

**NOTICE OF THE MEETING
OF THE BOARD OF DIRECTORS
THE DAYTONA INTERNATIONAL AIRPORT
DENNIS R MCGEE ROOM
700 CATALINA DRIVE
DAYTONA BEACH, FLORIDA 32114**

**3:00 P.M. – 6:00 P.M.
January 16, 2020**

**AMENDED 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 15, 2019 **Page 1**
 - 2. On-the-Job and Customized Training Agreements **Page 8**

- III. Informational Items Under Separate Cover**
 - 1. **Performance Update**
 - 2. **Finance Update**

- IV. Adjournment**

2020 Board Priorities & Goals – Facilitated Discussion

Larry Fairman, Fairman Consulting and Darrin Finley, POC Management

- 1. **Overview of planning session**
- 2. **Strategic Doing Group summary**

Working groups

**Industry Demand Connection Committee
Career Pathways Committee**

Breakout reports

Group plenary

Chair’s Comments

Next meeting of the Board is scheduled for March 27, 2020

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

NOVEMBER 15, 2019

The Annual Meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 15th day of November 2019 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. Elizabeth Albert, President-Volusia United Educators
Ms. Mary Jo Allen, Executive Director- Halifax Health
Ms. Nancy Bradley, Administrator–Daytona College
Mr. Robert Davis, President-Hotel & Hospitality Association of Volusia County
The Honorable Barbara Girtman, Councilwoman-Volusia County Council
Mr. Brad Harris, Acting Director-Volusia County Division of Economic Development
Mr. Mark Lanham, Store Manager–Walgreens
Dr. Aubrey Long, Vice President-Bethune-Cookman University
The Honorable Joseph Mullins, Commissioner–Flagler County Board of Commissioners
Mr. Matthew Nelson, Business Manager-IBEW 756
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 Department of Economic Opportunity
Mr. Tyrone Walker, District Leader-Primerica
Mr. John Wanamaker, CCIM-Coldwell Banker Commercial AI Group
Ms. Angie White, Area Supervisor-Vocational Rehabilitation*

*via Conference Call

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. Justin Patterson, Audit Manager, RSM US LLP
Ms. Rebecca Wellence, Disabled Veterans Outreach Specialist–DEO
Ms. Velma Lowe, Managing Director of Operations–Career Steps, Inc.
Mr. Joseph J. Roberts, Local 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–DEO
Ms. Jennifer Gosling, Executive Assistant-CareerSource Flagler Volusia
Ms. Jamie Newcomb, Professional Services Coordinator–Career Steps, Inc.
Mr. Howard Johnson, Data Manager–Eckerd Connects
Mr. Remie Beaulieu, Senior Network & Systems Engineer-CareerSource Flagler Volusia
Ms. Jennifer Gosling, Executive Assistant-CareerSource Flagler Volusia
Ms. Judy Brown, Innovation and Processes Manager-Career Steps, Inc.
Ms. Valerie Uy, Senior Multimedia Designer-CareerSource Flagler Volusia
Mr. Brian Willard, Program Manager-Road to Success, Flagler County Schools
Ms. Jenn Hale, Program & Monitoring Manger-CareerSource Flagler Volusia
Ms. Jessica Ramos, Supervisor-DEO
Mr. Mack Thomas, Area Manager-Eckerd Connects

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 2019 Workforce Professional award. Mr. Valderrama announced that Ms. Dolores Bilia is our 2019 Workforce Professional Champion. He read a brief bio about Ms. Bilia and reported that she would not be at the Annual Meeting due to a prior commitment at her 50th high school reunion.

Next, Mr. Valderrama acknowledged this year's Partner in Workforce Excellence Award recipient; Ms. Shilretha Dixon, Administrator of the Spring Hill Resource Center – City of DeLand. Mr. Valderrama provided a brief background of the Spring Hill Resource Center and Ms. Dixon's community efforts.

Mr. Valderrama announced that CareerSource Flagler Volusia had been awarded the Veteran's Incentive Award for the third year in a row. He explained that this award is presented by the Governor. Mr. Valderrama thanked Ms. Donna Runge, Administrator for the Department of Economic Opportunity, for the outstanding efforts of the Veteran team.

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 stated that the next item on the Agenda was the Executive & Finance Committee Report. He called attention to the Minutes of the October 10, 2019 Meeting.

Mr. Valderrama called on Mr. Scott Wilson, a partner with RSM US LLP Auditing, to present the 2018-2019 Annual Audit and 990 Tax Return.

Draft copies of the Audit, PowerPoint presentation and 990 Tax Return were distributed to the Board members present and the same documents were emailed to all Board 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 has been extended to 2021 for not-for-profit organizations. Companies will need to include lease properties as assets.

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 that the 990 is how the company can explain the mission and accomplishments of the organization in addition to the filing of the required tax information.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the 2018-2019 Annual Audit and the 990 Tax Return as presented.

Mr. Valderrama addressed the Board members and stated that, as everyone was aware, this meeting was his last meeting as Chair and that it has been his honor to lead the Board over the past two years. He stated that he felt very confident that the organization was in a good situation with the current Board, staff and leadership and will continue to provide quality services for our community. Mr. Valderrama also expressed his appreciation for the assistance that Ms. Robin King provided during his term as Chair.

Next, Ms. Christine Sikora presented the 2018-2019 Annual Report. Ms. Sikora stated that the Annual Report was a huge team effort with many involved, especially Mr. Charlie Howell, who pulled together all the information together and Ms. Valerie Uy for the graphic design and video creation. She explained that the focus of the Annual Report is the strategic leadership of our Board members, which guides the staff on how to serve the businesses and job seekers. Ms. Sikora explained that to showcase the diversity of our Board, she requested that Mr. Valderrama present this year's Chair's Message in Spanish. The message is written in English, but the audio is provided in Spanish.

Ms. Sikora reported that the Annual Report was designed around the five strategic goals that the Board had prioritized. She reviewed several of the goals along with the numbers that coincide with the report. Upon approval, the Annual Report will be posted on our website: https://careersourcefv.com/media/AR2019/story_html5.html.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the 2018-2019 Annual Report as presented.

Next, Mr. Valderrama asked if there were any Board Member Comments. Mr. Brad Harris addressed the Board and stated that he appreciated the staff's stewardship, they have a vision of things coming and get the Board involved and in many ways we lead the region, if not the state in some of these areas. He passed around a new publication that the Volusia County Division of Economic Development prepared; the second annual, "Today's Workforce". It is built around education completion data. The reason for the publication is since some of the government records data does not include private institutions and schools. The second reason for the publication was to report that we have tremendous assets here in education and our economic development practitioners were looking for ways to promote those assets as they showcase this community. It is not a complex publication, it highlights the collaboration between educators, industry and public service organizations. Mr. Harris reported that this year there are over 13,000 completions and certifications.

Mr. Bret Schmitz addressed the Board members and reported on the status of the Florida FAME Sunshine Chapter. He stated that they met with Daytona State College and toured labs and held discussions. Daytona State College has been chosen as the training partner for the FAME project. He explained that a curriculum has been selected and the program will be presented at the VMA Annual Banquet Dinner. Mr. Schmitz advised that in January a Board of Directors will be selected and businesses will be invited to join the Chapter. He explained that the FAME Program has transitioned over to the National Manufacturing Association and they will be leading from a Federal standpoint. Mr. Schmitz explained that the local Chapter will be required to joint the Federal program. He advised that there is a team site set up and that the Chapter will be incorporating as a non-profit.

Ms. King reported that, as a result of the efforts locally, she had the opportunity to speak with someone from the National Manufacturing Association and they are planning a campaign across the country in 2020 called "Creators Wanted."

Ms. Robin King provided the President & CEO's comments. Ms. King first called on Ms. Elizabeth Albert to introduce herself to the Board members. Ms. Albert has been a member of the Board for a little while, but due to her new role as President of Volusia United Educators, has been unable to attend previous meetings. Ms. Albert addressed the members and advised that she represents the educational professionals in our district. She was pleased to report that we now have a new superintendent of Volusia County Schools, Dr. Scott Frick from Osceola County.

Ms. King reported on the Flagler Rural Initiative. She stated that this is the second year that we have received these funds. Following discussions with the County, we are planning to have two initiatives; one will be radio ads. We are working with WNZF to produce a short very targeted, by company, jingle to recruit candidates. The second initiative will be to support a part-time position with the Flagler Department of Economic Opportunity, to identify job openings. These initiatives will run through June in Flagler.

Ms. King provided several highlights. She advised that we held the ELI entrepreneurial training. There was a total of 27 community individuals who attended, and they will be coming back to report on how they are implementing the training. Mr. Howell will begin to initiate training here. The thought is not how to start a business, but how to have an entrepreneurial mindset.

Ms. King reported that there was a job fair at the Turn Festival in DeLand on a rainy, windy Saturday morning in September. There were several success stories that happened as a result of the Festival. Ms. King talked about a young man who had just served nine years in

prison; a result of some bad decisions, who was hired by an electrical company in Orange City and has already earned his CDL. Another was a participant in our ProNet group and he was hired by a local manufacturer at \$80,000.00.

Ms. King explained that the January Board meeting will be facilitated by a third party. We will look at our strategic goals, the mission and vision statements and some other items. There will be an Ad-hoc Committee to review the items prior to the Board meeting. Ms. King advised that our Four-Year Plan is due in March and having input around the strategic goals will help determine what will be included in the Plan.

Mr. Valderrama stated that the next item on the Agenda was the election of Officers for 2019-2020. Mr. Valderrama provided the names of the Nomination Committee candidates:

Chair	Ms. Cheryl Tanenbaum
Vice Chair	Ms. Nancy Bradley
Secretary	Mr. Bret Schmitz

No other nominations being made, the nominations were closed.

3. 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.

Ms. Elizabeth Albert addressed the Board members and reported that due to a district cost differential, over the past decade our local public schools have lost \$10,000,000 per year. The state officers, from the Florida Education Association, will be in town next Wednesday, November 20th, at Mainland High School at 6:30 to talk about what can be done to change this narrative in Tallahassee.

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Ms. King reported that the next Alliance4 event will be held on Valentines Day, February 14th at Daytona State College. The January Board meeting will be an evening event on January 16th at 3:00 p.m.

Ms. King presented Mr. Carlos Valderrama with a small token of appreciation for his service as Chair over the past two years.

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
1st Place Team Sales	1	Machine Operator	10/29/2019	\$1,632.00
All Phases LLC	2	Operations Manager, Paver Division Foreman	10/8/2019 11/27/2019	\$5,888.00
Bbraun	1	Production Technician - Entry	10/30/2019	\$1,825.82
Central Signs LLC	1	Sign Technician / Installer	11/19/2019	\$796.80
Chinchor Electric Inc	1	Pipe Layer / Skilled Laborer	10/4/2019	\$1,902.40
Community Partnership for Children	2	Case Manager Trainee	10/11/2019	\$1,981.32
Duvasawko	3	Medical Billing Representative	10/4/2019 10/10/2019 10/31/2019	\$6,202.40
Early Learning Coalition	1	Intervention & Inclusion Specialist	10/25/2019	\$1,327.87
Healthy Start	1	Family Resource Specialist	10/31/2019	\$1,372.80
John Knox Village	2	Certified Nursing Assistant	10/4/2019 11/22/2019	\$1,903.50
Pinnacle Signature Group Inc	1	Office Manager	10/17/2019	\$4,480.00
Sensatek Propulsion Technology, Inc	2	Marketing Business Development Manager, Electrical Engineer (Software Developer)	10/8/2019	\$7,500.00
Shultz Engineered Products LLC	3	Machinist	10/14/2019 11/15/2019	\$10,393.60
Synergy Billing	4	Junior Billing Associate	10/31/2019	\$5,796.00
	25			\$53,002.51

Customized Training Contracts

Company Name	Type of Training	Signed Contract Date	Number of Trainees	Total Unit Cost	Company Match
Amanda Agnew Insurance Agency	Account Manager	11/12/2019	1	325.72	488.57
Boston Whaler Inc	NS Warehouse and Logistics Supervisor, Production Supervisor, Value Stream Leader	10/22/2019	5	2205.3	3,675.50
Coastal Linen	Production Supervisor, Plant Manager	10/10/2019	5	8260.24	12,651.76
Everglades Boats	Laminator, Finisher, Mold Repair	11/12/2019	6	2939.28	4,898.73
Sterling Court	Sous Chef	10/1/2019	1	121.35	202.25
			18	\$13,851.89	21,916.81