

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

**9:00 A.M. – 10:30 A.M.
August 16, 2019**

**AGENDA
Conference Call-In Number: 888-670-3525
Passcode: 394 087 3944#**

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 – May 25, 2018 **Page 1**
 - 2. On-the-Job and Customized Training Agreements **Page 6**
 - 3. Training Provider List **Page 9**

- III. Related-Party Training Agreements**
 - 1. Hudson Technologies, Inc..... **Page 10**

- IV. Daytona Regional Chamber of Commerce – CEO Business Challenge Presentation**
 - Ms. Janette Duerr, APR, Duerr Communications
 - Mr. David Weis, COO, Advent Health

- V. Ms. Andra Cornelius, Business & Workforce Development Senior Vice President - CareerSource Florida**

- VI. Board Member Comments**

- VII. Executive Committee Report**
 - Minutes – July 18, 2019..... **Page 11**
 - Ratify the Actions of the Executive Committee**

- VIII. Recent Highlights**

- IX. Chair’s Comments**

- X. Informational Items**
 - 1. Strategic Goals Update..... **Under Separate Cover**
 - 2. Programmatic Updates **Under Separate Cover**
 - 3. Financial Report **Under Separate Cover**

- XI. President & CEO’s Comments**

- XII. Adjournment**

Next meeting of the Board is the Annual Meeting Scheduled for November 15, 2019

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

MAY 24, 2019

A Meeting of the Board of Directors of CareerSource Flagler Volusia, was called to order at 9:00 a.m., on the 24th day of May 2019 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. Nancy Bradley, Administrator – Daytona College, LLC

The Honorable Barbara Girtman, - District 1 Councilwoman – Volusia County Council

Mr. Daniel Hunt, Business Manager – IBEW Local Union 756

Dr. Tom LoBasso, President – Daytona State College

Dr. Aubrey Long, Vice President – Business & Community Development - Bethune-Cookman University

Ms. Bonnie Madden, Director of Operations – Advent Health Medical Group*

Mr. Bret Schmitz, President – Hudson Technologies

Ms. Cheryl Tanenbaum, SVP & CFO – Intracoastal Bank

Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC

Ms. Helga van Eckert, Executive Director – Flagler County Dept. of Economic Opportunity

Mr. Tyrone Walker, District Leader – Primerica*

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.

Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Minutes of the Meeting

May 24, 2019
Page Two

Mr. Howard Johnson, Data/EFM Manager – Eckerd Connects
Mr. Remie Beaulieu, Senior Network & Systems Engineer – CareerSource Flagler Volusia
Ms. Donna Runge, Administrator – Department of Economic Opportunity
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Mr. Brian Willard, Director – Road to Success Program
Ms. Jayne Burgess, Business & Workforce Development Senior Director – CareerSource Florida
Ms. Ruth Dillard, Division Director – Division of Workforce Services – Department of Economic Opportunity
Ms. Pam Johnson, Deputy Director - Division of Workforce Services – Department of Economic Opportunity
Ms. MaryAnn Sewell, Vice President Strategic Business Development & Career Services, Florida Technical College
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.

*via Conference Call

Mr. Valderrama called the meeting to order and stated that the first item was the Consent Agenda. He advised that the Minutes of the March 29, 2019 Board of Directors Meeting, the Training Agreements and List of the Training Providers had been provided to the members prior to the meeting. Mr. Valderrama called for a motion to approve the Consent Agenda.

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

The next item on the Agenda was the Related-Party Training Agreement with Hudson Technologies, Inc. Mr. Bret Schmitz recused himself from the vote and filed Form 8B with the Recording Secretary. Mr. Valderrama called for a motion to approve the Agreement.

2. Upon motion duly made, seconded and unanimously carried, with Mr. Bret Schmitz abstaining from the vote, the Board approved the Related-Party Training Agreement with Hudson Technologies, Inc.

Next, Mr. Valderrama introduced Ms. Ruth Dillard, Division Director, Division of Workforce Services with the Department of Economic Opportunity and Ms. Jayne Burgess, Business & Workforce Development Senior Director with CareerSource Florida. Ms. Dillard explained that this was her first opportunity to visit with a local board and was excited to visit with us.

Ms. Jayne Burgess addressed the Board members and explained that about three years ago CareerSource Florida divided up the 24 local workforce boards among four CareerSource Floridamembers and briefly explained the partnership.

Ms. Robin King stated that she has requested that Ms. Andra Cornelius from CareerSource Florida attend the August Board Meeting to speak about apprenticeships and sector strategies along with reporting on what is happening at the state level.

Mr. Valderrama called attention to the Minutes of the Executive and Finance Committee meeting which was held on April 24, 2019. Mr. Valderrama reported that the proposed 2019-2020 Annual Budget has been provided to the members in both a line item format and the format required by the Counties for their approval. He called for a motion to approve the 2019-2020 Annual Budget as presented.

Ms. Jennifer Campbell addressed the Board meeting and reviewed the highlights of the proposed budget. She explained that this year CareerSource Florida will not be providing project grants, with the exception of the apprenticeship grants, and will instead be giving performance-based incentive funds on a quarterly basis along with the rural initiatives grant that we have received in the past. These two grant numbers are not included in the proposed budget. Ms. Campbell explained that this year we are lowering our operating expense budget and increasing our training and direct client services slightly.

Ms. Robin King explained that the format is designed by Volusia County; we provide the information and they compile it. The Finance Committee will continue to see more detailed information throughout the year.

3. Upon motion duly made, seconded and unanimously carried, the Board of Directors approved the proposed 2019-2020 Annual Budget.

Mr. Valderrama announced that the next item on the Agenda was the approval of Mr. Bradley Harris, Acting Director for Volusia County Economic Development, as a member of the Board of Directors. Ms. Robin King advised the members that Mr. Rob Erhardt had left his position with the County. She stated that while the seat is a County appointed position, she wanted to bring it before the Board for their approval.

4. Upon motion duly made, seconded and unanimously carried, the Board approved the membership of Mr. R. Bradley Harris to the Board of Directors.

Ms. Nancy Bradley reported to the Board on behalf of the Career Pathways Committee and advised that the Minutes of the March 21, 2019 Committee meeting had been

provided for the members. She explained that there were two main items that came before the Committee; one was an extensive discussion of the Alliance4 Event. Ms. Bradley reported on the success of the event. The event provided great information, great opportunities for networking with business, economic development, education and workforce development. She stated that the next event is scheduled for September 6th at Daytona State College. The other item discussed at the Committee meeting was the renewal of service contracts; the Center Operator – Career Steps, Inc., Career Services - Case Management, Inc. and the Young Adult Programs, Eckerd Connects and Road To Success with Flagler County Schools and George Washington Carver Foundation. She explained that during the Committee meeting each program was reviewed for performance and outcomes. The Committee is recommending renewal of the existing contracts for one year.

Ms. Christine Sikora explained that this is the fourth year for these contracts, and it will be the last time that these contracts can be renewed. We will go out for bid for proposals next year.

5. Upon motion duly made, seconded and unanimously carried, the Board of Directors approved the one-year contract extensions as recommended by the Career Pathways Committee.

The next item on the Agenda was Board Member comments. Mr. Valderrama requested comments from the members. None being made, he moved to the Chair's Comments. Mr. Valderrama stated that he and Ms. King had attended the groundbreaking of the Dr. Joyce Cusack's Resource Center in Spring Hill which is scheduled to open toward the end of the year. He announced that we are planning a job fair with the Resource Center this Fall. Ms. Barbara Girtman attended the groundbreaking as a speaker and reported that this is a great opportunity to acknowledge Dr. Cusack and her many years of service and contributions to the community but also a great investment in the community.

Mr. Valderrama reported that he attended the CareerSource Florida Chairs Alliance which provides resources to the workforce board chairs and he announced that they have created a password protected website to allow the Chairs to communicate and share ideas. He also attended the CareerSource Florida Board meeting. Mr. Valderrama provided a summary of the Mission Moment that our local board presented along with Walgreens. He reported that the CareerSource Florida Board discussion, similar to our last meeting, focused on the Gig workforce and they too had more questions than answers. Going forward, Mr. Valderrama stated the future conversations will focus on the funds and services that will be allocated toward this growing workforce.

Minutes of the Meeting
May 24, 2019
Page Five

Mr. Valderrama mentioned that CareerSource Florida had commissioned a study by Cambridge Systematics on the Gig Economy and Florida's Workforce System. A copy of the report will be forwarded to the members.

Recent Highlights were provided by Ms. Christine Sikora and Mr. Charlie Howell. Ms. Sikora reviewed our current grants and provided some pictures of the activities. She discussed the Boat Building Grant and talked about the efforts of Ms. Terrell Bates from the Housing Authority of the City of Daytona Beach and her commitment to have young residents in her community succeed in obtaining job skills. Ms. Robin King expressed kudos to Daytona State College for all their assistance to develop this training. Next, Ms. Sikora reported on the partnership with Daytona State College and their Adult Education at our Orange City Career Center. She provided a picture of the April graduating class. There were four graduates. The training and materials are provided without cost by Daytona State College and Volusia County Human Services covers the cost of the GED test. Ms. Sikora provided pictures of our two Young Adult program GED graduates.

Next, Mr. Charlie Howell provided a brief explanation of the Alliance4 for new members and guests present. He explained that Alliance4 grew out of our target sector initiative. We have six sectors and during our first round of meetings, each sector met and someone from that sector ran the meeting; we attended just to listen and take notes. After those meetings, a common theme emerged that they needed more collaboration with education and economic development. We brought together workforce development, business, education, and economic development. Mr. Howell talked about our first event at the Hard Rock Hotel where we brought together all of these partners and it was a success. The comments from the businesses was that this was the first time that anyone was listening to them and it provided education with the things that needed to change in order to get the children ready for these businesses. The next step is to accomplish some of the items highlighted at the event. The plan is to have Alliance4 events every six months and in the interim we have created landing pages on our web site so that each industry can have a place to see what has occurred since the last time they met; what are some of the accomplishments. Mr. Howell demonstrated a mockup of the landing page concept and its contents. He mentioned the sponsorship program that we will be kicking off soon.

Ms. Robin King distributed a sponsorship flyer along with a Save-the-Date flyer to each of the members. She thanked Dr. Tom LoBasso for offering to host the September 6th event at the new Student Center at Daytona State College.

Minutes of the Meeting
May 24, 2019
Page Six

Next, Mr. Howell discussed Data Analytics. He explained that we have begun looking at the data we have available. This information will provide data about what is happening in the Centers, what is the volume and the flow in order to determine what we might have to do differently. He provided a sample data review of case load. The goal is to have our data drive more efficient and effective decisions.

Next, Mr. Howell demonstrated the Jobs Report. He talked about the content that is compiled for our two-county area in a simplified easy-to-read form and then it is posted monthly on Facebook, LinkedIn and Twitter.

Mr. Robin King provided the President's report. She acknowledged David Dougherty, who was absent from the meeting, and reported that he would not be renewing as a Board member since he is retiring. Next, Ms. King reported on the CareerSource Florida Mission Moments, which is held during the first few minutes of each CareerSource Florida Board meeting, to highlight activities at the local level. She reported that we had the opportunity to participate and to show what we are doing with Walgreens. Mr. King reported on the statewide peer groups; IT Directors, Financial Officers, the COO Group and the President & CEO Group. As of July 1, 2019, Ms. King will be the President of her peer group, the Florida Workforce Development Association (FWDA).

Mr. Valderrama called attention to the informational items provided; performance, finance and goals updates.

Thee 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
A/C Doctor Complete, Inc	1	Service Technician Level 1	5/2/2019	\$768.00
All Phases LLC	1	Sales Marketing	5/22/2019	\$3,136.00
Century Clinical Family Medicine	1	Medical Assistant	5/31/2019	\$806.40
Community Partnership for Children	3	Case Manager Trainee	5/24/2019	\$1,162.95
Deland Area Chamber of Commerce	1	Membership & Marketing Director	5/16/2019	\$1,744.42
Duva-Sawko	6	Medical Billing Representative, Claims Research Representative, Chart Auditor	5/9/2019 5/17/2019 5/23/2019 6/6/2019	\$7,547.80
Easterseals	1	Family Services Coordinator	5/10/2019	\$1,490.02
Habi Tech Systems	1	Administrative Assistant	5/16/2019	\$738.40
Jacob Heating & Air Conditioning	1	Install Job Coordinator	5/29/2019	\$996.00
John Knox Village	3	Certified Nursing Assistant, Accounts Receivable Specialist	5/14/2019 5/17/2019 5/28/2019	\$3,557.50
M&M Development	1	General Construction	5/2/2019	\$768.00
Modern Mold & Tool, Inc	1	Machine Operator	5/23/2019	\$768.00
Putterman Athletics	1	Inventory Control Specialist	5/29/2019	\$2,328.24
SAAFE Behavioral Services	1	Medical Assistant	5/2/2019	\$1,440.00
SE Cline Construction	1	Equipment Operator	5/15/2019	\$1,029.20
Sterling Court	1	Bus Driver	5/20/2019	\$1,275.00
Synergy Billing	5	Denial Prevention Associate, Patient Care Specialist, Accounts Receivable Coordinator	4/29/2019 5/3/2019	\$8,083.20
Virtech Systems	1	Technical Support Specialist	5/24/2019	\$644.00
	31			\$38,283.13

Customized Training Contracts

Company Name	Type of Training	Signed Contract Date	Number of Trainees	Total Unit Cost	Company Match
Drive Group LLC	Graphic Design Services	6/14/2019	1	2427.77	3070.65
Dredging Marine & Consultants	Engineering Services	6/3/2019	1	\$1,330.92	\$1,330.92
			2	\$3,758.69	\$4,401.57

School	Address	City	State	Zip
AAA School of Dental Assisting	2415 South French Ave	Sanford	FL	32771
Daytona State College	1200 W. International Speedway Blvd., Bldg. 110, Rm 237	Daytona Beach	FL	32114
Daytona College	425 S. Nova Rd	Ormond Beach	FL	32174
Don Morgan Electrical Academy	5901 S. Williamson Blvd	Port Orange	FL	32128
Embry Riddle Aeronautical University	600 S. Clyde Morris Blvd	Daytona Beach	FL	32114
First Coast Technical College	2980 Collins Ave	St. Augustine	FL	32084
Flagler Technical Institute	5400 E. Highway 100	Palm Coast	FL	32164
Florida Technical College	1199 South Woodland	DeLand	FL	32720
HESTER School of Dental Assisting	1045 Williamsburg Road	DeLand	FL	32720
J&J Healthcare	1410 North Pine Hills Rd	Orlando	FL	32808
Jersey College	8131 Baymeadows Circle West	Jacksonville	FL	32256
Keiser University	1800 Business Park Blvd	Daytona Beach	FL	32114
Lake Technical College	2001 Kurt Street	Eustis	FL	32726
LeaderQuest IT Training	8663 Baypine Rd Bldg 4, Suite 104	Jacksonville	FL	32256
New Horizons	1221 Lee Road	Orlando	FL	32810
Northwest Lineman Center	7600 S. Meridian Road	Meridian	ID	83642
Stetson University	421 N. Woodland Blvd.	DeLand	FL	32720
Truck Driver Institute, Inc.	3700 St. Johns Pkwy	Sanford	FL	32771

OJT Related Party Agreements

Company Name	Number of Individuals	Type of Training	Signed Contract Date	Total Cost
Hudson Technologies	1	Custodian	6/6/2019	\$624.00
Total	1			\$624.00

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE COMMITTEE MEETING
JULY 18, 2019

A meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 18th day of July 2019 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. Mr. Valderrama called the meeting to order and welcomed everyone. He requested introductions and the recording secretary noted everyone present.

The following members of the Executive Committee were present:

Dr. Aubrey Long, Vice President-Business & Community Development – Bethune-Cookman University
Mr. Bret Schmitz, President – Hudson Technologies, Inc.
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Cheryl Tanenbaum, SVP/CFO – Intracoastal Bank
Mr. Derek Triplett, 3D Trip Enterprises, Inc.
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Mr. Tyrone Walker, District Leader - Primerica
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
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Mr. Charlie Howell, Vice President, Business Development & Technology – CareerSource Flagler Volusia
Ms. Christine Sikora, Vice President, Innovation Workforce Solutions – CareerSource Flagler Volusia
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Mr. Julian Lopez, Vice President – Merrill Lynch

Mr. Valderrama announced that the first item on the Agenda was an update on the Corporate Investment Account from Mr. Julian Lopez with Merrill Lynch. Mr. Lopez addressed the meeting and distributed report summaries to the members. He reported

that the account balance as of July 17, 2019 was \$564,033. Mr. Lopez provided a brief background of the account and stated that the intention of the investment account was to conservatively grow the funds in order to provide services and other purposes that the Board determined necessary. He reviewed the portfolio and the investment strategy being followed. Mr. Lopez discussed how he planned to just keep the account balanced based on the uncertainty of the Federal Reserve's possible decision to cut interest rates. He reviewed the report and responded to questions from the members. The Committee members asked Ms. King questions regarding the restrictions of these funds. She responded that the Board approves expenditures for specific projects that our regular allocations will not permit. Ms. King continued to explain that a healthy not-for-profit should have reserves in order to continue operations in the event allocations are held up for some reason.

Mr. Valderrama reviewed the draft Agenda for the upcoming Board of Directors meeting. He reported that Ms. Andra Cornelius, CareerSource Florida, will discuss programs that CareerSource Florida administers as well as their focus on apprenticeships. Ms. King mentioned that in addition she had invited the Daytona Regional Chamber Leadership Class to present this year's CEO Challenge at the meeting. She is waiting to hear if they will be able to make this presentation to the Board.

Ms. Christine Sikora reported to the Executive Committee on the activity of the Career Pathways Committee. Ms. Sikora addressed the Committee and reported that the Career Pathways Committee met on June 13, 2019 and the main focus of the meeting was around the Request for Proposals (RFP). She stated that we will be going out for bid next year for services. The RFP will be released in October and proposals will be due in February.

Next, Mr. Valderrama called on Mr. Tyrone Walker to report on the meeting of the Industry Demand Connection Committee (IDCC) which was held on June 18, 2019. Mr. Walker discussed the Alliance4 event which is scheduled for September 6th at the new Student Center at Daytona State College. He explained that the Committee discussed the Kentucky FAME Program and our Customized Training Program. Mr. Walker reported that the marketing of the Customized Training Program via targeted mailouts did not do well. Next, Mr. Walker mentioned that the Committee discussed the Entrepreneurial Learning Initiative (ELI) Training Project.

Mr. Valderrama requested more information regarding the ELI Training Project, also known as the Ice House Entrepreneurial Program. Ms. Robin King addressed the Committee and explained that we will be bringing in the Entrepreneurial Learning Initiative here to provide a three-day very

intensive train the trainer program. She distributed fliers to the members and advised that the training is based, in part, on the book "Who Owns the Ice House?" The program focuses on developing an entrepreneurial mindset. Ms. King stated that she is planning to hold an after-hours event on September 16th to meet the trainer and additional information will be made available at the August 16th Board Meeting.

Ms. Robin King provided an update on the Alliance4 Event scheduled for September 6th and stated that invitations will be available August 1st when all of the landing pages are completed. One of big things that came out of the February session was the need to have a place for information. She reported that Charlie Howell and Christine Sikora along with their teams have worked on six different industry pages. Ms. King announced that the Alliance4 now has a registered trademark. She explained that the big push is to have more businesses at each table.

Ms. King provided an update to the Tampa-Pinellas issue that occurred about two years ago. The Department of Labor issued a report to the Department of Economic Opportunity that indicated the potential of up to \$17,000,000 of disallowed costs. The Committee briefly discussed the consequences.

Next, Ms. King discussed our role in workforce attraction. She distributed an ad we recently developed for a local publication. Ms. King explained that while we know how to advertise for jobs that exist today, she was uncertain about attracting the workforce for jobs that don't exist today. The Committee discussed the various implications involved with the future of technology and wealth. Mr. Triplett asked at what point should we become involved. Ms. King explained that we cannot be a part of dislocating workers in another area. She mentioned the various types of information and assistance that we provide for a company moving into the area. The Committee stated that at this time, we cannot commit services for jobs that do not exist.

Mr. Valderrama announced that the next item on the Agenda was to review the application of Mr. Matthew Nelson for Board membership. Ms. King explained that Mr. Nelson was voted in as the new business manager for the IBEW and is replacing Mr. Dan Hunt. She reported to the Committee that we are required to have two labor seats. Mr. Valderrama asked the members to vote on the membership of Mr. Nelson.

1. After motion duly made, seconded and unanimously carried, the Executive Committee approved the Board membership of Mr. Matthew Nelson.

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

Recording Secretary