

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 17<sup>th</sup> 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

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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.

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.

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Recording Secretary