

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