's data. Ms. Sikora explained how the goals are attained. She reviewed each of the measures. In addition to the performance data report, Ms. Sikora

highlighted the customer satisfaction survey. She explained that we exceeded our goal with a 91% customer satisfaction rate. The businesses that we serve are also asked to complete a survey with the state to rate their level of satisfaction from 0 to 10 and our rate was 9.58.

Mr. Carlos Valderrama next called for Board member comments. Mr. Brad Harris asked to comment in order to bring awareness to an effort by the County. He explained that Ms. King and her team have done an excellent job of partnering with many organizations and there are some good things going on. Mr. Harris reported that one of the items that he was involved with was going to all the stakeholders in the County, chambers of commerce, and economic development entities in all of the cities to ask them what they need from an information standpoint or a systems standpoint. They needed a way to characterize the workforce in such a way to advertise it to potential businesses. He stated that CareerSource Florida and DEO have tools that help highlight what the workforce is in an area but what wasn't up to date was some of the education data for our community. We have tremendous education resources in this community. With that said, the County set out to gather all the information about who is graduating and the kinds of education they are bringing into the workforce. They canvassed the colleges, universities, high schools; private and public and gathered the information on completions. The plan was to place the information on the County's Economic Development web site. As the data was being gathered, they realized they needed to tell more of a story. This grew into an online publication which they are hoping to have available after Thanksgiving. Mr. Harris discussed the future of the publication and responded to questions.

Ms. Robin King addressed the Board and stated that she wanted to brag a little on some members of her team. She congratulated Ms. Jennifer Gosling for her participation in the Kick Start Weekend; her team came in first place. Next, Ms. King expressed congratulations to Ms. Cheryl Tanenbaum; Intracoastal Bank was recognized as the Small Business of the Year by the Daytona Chamber of Commerce. She next advised the Board that we have been awarded an Able Trust Grant for \$65,000. Ms. King gave kudos to Ms. Jennifer Gosling for writing the grant. She advised that there will be a presentation of the award by Able Trust and they would be receiving a "save-the-date" invitation. Ms. King reminded the Board that we will have our annual planning on January 17, 2019 at 4:00 p.m. We will be following up with our Industry Focus Groups on February 22, 2019 at 8:00 a.m. at the Hard Rock Hotel. All six groups will come together, and we will present prototype of solutions.

Mr. Valderrama called attention to the next item on the Agenda. He stated that the Agenda included the proposed slate of 2018-2019 officers. Mr. Valderrama opened the floor to nominations. He provided the rules for nominating a candidate; in order to serve as an officer, the candidate must be a private business and the nominee will be asked

to give consent if present, if the candidate is not present, their consent must be provided. A member cannot nominate themselves. Mr. Valderrama provided the names of the Nomination Committee candidates:

Chair	Carlos Valderrama
Vice Chair	Cheryl Tanenbaum
Secretary	Bret Schmitz

No other nominations being made, the nominations were closed.

7. Upon motion duly made, seconded and unanimously carried, the slate of officers, as presented by the Nominations Committee, was approved.

Mr. Valderrama called attention to the list of tentative meeting dates that was included in the Agenda package and asked everyone to make note of the dates.

Ms. Ann Lesizza addressed the Board members and advised that the Agenda package included an excerpt from the Bylaws regarding Board member conflict of interest. She asked each member to certify that they are aware of the policy regarding conflict of interest. A form was distributed for the members to certify they are aware of the policy.

Mr. Valderrama mentioned that the Agenda package also included several informational items for their review.

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 Date	Total Unit Cost
All Phases LLC	1	Paver-Fence Installer	9/28/2018	\$1,276.50
Community Partnership for Children	3	Case Manager Trainee	10/3/2018	\$1,162.95
Costal Cloud	1	Business Analyst	11/2/2018	\$1,259.86
Duva-Sawko	2	Medical Billing Representative	10/5/2018 10/18/2018	\$1,716.61
Encompass Enclosures LLC	3	Install - Repair Tech	10/2/2018 10/3/2018 10/16/2018	\$2,057.16
Everglades Boats	2	Fiberglass Finisher	10/4/2018 11/2/2018	\$1,356.66
Flagler County PC Home Builders Association	1	Membership Events Manager	10/9/2018	\$2,060.80
Mechanical Insulation & Technologies	1	HVAC Insulation Mechanic	10/26/2018	\$1,011.20
Synergy Billing	2	Junior Billing Associate	11/9/2018	\$1,056.00
The House Next Door	2	School Based Prevention Specialist, Cares Coordinator	10/12/2018 11/13/2018	\$2,029.51
United Way	1	Care Coordinator - Outreach Specialist	10/12/2018	\$536.55
	1			\$15,523.80

Customized Training Contracts

Company Name	Type of Training	Signed Contract Date	Number of Trainees	Total Unit Cost	Company Match
Jacobs Heating & Air Conditioning	Dispatcher	43388	1	\$1,600.92	\$851.92
All Phases LLC	Office Manager	11/1/2018	1	\$789.95	\$454.23
Bbraun	QA Validation Specialist III	10/27/2018	1	\$4,923.58	\$2,954.15
			3	\$7,314.45	\$4,260.30