

MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
EXECUTIVE COMMITTEE MEETING  
JULY 16, 2020

A meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 16<sup>th</sup> day of July 2020 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. Jennifer Gosling served as recording secretary. Ms. Tanenbaum called the meeting to order and welcomed everyone. Ms. Tanenbaum asked the recording secretary to call the roll.

The following members of the Executive Committee were present via Microsoft Teams:

Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Ms. Denise Breneman, County Director – Special Olympics Florida  
Dr. Aubrey Long, Vice President of Business and Community Development – Bethune-Cookman University  
Dr. Kent Sharples, President – CEO Business Alliance  
Mr. Bret Schmitz, President – Hudson Technologies, Inc.  
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  
Mr. Charlie Howell, Vice President, Business Development & Technology – CareerSource Flagler Volusia  
Mr. Howard Johnson, Data Manager-Eckerd Connects  
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia  
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
Ms. Christine Sikora, Vice President, Innovative Workforce Solutions – CareerSource Flagler Volusia  
Ms. Kathy Spencer, Director of Business and Career Services – Case Management, Inc.  
Ms. Jennifer Campbell, Chief Finance Officer – CareerSource Flagler Volusia  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

The Recording Secretary noted a quorum was present. Ms. Robin King identified staff who were present in the Corporate Office Boardroom and on the conference call. Ms. Tanenbaum advised that the first matter of business was to approve the April 30<sup>th</sup> Committee minutes. She asked if there were any changes or corrections to be made. With none being heard, Ms. Tanenbaum called for a motion.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the April 30, 2020 minutes.

Next, the Committee reviewed the draft agenda for the August 21<sup>st</sup> Board of Directors meeting. Ms. Tanenbaum advised that staff have received the On-The-Job (OJT) and Customized Training (CT) report and there were no related party agreements, that item was removed from the agenda. She stated that she spoke with Ms. Nancy Bradley and Ms. King last week about inviting Daytona Beach Mayor Derrick Henry to be the guest speaker at the August meeting to present his Equity Initiative. Ms. Tanenbaum asked Ms. King to provide more information on the initiative.

Ms. King advised that the City of Daytona Beach announced the Mayor's Equity Initiative at the end of June. She reported that there are five focus groups which included criminal justice, education, health and social services, media and business, and neighborhood and clergy. Ms. King advised that the first listening sessions took place last week, and each group will meet on July 20<sup>th</sup> to commit to their action plans. She stated that there will be a six month follow up, and the Mayor plans to host an annual summit thereafter.

Ms. Tanenbaum advised that Ms. King reached out to Mayor Henry to ask if he would speak at the August Board meeting, and he is available. She asked if the Committee was interested hearing about the Equity Initiative. The Committee unanimously agreed. Ms. Tanenbaum asked if there was any further discussion on the August Board agenda. Ms. King responded that the Mandatory Partner Agreements will come before the Board at the August meeting for approval. She stated that the Committee would also be reviewing the matrix of policies, and staff will make these adjustments to the Board agenda.

Ms. Tanenbaum asked Ms. Nancy Bradley to provide a report on the activity of the Career Pathways Committee (CPC). Ms. Bradley reported that the CPC met on July 9<sup>th</sup> to review the proposals received in response to the Request for Proposals (RFP) for Career Center Operator and Training Services for Adults and Businesses. She stated that due to the COVID-19 pandemic, the current contracts had been extended ninety days through the end of September to eliminate a disruption in services.

Ms. Bradley explained that four proposals had been received. Two proposals encompassed both the Career Center Operator and Career Services, one proposal responded to the Career Center Operator, and one was written for Career Services. The following proposals were discussed:

- C2Global – Career Center Operator and Career Services
- ResCare – Career Center Operator and Career Services
- Career Steps Inc. (CSI)– Career Center Operator (current provider)
- Case Management Inc. (CMI)– Career Services (current provider)

Ms. Bradley reported that the Committee was instructed that because CSI and CMI responded to their respective pieces of the RFP, that to accept one proposal would require accepting the

other, and that they should be reviewed together. She advised that Ms. Christine Sikora provided a side-by-side analysis of the budgets submitted by the respondents and explained that the training funds, support services for customers, and outreach costs are not included in the contracts and those costs should be removed from ResCare's proposal for a more accurate comparison.

ResCare (with the cost reduction)	= \$1,329,375.44	22 staff positions
C2Global	= \$3,494,943.82	54 staff positions
CMI & CSI (for comparison purposes)	= \$3,227,023.76	56 staff positions

Ms. Bradley stated that, based on the language in ResCare's proposal, they were proposing to be the Career Center Operator and provide Workforce Innovation and Opportunity Act (WIOA) services, leaving out the case management of the SNAP and Welfare Transition customers. This would also explain why they were proposing for half the number of positions. She stated that after a lengthy discussion, the Career Pathways Committee voted unanimously to recommend the proposals of our current contractors, CSI and CMI. Ms. Bradley advised that the Committee was asking the Executive Committee to approve the proposals as recommended to allow staff to move forward with contract negotiations for the new contracts that will begin on October 1, 2020.

Ms. Tanenbaum thanked Ms. Bradley for her report and the CPC for their diligence in reviewing the proposals. She opened the floor to the Committee for discussion. No additional comments were made. Ms. Tanenbaum opened the floor for public comments. With none being heard, she called for a motion to accept the contract recommendations as presented.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the CPC recommendation to accept the proposals from CSI for Career Center Operator and CMI as the provider for Career and Training Services for Adults and Businesses.

Ms. Tanenbaum called on Dr. Aubrey Long to report on the activities of the Business Development Committee (BDC). Dr. Long reported that the Committee was informed about the National Emergency Grant we received for \$337,000 that is being used at various worksites to help with COVID-related jobs such as sanitation and cleaning. He stated that the Committee held an in-depth discussion about the Alliance4. The Committee agreed that with the impact of COVID-19, the next Interchange event should be postponed until February 2021. Dr. Long advised that in order to keep our momentum, the Committee asked staff to find other ways to interact with the industry groups until the next event. He stated the Committee agreed that the events should still be held bi-annually and were supportive of the idea to include a keynote speaker. He stated that the BDC still considered the targeted industry sectors relevant in today's economic climate; however, it was noted that additional support may be needed for the industries hit hardest by COVID-19.

Dr. Long advised that the Committee briefly reviewed some recent changes to the Strategic Imperatives which included several tasks assigned in response to the pandemic. He stated that the Committee received a presentation by Ms. Trish McGetrick on the apprenticeship initiative that staff have been undertaking. Dr. Long advised that CareerSource Flagler Volusia will become the apprenticeship sponsor for a Medical Technician program for DaVita Labs and a Career Development Technician apprenticeship program for Case Management, Inc.

Ms. Tanenbaum thanked Dr. Long for his report and asked Ms. King to discuss some recent policy updates. Ms. King advised that she emailed the Committee a matrix yesterday of policies that either need to be created or updated. She called attention to the policies listed as 'board/admin' and stated that these policies govern the actions of the Board in one way or another. Ms. King stated that she and her executive team have created leads and timelines with the expectation that the policies will be done within the next three to four months. She discussed the draft policies that are currently in place and asked for the Committee's preference for review and approval. The Committee agreed that the policies should be reviewed at the next Board meeting with staff presenting their recommendations. Ms. King stated that she would send out the policy drafts prior to the August Board meeting and include it on the agenda as a separate item.

Ms. Tanenbaum advised that the next item on the agenda was a status report on the Department of Economic Opportunity (DEO) Grantee-Subgrantee Agreement and asked Ms. King to report. Ms. King reported that the agreement has been signed by both Counties and while we are submitting it to the State, conversations are continuing with DEO on how to implement some of the items. She referenced one part of the agreement that requires L-2 screenings; however, Florida statues do not permit the use of these screenings. Ms. King stated that the top level of DEO has not allowed for individual conversations as requested, so the local workforce boards are using the Florida Workforce Development Association's advocate to help facilitate the conversations.

Next, Ms. King provided an update on the Mandatory Partner Infrastructure Agreements. She explained that with the implementation of WIOA, certain partners were identified that are supposed to help pay for our infrastructure. Ms. King advised that these agreements have been in place for the past three years; however, with the new DEO Grantee-Subgrantee Agreement and subsequent policies, Mandatory Partner Infrastructure Agreements must now be reviewed and approved by the Board and our Chief Local Elected Officials. She discussed each mandatory partner and highlighted any services or contributions they make towards our infrastructure. Ms. King stated that we are in the process of finalizing the new agreements and will present them at the August 21<sup>st</sup> Board meeting and then to the Counties for their approval.

The next item on the agenda was a review of the 2020-2021 Budget. Ms. Tanenbaum called on Ms. Jennifer Campbell to report. Ms. Campbell advised that there have been some changes to the budget. She stated that the funding portion has been updated to include the National Emergency Grant COVID-19 award in the amount of \$337,384. Ms. Campbell advised that this has enabled us to increase our anticipated carry forward by \$307,000. She stated that there have been some salary adjustments and three Career Center positions that are set to move over to Corporate on October 1<sup>st</sup>. As a result of this change, Ms. Campbell stated that there has been a decrease in the Center Operator contract; the net change in the bottom line of the budget was just under \$30,000. She asked Ms. Christine Sikora to explain the position changes.

Ms. Sikora replied that when WIOA was enacted in 2016, we stepped away from overseeing operations, and the Quality Assurance (QA) positions moved over to the Center Operator. She advised that the QA team is responsible for internal monitoring and certifying applications for jobseeker and business training. Ms. Sikora stated that in order to improve our transparency and avoid any potential conflicts, we have decided to bring the three QA positions back in house. She noted that this decision did not imply that our contractors have done anything

unethical and was merely to create better “checks and balances”. Ms. Sikora advised that the staff currently in those positions would be given the opportunity to remain in their positions as Corporate staff. The Committee concurred with this decision.

Next, Ms. King provided the President & CEO Status Report. She advised that at the end of June, there were 47,305 Volusia and 8,651 Flagler reemployment assistance applicants. Ms. King advised that was slightly over eighteen percent of our labor force, and we do not yet know how many of them are temporarily furloughed as opposed to permanently laid off. She stated that we have requested the data from DEO since early April.

Ms. King reported that the three Centers have remained open by appointment only, and there is currently no set date for staff to return full-time. She advised that work requirements will become mandatory next month for everyone receiving reemployment assistance. She discussed how staff are preparing to help an increased number of customers meet their requirements. Ms. King advised that Daytona State College has the opportunity to apply for CARES funding for a short-term, boot camp type of training. She explained that this rapid credentialing grant opportunity supports up to eighteen weeks of training, and we are working with them to identify local needs starting with the healthcare industry. She stated that the Alliance4 engagement will look different this fall as Dr. Long reported, and the Healthcare focus group will be the first to meet.

Ms. King briefly discussed a potential partnership with the Boys & Girls Club and contextual leadership training for staff. She advised that staff will have two more training sessions, and we will be looking at additional training for topics such as innate bias. Ms. King reported that we are closely watching our performance measures that may not be met this year as a result of COVID-19. She advised that retention may be the measure hardest hit, but those numbers will not be seen right away since it is measured almost a year out.

Ms. King advised that over the past couple of years, she has followed the directive of the Committee to bring the salaries of our two vice presidents closer together. She stated that based on the recent employee evaluation and to help close this gap, she is recommending a ten percent increase to Ms. Sikora’s salary in addition to the three percent increase provided to all staff. Ms. King advised that she had another request. She stated that her team has done tremendous work over these past several months and to show appreciation for their commitment, she requested \$10,500 for a one-time bonus paid from our Corporate unrestricted account for staff who did not receive a raise beyond the three percent cost-of-living increase.

Ms. Denise Breneman advised that in the Volusia County Transition Team meeting yesterday, there were some questions regarding employment opportunities through CareerSource Flagler Volusia for individuals with disabilities, such as the collaboration we have with Walgreens. She asked if there are other programs or companies that we are working with to address the needs of this population, and if these types of activities being tracked. Ms. King responded that the STARS (Succeeding Through Achieving Retail Skills) program has exhausted the grant funds we received through The Able Trust; however, we continue to operate the program in partnership with Walgreens. She advised that she did not know if anyone was currently going through program due to COVID-19. Ms. King discussed other potential partnerships and advised that we were working with the Coalition prior to their disbandment. She stated that the State is not tracking these activities; however, they do have branding for businesses who are inclusive in hiring individuals with disabilities. Ms. King advised that this is another facet of our

local area's equity, and we are open to any connection with Volusia County Schools that could strengthen this initiative.

Ms. Tanenbaum asked if there was any discussion on the proposed increase of Ms. Sikora's salary. After a brief discussion, she called for a motion.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved a ten percent increase to Ms. Sikora's salary in addition to the three percent cost-of-living increase.

The Committee followed up on a previous conversation from the April 30<sup>th</sup> Committee meeting regarding Ms. King's salary. Ms. Tanenbaum reminded the Committee that they agreed to wait until we received our allocations before a decision was made. Ms. King and staff were instructed to step away from the call while the Committee discussed.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved a five percent increase to Ms. King's salary.

Ms. Tanenbaum asked if there were any comments or discussion on the one-time bonus for staff members who received only the three percent cost-of-living increase. With none being heard, she called for a motion.

5. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved a one-time bonus for Corporate staff which totaled \$10,500 to be paid from the Corporate unrestricted account.

The Committee expressed their appreciation to all staff for their hard work and dedication to serving the community during the COVID-19 pandemic. Ms. Tanenbaum opened the floor for other comments or business. There being no further business to come before the meeting, it was adjourned.

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Recording Secretary