

**MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
CAREER PATHWAYS COMMITTEE  
April 16, 2020**

A virtual meeting of the CareerSource Flagler Volusia Career Pathways Committee was called to order via Microsoft Teams, at 9:30 a.m. on the 16<sup>th</sup> day of April 2020, pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Ms. Nancy Bradley Chaired the meeting and Ms. Jennifer Gosling served as the Recording Secretary. Ms. Bradley asked Ms. Gosling to call the roll.

The following members of the Career Pathways Committee were present:

Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Ms. Courtney Edgecomb, Vice President, Community Impact – United Way Volusia-Flagler Counties  
Ms. Kim Houghton, Supervisor – Vocational Rehabilitation  
Ms. D.J. Lebo, Executive Director – Early Learning Coalition of Flagler and Volusia  
Mr. Arthur Loeffler, CEO/CFO – American Radionic  
Mr. Matt Nelson, Business Manager – IBEW Local Union 756  
Mr. Ken Phelps, Vice President, Resource Development – Daytona Beach Regional Chamber of Commerce  
Ms. Rachel Rutledge, Career & Technical Education (CTE) Coordinator – Volusia County Schools  
Ms. Lynette Shott, Executive Director – Flagler County Schools  
Ms. Renee Stauffacher, Director – Flagler County Schools/Technical Institute  
Ms. Cheryl Tanenbaum, Senior Vice President /CFO – Intracoastal Bank  
Dr. Sherryl Weems, Associate Vice President – Daytona State College  
Mr. Chris Wimsatt, Vice President, Business Recruitment – Team Volusia

The following guests were also present:

Ms. Jenn Hale, Program & Monitoring Manager – CareerSource Flagler Volusia  
Mr. Charlie Howell, Vice President of Business Development and Technology, CareerSource Flagler Volusia  
Mr. Howard Johnson, Data/EF Manager – Eckerd Connects  
Ms. Robin King, President & CEO – CareerSource Flagler Volusia  
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
Ms. Shellonda Rucker, Florida Operations Director – Eckerd Connects  
Ms. Christine Sikora, Vice President of Innovative Workforce Solutions – CareerSource Flagler Volusia  
Mr. Mack Thomas, Program Manager – Eckerd Connects  
Mr. Brian Willard, Program Manager – Road To Success, Flagler County Schools  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Ms. Nancy Bradley called the meeting to order and asked for a motion to approve the minutes from the August 27, 2019 meeting.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee approved the August 27, 2019 minutes.

The next item on the agenda was a review of the proposals received in response to the Request for Proposals for Career Services for Young Adults. Ms. Bradley advised that the four proposals were sent to the Committee members in advance of the meeting. She reviewed the RFP timeline and advised that the RFP was issued specifically for out-of-school young adults (ages 16 to 24) residing in Flagler and Volusia Counties. Ms. Bradley stated that proposals could serve young adults in one geographical area or both counties.

She noted that while the Workforce Innovation and Opportunity Act (WIOA) allows local workforce boards to serve a portion of in-school young adults services, we have chosen to focus on out-of-school young adults exclusively. Ms. Bradley stated that another requirement of WIOA is that a portion of funds must be spent on a paid work experience component in partnership with local businesses, and this requirement was specified within the RFP. She advised that the Committee would not be using scoring sheets and explained that our procurement policy states that we rely on the expertise of each of the committee members to select proposals. Ms. Bradley stated that each proposal would be discussed and voted on individually. The selected proposals will be recommended to the Executive Committee, who will note on behalf of the full Board at their April meeting.

Ms. Bradley stated that the Board will ratify the actions taken by the Executive Committee at the May Board meeting. She advised that approved providers will be given a one-year contract that can be renewed up to three times for a total of four years, and the Committee will evaluate their performance every Spring. Ms. Bradley stated that the next RFP will be released in the Fall of 2023 for July 1, 2024.

Ms. Sikora discussed the cost analysis that was sent to the Committee in advance of the meeting and the budget going forward. She explained that the analysis provided the personnel, operating, and direct client costs for each proposal for a side-by-side comparison.

Ms. Sikora advised that we have not received our funding allocations from the State for the upcoming year. She stated that while the proposals are requesting a specific amount the final contract cost could be adjusted once allocations are received and the contracts are negotiated. Ms. Bradley asked if the proposals received from the current providers

used historical data to create their budgets. Ms. Sikora replied that was correct. She advised the only difference with the Eckerd Connects proposal is that they have increased the number of young adults to be served from 100 to 150 because they are proposing to expand their services to encompass all of Volusia County. Ms. Sikora advised that the additional youth and a new office location are reflected in their budget.

The Committee was asked if there were any questions. With none being heard, the Committee reviewed each proposal individually and made their recommendations.

### **Jobs for Florida Graduates**

Ms. Bradley stated that the first proposal to review was submitted by Jobs for Florida Graduates. She advised that she served on their Board many years ago when Daytona College had a location Clay County. Ms. Bradley explained that this was more than ten years ago, and the focus of her responsibilities was directed towards post-secondary education. She advised that she was not associated with any of their youth initiatives. Ms. Bradley stated that while this information is not relevant today, she felt it would be best to disclose that she is personally familiar with the organization. With that admission of prior affiliation, she opened the floor to further discussion. Ms. Renee Stauffacher stated that she would abstain from the vote and cited a close, personal relationship with the organization's CEO.

Ms. Sikora advised that the proposal outlines the population they intend to serve are in-school youth with a focus on agriculture. She stated that the RFP specifically asks for proposals to serve out-of-school young adults, and so their program is not aligned with the request. Ms. Bradley asked if there were any comments from the Committee regarding the proposal's alignment to the RFP. Ms. D.J. Lebo stated that she had concerns about the sector focus, as well as several concerns regarding the financials that were submitted.

Ms. Bradley asked if there were any public comments prior to the vote. With none being heard, she asked if there was a motion to decline the Jobs for Florida Grads proposal, since it did not meet the requirements of the RFP.

2. After discussion, upon motion duly made, seconded and carried with Ms. Renee Stauffacher abstaining, the Career Pathways Committee declined the Jobs for Florida Grads proposal.

### **Road To Success (RTS)**

Ms. Bradley advised that the next proposal to review was the RTS program which was formed by a partnership of Flagler County Schools and the George W. Carver Foundation. She asked Ms. Sikora for an overview of the RTS program. Ms. Sikora advised that this was the current provider of young adult services for Flagler County, and the program serves only high school dropouts. She stated that RTS has consistently met the expenditures for the paid work experience component, and for the past few years, they have met or exceeded their performance. Ms. Sikora stated that the program staff are great to work with and there have been no issues with monitoring. She advised that it was staff's recommendation to accept the proposal.

Ms. Bradley opened the floor for discussion regarding the RTS proposal. Ms. Lynette Shott stated that she would abstain from the vote and cited her relationship with Flagler County Schools. Ms. Stauffacher advised that she would abstain from voting for the same reason. Ms. Lebo questioned the budget line item for furniture and equipment. Ms. Bradley asked if the provider could speak to those costs. Mr. Brian Willard responded that the cost was to replace furniture and equipment that was purchased eight years ago when the program began.

Ms. Bradley asked if there were any other comments. With none being heard, she called for a motion to recommend the RTS proposal.

3. After discussion, upon motion duly made, seconded and carried with Ms. Lynette Shott and Ms. Renee Stauffacher abstaining, the Career Pathways Committee approved the RTS proposal for recommendation to the Executive Committee.

### **Eckerd Connects**

Ms. Bradley advised that the next proposal was from Eckerd Connects; a current provider of young adult services. Ms. Sikora advised that Eckerd Connects serves young adults within Volusia County. She explained that four years ago, Henkels and McCoy was the contracted youth provider until they sold the youth portion of their company to Eckerd Connects. Ms. Sikora stated that Eckerd retained all of the former staff, and our relationship with staff was maintained during and after the transition. She reported that they consistently meet performance and the expenditures for the paid work experience. Ms. Sikora advised that Eckerd made the transition to serving one hundred percent out-of-school young adults a few years ago and stated that it was staff's recommendation to accept their proposal.

Ms. Bradley stated that Eckerd Connects is proposing to increase the number of young adults served to 150 and expand services throughout Volusia County. She stated that with the history of good performance, she was confident they would succeed.

Ms. Bradley asked if there were any questions or discussion from the Committee. With none being heard, Ms. Bradley asked if there were any public comments. Ms. Shellonda Rucker thanked the CareerSource Flagler Volusia (CareerSourceFV) for the opportunity to serve the community for so many years and thanked the Committee for their consideration of Eckerd's request to continue.

Ms. Bradley asked for a motion to recommend the Eckerd Connects proposal.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee approved the recommendation to the Executive Committee to accept the Eckerd Connects proposal.

#### **Daytona Beach Housing Authority (DBHA)**

Ms. Bradley advised that the last proposal was from the Daytona Beach Housing Authority and they are not a current provider. She advised that they are proposing to serve out-of-school young adults in Daytona Beach and the surrounding areas. Ms. Bradley opened the floor for comments and discussion. Ms. Lebo advised that she liked the collaboration approach they took working with multiple partners within the community. She expressed concern that they may have missed the mark with the case management and staff training components. Ms. Lebo stated that she felt they were not factoring the amount of support needed, which was reflected in the direct support cost rate. She noted that overall, the program was a good concept with the focus on construction, manufacturing, and hospitality industries, but that she was concerned they may not have a full understanding of what their staff responsibilities would be.

Ms. Bradley asked Ms. Sikora to respond. Ms. Sikora replied that like other new providers we have had in the past, CareerSourceFV staff would provide lot of support and guidance in the beginning. She advised that DBHA would be asked to roll out slowly and add participants incrementally. Ms. Sikora stated that the Daytona Beach area has not been served by a youth provider since the previous contractor was cancelled. Additionally, the DBHA proposal would be providing services to a population that is currently underserved. For those reasons, Ms. Sikora stated that the risk could be worth taking.

A question was raised if staff would help DBHA define outcomes. Ms. Sikora replied that we would. The Committee noted that Eckerd Connects lists DBHA as a partner and asked if there would be any duplication of services if both were selected as youth providers, especially since Eckerd was proposing to expand their services to encompass all of Volusia County. Ms. Sikora responded that contractors work very well with each other to avoid duplication. She stated that if both Eckerd and DBHA were selected, Eckerd could be asked during negotiations to remain at their current capacity. Another question was asked on whether there were enough high school dropouts to serve if both contracts were selected. Ms. Sikora replied that there are more out-of-school youth than we can serve, and this was one of the reasons the Committee dedicated our youth allocations to serving this population exclusively.

With no further comments, Ms. Bradley asked for a motion to recommend the DBHA proposal.

5. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee approved the recommendation to the Executive Committee to accept the DBHA proposal.

Ms. Bradley thanked the Committee for their very thorough review of the proposals. She asked Ms. Sikora to discuss any remaining tasks. Ms. Sikora advised that our young adult programs are funded through Opportunity Act, and the funds are good for two years. She stated that we usually spend half of the allocations during the first year and carry forward the remainder into the next program year. Ms. Sikora advised that information on the allocations should be released from the State in May and asked the Committee for their guidance should those allocations be drastically reduced. Ms. Sikora explained that we could prioritize the contracts and choose to fund only one provider, or staff could negotiate all of the contracts at a reduced amount.

The Committee discussed at length the options presented. A suggestion was made that in the event of a reduction in funding, we could keep the two current contracts negotiated at a lower rate and forgo adding a new provider; this option would ensure at least one provider for each county. Ms. Sikora stated that this was a possible option. She advised that if DBHA was prevented from beginning this year, they could begin the following year since the Committee has already approved their proposal. The Committee concurred that this was a viable option. Ms. Sikora advised that the Committee will meet again in June when we have the budget. Ms. Bradley suggested waiting until the June meeting to discuss this further when we have the budget.

Ms. Sikora advised that the Board extended the current contracts for the Career Center Operator and Adult Career Services until September 30<sup>th</sup>. She explained that with the COVID-19 pandemic affecting operations, the Board felt it would not be a good time to potentially bring in new contractors. Ms. Sikora advised that we are planning to distribute the proposals on May 14<sup>th</sup> and bring the Committee back together on July 9<sup>th</sup> to make recommendations. She stated that the proposals may be received physically or electronically. Ms. Sikora stated that the Executive Committee, acting on behalf of the Board, will approve the recommendations at their July meeting. She advised that this will provide staff with three months to make any transitions needed before October 1<sup>st</sup>. Ms. Bradley asked if the contracts beginning in October will still end on June 30, 2021. Ms. Sikora replied yes, the new contracts will be for nine months so we can maintain our normal contract renewal process.

Ms. Bradley opened the floor to any other business. With no other business being heard, the meeting was adjourned.

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Recording Secretary