

**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 15, 2019**

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- Ms. Dolores Bilia**

- III. Acknowledgement of the Partner in Workforce Excellence – Ms. Shilretha Dixon, Administrator – City of DeLand, Spring Hill Resource Center**

- IV. Acknowledgement of the Florida 2019 Veteran’s Incentive Award**

- V. Consent Agenda Approval**
 - Consent Agenda:**
 - 1. Board of Directors Meeting Minutes – August 16, 2019..... **Page 1**
 - 2. On-the-Job and Customized Training Agreements **Page 7**

- VII. Executive & Finance Committee Report**
 - 1. Executive Committee Meeting Minutes – October 10, 2019 **Page 10**
 - 2. Presentation of the Annual Audit and 990 Tax Return RSM US LLP **Under Separate Cover**
 - Approval of the Annual Audit Report**
 - Approval of the 990 Tax Return**

- VIII. Chairs’ Comments**

- IX. Presentation of the Annual Report – Ms. Christine Sikora**
 - Approval of the Annual Report**

- X. Board Member Comments**

- XI. President & CEO’s Comments**

- XII. Nominations Committee**
 - Presentation of the 2019-2020 Slate of Officers..... Page 15**
 - 1. Election of Officers
 - 2. Tentative 2020 Board Meeting Dates **Page 16**
 - 3. Board Member Conflict of Interest Certification **Page 17**

XIII. Informational Items Under Separate Cover

- Performance Updates
- Financial Updates
- Strategic Goals Updates

XIV. Adjournment

Next Regular meeting of the Board is scheduled for Thursday, January 16, 2020

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

AUGUST 16, 2019

A Meeting of the Board of Directors of CareerSource Flagler Volusia, was called to order at 9:00 a.m., on the 16th day of August 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. Mary Jo Allen, Vice President-Post Acute Care – Halifax Health
Ms. Nancy Bradley, Administrator – Daytona College, LLC
Ms. Denise Breneman, County Director – Special Olympics Florida
Mr. Robert Davis, President – Lodging & Hospitality Association of Volusia County
Mr. Brad Harris, Acting Director – Volusia County Division of Economic Development
Dr. Tom LoBasso, President – Daytona State College
The Honorable Joseph Mullins, Commissioner – Flagler County Board of Commissioners
Mr. Matthew Nelson, Business Manager – IBEW #756
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Cheryl Tanenbaum, SVP & CFO – Intracoastal Bank
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
Mr. Charles Howell, Vice President-Business Development & Technology –
CareerSource Flagler Volusia
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions - CareerSource
Flagler Volusia
Ms. Andra Cornelius, Business & Workforce Development Senior Vice President –
CareerSource Florida
Ms. Janette Duerr, APR – Duerr Communications
Mr. David Weis, COO – Advent Health

Ms. Janet Kersey, Executive Vice President & COO – Daytona Regional Chamber
Mr. Vincent Beller, Operations Technical Training Manager – B. Braun Medical, Inc.
Ms. Laurymar Figueroa, B. Braun Medical, Inc.
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. Keith Norton, President & CEO – Team Volusia
Ms. Rachael Rutledge, Career & Technical Education Coordinator – Volusia County Schools
Mr. James Alvarado, Business Service Representative – Case Management, Inc.
Ms. Donna Runge, Administrator – Department of Economic Opportunity
Mr. Jesse McGee, Assistant Director of Business & Career Services – Case Management, Inc.
Ms. Angela Hamilton, Business Service Representative – Case Management, Inc.
Ms. Kristen Alvarado, Career Service Advocate – Case Management, Inc.

*via Conference Call

Mr. Valderrama called the meeting to order and stated that the 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 advised that there were two related-party training agreements that required Board approval. Page 10 of the Agenda package listed the details of the On-the-Job Training agreement with Hudson Technologies. Additionally, Mr. Valderrama reported that we had received an Apprenticeship Expansion Grant from CareerSource Florida for the Hudson Technologies Apprenticeship Program in February. In order to ensure transparency, he placed the agreements before the Board for their approval. Mr. Bret Schmitz, President of Hudson Technologies was not present at the meeting.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the On-the-Job Training Agreement with Hudson Technologies and the Apprenticeship Expansion Grant Contract with Hudson Technologies.

Mr. Valderrama next introduced Ms. Janette Duerr from Duerr Communications and Mr. David Weis with Advent Health representing the Daytona Regional Chamber Leadership Class 39. Mr. Valderrama explained that Ms. Duerr and Mr. Weis were here to discuss the CEO Business Challenge. Mr. Weis explained that the CEO Challenge was from Dr. Tom LoBasso, President of Daytona State College and the Leadership class needed to answer how to increase business and community investment in building a skilled-trade workforce. Mr. Weis presented statistical information related to the skilled trades and highlighted the fact that nationally by 2025 there will be 3.5 million skill trade jobs and the expectation is that 2 million will remain unfilled. In Florida, 30% of our skilled-trades workforce is over the age of 55 and approximately 42% of those will be retiring in the next five years creating an even deeper need for our own local development. There were several recommendations that the Leadership Team presented to address the problem and create interest in the skill trade workforce. In the middle school job realm; jobs that will not require a degree but will need additional certification and/or training beyond high school, it is expected that between 2015 and 2023, 51% of job openings in the State of Florida will need skill-trade skill sets for the workers to be successful, while only 46% of the workers are skill-trade trained. The recommendation would be to focus on high school students in the community, targeting traditional high school students and those pursuing GED. Mr. Weis discussed areas of engagement to determine the best career path for the students. A key opportunity available to students will be to enroll in a pre-apprenticeship program; a new avenue through Daytona State College. Next, Ms. Duerr addressed the meeting and continued to address the Leadership Class' recommendations on how to fill the workforce pipeline. She explained that there is a growing awareness of gap in skill trades nationally. Ms. Duerr stated that the bill recently signed by the Governor adds additional resources to support CTE education including pre-apprenticeship. She explained that the leadership group wants to share success stories through a variety of media and work with school guidance counselors. Their timeline is to lay the foundation between now and December; form partnerships and agreements and then to do outreach to students and parents from December through March with the first class of students enter the pre-apprenticeship program by August 2020. Ms. Duerr continued to highlight the recommendations; create a liaison position between Daytona State College and the School System. Dr. Tom LoBasso has appointed Dr. Sheryl Weens to be that liaison to the program. Another recommendation is to support Volusia County Schools and to create a signing day at local high schools. To establish a pre-apprenticeship program in Volusia County and to invite Mike Rowe to speak at the Chamber's annual dinner or a

similar event to kick off the program. Ms. Denise Breneman addressed the meeting and mentioned Project Search, a project working with disabled individuals from the transition age of 18 to 21. She explained that Halifax Health is a very strong partner as well as Stetson University. Ms. Breneman suggested that there is a good opportunity to work with the Project Search group for a specific classification.

The members discussed some of the activities happening in the community and the goals to engage students at a much earlier age and how to bring awareness of the growing skills gap.

Mr. Valderrama thanked the Daytona Chamber of Commerce Leadership Class 39, along with Ms. Duerr and Mr. Weis for their presentation.

Mr. Valderrama next introduced Ms. Andra Cornelius, Business & Workforce Development Senior Vice President with CareerSource Florida. Ms. Cornelius addressed the members and commented on the skills trades opportunities and how that was the step in the door to a career pathway. She talked about CareerSource Florida's two flagship grant training programs to help Floridians gain great skills and competencies which enable them to be self-sufficient and the businesses they work for. Ms. Cornelius stated that the most important factor to Florida's competitiveness is skilled talent. Retention, attraction and development are the foundational elements of business expansion, job creation and individual prosperity. Talent has replaced tax incentives as the number one tool for economic development. Site selectors recognize talent as one of the top issues for executives looking to relocate or expand their business.

Ms. Cornelius discussed the particular programs; Florida Flex, programs designed to provide flexible business solutions. She talked about Quick Response Training and Incumbent Worker Training and provided statistics about the number of businesses served and individuals served. Ms. Cornelius provided success stories from businesses who had received training grants and program analysis provided by the Florida Office of Program Policy Analysis and Government Accountability. This office reviews all training grant programs as well as incentive programs every three years. She reported that they reviewed five years of program data and 96% of businesses surveyed stated that the program had a positive effect on their business, 83% reported employee activity greatly improved and 33% reported that it played a role in their decision to expand or locate in Florida.

Next, Ms. Cornelius discussed apprenticeships and pre-apprenticeships. She talked about the Apprenticeship State Expansion Grant. Along with the Department of Education and the Department of Economic Opportunity, they held the first apprenticeship summit last year. At this summit, CareerSource Florida had the

apprenticeships opportunity to discuss the hindrances that were causing the lack of growth of in our State. There was a second summit in June in conjunction with the Florida Chamber Foundation. Ms. Cornelius highlighted several new apprenticeship programs starting up throughout the State. As Ms. Cornelius wrapped up her presentation, she talked about Apprenticeship Florida, an outreach initiative to provide information about these apprenticeship opportunities and the various type of industries where apprenticeship programs can be implemented.

Mr. Valderrama next introduced our newest Board member, Mr. Matthew Nelson. Mr. Nelson is the new Business Manager for the IBEW. Mr. Nelson addressed the Board and reported that he was once an electrical apprentice and has worked for several local electrical companies as he moved up through the ranks. He discussed the value of apprenticeship training.

Mr. Valderrama called attention to the minutes of the Executive Committee meeting which was held on July 18, 2019 and asked for a motion to ratify the actions of the Executive Committee.

3. After discussion, upon motion duly made, seconded and unanimously carried, the actions of the Executive Committee at the meeting held on July 18, 2019 were ratified.

Next, Ms. Christine Sikora addressed the Board members and provided highlights. She provided pictures of the Daytona Beach and Orange City Assessment Labs. Ms. Sikora reported that there is a full-time career planner in each Lab who is knowledgeable about all our online workshops. One of the services provided in the assessment labs is for businesses; assessments for skill levels and basic office skills. The software, Prove It assessments are tailored for certain industries. We provide this assessment to the business at no cost. Another assessment available is Florida Ready To Work, which is proctored by our career planners and provides a bronze, silver or gold credential. Next, Ms. Sikora provided a brief update on our grants.

Mr. Charlie Howell addressed the Board and gave a brief update on the Alliance4. First, he provided some background on the Alliance4 for anyone who was not familiar with the initiative. Mr. Howell reported that the next interchange event will be held at Daytona State College on September 6, 2019. He explained that in between the events, we hold preplanning meetings. The participants at these meetings suggested that we needed to have a method to keep in contact with each of the industry groups. The idea of a landing page was developed, and he demonstrated the landing pages. Mr. Howell advised that the landing pages can be reached at www.careersourcefv.com/alliance4

He pointed out that there is a Comprehensive Local Needs Assessment survey on the main page requesting business input. The survey, which is being conducted by Daytona State College, Volusia County Schools and Flagler County Schools is to align local education to business needs. Ms. King encouraged all the members to provide their input.

Mr. Valderrama requested that the Board members participate in the upcoming Alliance4 event and to share the information about the event with their colleagues and peers. He called attention to materials being distributed regarding the September 16th ELI training event that was coming up. Ms. King advised that the September 16th Entrepreneurial training was sold out but that the invitation was for an after-hours event to meet Gary Schoeniger, Founder and CEO of the Entrepreneurial Learning Initiative.

Ms. Robin King addressed the Board meeting and thanked our presenters for speaking at today's meeting.

Mr. Bob Davis addressed the meeting and reported that he was at a meeting recently with Volusia County Economic Development and Ms. King provided an outstanding presentation explaining the services of CareerSource Flagler Volusia.

There being no further meeting 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
AHC Safe & Lock	1	Outside Locksmith Sales and Service	8/30/2019	\$1,728.00
Amanda Agnew Insurance Agency	1	Office Assistant	7/29/2019	\$1,463.85
Bbraun	4	Production Technician - Entry	7/25/2019	\$6,038.96
Community Partnership for Children	3	Case Manager Trainee	8/2/2019	\$2,368.97
Dougherty Manufacturing, Blue Water Dynamics	4	Fiberglass Finisher, Hull Line Crew Member	9/27/2019 8/16/2019	\$8,126.40
Duvasawko	6	Medical Billing Representative, Assistant Coding Operations Manager, Medical Billing Representative, Recovery Representative	7/1/2019 7/11/2019 7/18/2019 9/27/2019	\$11,016.20
Flagship Tilt Wall	1	Bilingual Administrative Assistant	7/24/2019	\$806.40
Fusematic Corporation	1	Friction Welding Technician	9/19/2019	\$1,800.00
Future Foods Enterprises LLC	1	Human Resources Manager	7/12/2019	\$3,462.00
Habi Tech Systems	3	Low Voltage / Security Tech, Executive Secretary / Administrative Assistant	8/28/2019 9/5/2019 9/26/2019	\$10,470.40
Healthy Start	1	Executive Assistant	9/10/2019	\$2,318.74
Housing Authority of NSB	1	Administrative Aide	8/8/2019	\$504.00
Jacob Heating & Air Conditioning	1	Administrative Coordinator	8/16/2019	\$2,660.00
James Moore & Company	1	Staff Accountant	7/1/2019	\$1,589.95
Modern Mold & Tool, Inc	1	Machinery Maintenance Worker	8/30/2019	\$768.00
Power Flow Systems, Inc	1	Experienced Welder / Fabricator	7/30/2019	\$2,208.00
Putterman Athletics	2	Computer Network Support Specialist, Staff Accountant	8/6/2019 8/28/2019	\$10,267.20
Synergy Billing	7	Billing Associate, Payment Posting Associate, Credentialing Associate	7/1/2019 7/11/2019 8/23/2019 8/30/2019	\$8,136.00
Van Data	1	Help Desk Technician	9/10/2019	\$806.40

Wellcovered Insurance Group	1	Insurance Sales Agent	8/16/2019	\$2,150.40
Zgraph	1	Digital Marketing & Customer Specialist	8/8/2019	\$996.34
	43			\$79,686.21

Customized Training Contracts

Company Name	Type of Training	Signed Contract Date	Number of Trainees	Total Unit Cost	Company Match
Mechanical Insulation & Technologies	Administrative Assistant, Office Manager	8/20/2019 9/27/2019	2	3448.79	4666.01
ICI Homes	Estimator	8/28/2019	1	1242.78	2071.29
Tree Work Now Inc	MIS Director	8/12/2019	1	2696.19	3742.79
			4	\$7,387.76	\$10,480.09

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE, FINANCE AND NOMINATIONS COMMITTEE MEETING
OCTOBER 10, 2019

A combined meeting of the CareerSource Flagler Volusia Executive, Finance and Nominations Committees was called to order at 10:00 a.m., on the 10th day of October 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.

Ms. Cheryl Tanenbaum chaired the meeting and Ms. Ann Lesizza served as recording secretary. Ms. Tanenbaum called the meeting to order and welcomed everyone. She requested introductions and the recording secretary noted everyone present.

The following members of the Executive, Finance and Nominations Committees 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.
Ms. Nancy Bradley, Administrator – Daytona College, LLC
Ms. Denise Breneman, County Director – The Florida Special Olympics*

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. Donna Runge, Administrator – Department of Economic Opportunity
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.
Ms. Jenny Stumbras, Business & Community Development Manager, Career Steps, Inc.
Mr. Julian Lopez, Jr., Vice President – Merrill Lynch
Mr. Mack Thomas, Area Manager - Eckerd Connects
Mr. Howard Johnson, Data Manager – Eckerd Connects
Mr. Brian Willard, Director – Road to Success Program*
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. Justin Patterson, Manager – RSM US LLP

*via Conference Call

Ms. Tanenbaum announced that the first item on the Agenda was an update of the Corporate Investment Account from Mr. Julian Lopez with Merrill Lynch. Mr. Lopez addressed the meeting and distributed report summaries to the members. He reviewed the portfolio and the investment strategy being followed. Mr. Lopez discussed how he planned to keep the account balanced based on the uncertainty of the market. He reviewed the report and responded to questions from the members.

Ms. Tanenbaum stated that the next item on the Agenda was the presentation of the 2018-2019 Audit. She called on Mr. Scott Wilson to present. Draft copies of the Audit, PowerPoint presentation and 990 Tax Return were distributed to the Committee members present and the same documents were emailed to all Committee members prior to the meeting.

Mr. Wilson addressed the Committee members and guests and explained the Audit firm's required communications; generally accepted auditing standards are that they are required to communicate certain items to the Board. He stated that he would explain their audit approach, provide an overview of the financial statements and compliance.

Mr. Wilson stated that his firm followed the professional standards and their opinion is that we have a clean audit, the highest level of assurance that an accounting firm can provide. He discussed the new lease standard which is approaching and that there is a small possibility that not-for-profits may be exempted from the lease reporting requirement.

Mr. Jeffrey Gervase reported to the Committee members on the approach of the audit and reviewed their process. Mr. Justin Patterson discussed the financial position presented in the audit and summarized the operating results.

Ms. Juliana Kreul reviewed the 990 Tax Return. Ms. Kreul commented again this year that the organization might consider adding more of our story to the 990 Return, as the 990 is how the public may learn more of us.

Ms. Tanenbaum stated that the Audit and Tax Return will be presented to the Board of Directors at the Annual Meeting on November 15th for their approval.

Ms. Jennifer Campbell reported that we have received the results of the State's financial monitoring and there were no findings. There was one observation having to do with the late audit filing by one of the subrecipients. She explained that contract amendments were implemented which include financial penalties for late submissions in the future. Ms. Campbell stated that the monitors are expected back very soon for the next monitoring.

Ms. Robin King reported on the Flagler Rural Initiative grant. She stated that the grant, which we received for the first time last year, was renewed. The grant is awarded to Flagler because of its geographical location near Putnam County. Last year, the funds were used to explore the Opportunity Zones in Palm Coast. This year, working with Flagler's Department of Economic Opportunity, we are discussing partially funding a position to review the business retention and

expansion for Flagler County. Another opportunity being considered might be the Business Assistance Center for Palm Coast, which is closed, to continue that effort. Another thought might be how to have better outreach for the businesses around the jobs available. Ms. King briefly explained a proposal by a local radio station.

Ms. Campbell provided a brief status report on our grants. She reported that we received an extension of the Able Trust Grant. Ms. King explained that the only grants available from CareerSource Florida were for apprenticeship and there were no grants available for fewer than 20 individuals.

Ms. Nancy Bradley reported to the Committee members on the Career Pathways Committee meeting which was held on August 27, 2019. She explained that the Committee reviewed the Career And Professional Education (CAPE) list. Ms. Sikora reported that the certifications that are taught in K12 schools must receive State approval. The process to have a certification added to the list includes a recommendation from a business, a recommendation from the local workforce board and one from economic development. All certifications that were not approved and added to the CAPE list last year were removed from the list. There are hundreds of certifications statewide. Florida schools divided the list, once a certification is placed on the list that certification is open to any school. Ms. Bradley stated that there were fourteen certifications presented by Volusia County Schools and all fourteen were approved. There were four certifications presented by Flagler County Schools and all four were approved. Ms. Bradley advised that the minutes of the meeting describe each certification reviewed and approved. Next, Ms. Bradley reported on the discussion the Career Pathways Committee had regarding the RFP process. They talked about a point system for scoring the proposals and several Committee members were very interested in considering a point system since they had prior experience with ranking via a point system. The Committee had planned to meet in October to finalize whether a point system would be used. Subsequent to the meeting it was discovered that the approved Four-Year Plan sets forth the process. The Four-Year Plan is approved by the Board, Counties and the State. Therefore, the Committee was notified of the process via email and the October meeting was not scheduled.

Mr. Aubrey Long reported on behalf of the Industry Demand Connection Committee and stated that they met twice; on July 24th and again on October 1, 2019. The meeting on July 24th focused on the Comprehensive Local Needs Assessment survey. He provided a little background about the survey and explained how Career Technical Education (CTE) grant funding relies on the survey results. The Committee reviewed the survey questions. Ms. King stated they schools are struggling to get responses to the surveys. The funding is dependent on the needs of businesses. She asked for ideas on how to promote the survey. Mr. Long reported that the Committee was advised that the industry landing pages would be ready for the September 6th Alliance4 event.

Next, Mr. Long discussed the September 6th Alliance4 event and provided survey results. He reported that 101 had attended. Sixteen responded to the survey and they responded to the question asking if they found value in the event; the response was 3.5 out of 4.

The next meeting of the Industry Demand Connection Committee was on October 1st and the results of the Alliance4 event were discussed in detail. The October 1st meeting focused on a recap of the Ice House facilitated training.

Ms. Tanenbaum announced that the next item to review was the draft of the November 15th Annual Meeting Agenda. Ms. Robin King reviewed the proposed agenda. Next, the members reviewed the draft for the January Board meeting. Ms. King explained that generally the January meeting is the planning meeting and she recommended that we bring in a third-party consultant to work with the Board members around strategic goals and our mission and vision statements; are they still relevant? Do we need to replace them? She explained that there is much discussion around the training of board members, making sure that all board members really understand their responsibilities. Ms. King reported that as far as location we are looking at The Daytona.

Ms. King reported that she will be presenting to the Volusia County delegation on November 20th. Generally, she reviews our Annual Report, but the Florida Workforce Development Association (FWDA) has prepared a draft of items to present. Ms. King distributed the draft document. The priorities are the Florida Business and Workforce Competitiveness Fund; proposing that a portion of the unemployment taxes paid by a business be placed in a fund to be used by businesses to strengthen their internal employees. FWDA is supporting the Sadowski Act funding to be used for housing. Housing is a serious workforce issue. They are in support of continually looking at the apprenticeship program; last year legislators expanded the program to occupations not previously allowed to be apprenticeship programs. Looking at how can the school systems receive reimbursement for participating in apprenticeship programs. The final legislative item the FWDA is focusing on is having the CareerSource network be used as a single source career center for our universities. There are so many duplicative systems, how can we streamline.

Next, Ms. Tanenbaum announced that the next item was the approval of the 2019-2020 Slate of Officers. The proposed slate of officers had been emailed to the members prior to the meeting.

Chair	Cheryl Tanenbaum
Vice Chair	Nancy Bradley
Secretary	Bret Schmitz

1. After discussion, upon motion duly made, seconded and unanimously carried, the slate of officers, as presented was approved.

Ms. Robin King announced that the Nation Association of Workforce Boards (NAWB) is being held in Washington, D.C., March 21 – 24, 2020, and she explained that we have offered this conference to our officers if they wished to attend. The Committee discussed the value of the Forum and if Committee members should attend. The Committee agreed that the opportunity should be offered to the officers.

Ms. King reported that she attended the Workforce Development Council's session several weeks back and there was a presentation from the National Association of Manufacturers. She learned that the FAME model has been taken on by the National Association of Manufacturers.

Because we have the first Florida FAME chapter here, Ms. King spoke to the presenters following their session and she was told there will be a national campaign called "Creators Wanted". She will be having conversations with the National Association of Manufacturers to look at the possibility of an expo.

Mr. Aubrey Long asked about the regional summits we had held and the collaboration with Brevard and Central Florida. Ms. King explained that the summits we had held were not attracting businesses from the other regions. As far as the joint executive meetings that were being held, Ms. King was not getting a response from the other regions to continue. She did state that the three regions were working together, just not at the Executive Committee level.

Ms. King addressed the Executive Committee and requested approval for the expenditure of \$10,000 from unrestricted/corporate funds to purchase gift cards in \$100.00 increments to give to all staff members as a thank you.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the expenditure of up to \$10,000 for the purchase of \$100 gift cards to thank all staff members.

Ms. King advised the Committee members that she needed to have a discussion with one of the Board members. A staff member reported that a Board member had touched her in a way that made her uncomfortable. Ms. King reported that she wanted to make the Committee aware of the situation. The members asked if having this conversation would be enough for the staff member to feel that the organization had addressed the matter. She said she thought so and would be careful not to place employees in similar situations. The Committee advised that she needed be sure that there are policies in place that provide a process for staff to be able to report any instance that might be inappropriate.

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

Recording Secretary

**CareerSource Flagler Volusia
2019-2020
Slate of Officers**

**Chair
Vice Chair
Secretary**

**Cheryl Tanenbaum
Nancy Bradley
Bret Schmitz**

**CAREERSOURCE FLAGLER VOLUSIA
TENTATIVE BOARD MEETING DATES**

JANUARY 16, 2020

MARCH 27, 2020

MAY 29, 2020

AUGUST 21, 2020

NOVEMBER 20, 2020

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. 112.3143(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