

**MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
BUSINESS DEVELOPMENT COMMITTEE
July 7, 2020**

A virtual meeting of the CareerSource Flagler Volusia Business Development Committee was called to order via Microsoft Teams, at 9:00 a.m. on the 7th day of July 2020, pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Dr. Aubrey Long Chaired the meeting and Ms. Jennifer Gosling served as the Recording Secretary. Dr. Long asked Ms. Gosling to call the roll.

The following members of the Business Development Committee were present:

Ms. Mary Jo Allen, Executive Director – Halifax Health Hospice & Palliative Care
Ms. Kelly Amy, Manager of Strategic Partnerships – Volusia County Schools
The Honorable Barbara Girtman, Councilwoman – Volusia County Council
Dr. Aubrey Long, Vice President of Business and Community Development – Bethune-Cookman University
Mr. Keith Norden, President & CEO – Team Volusia
Ms. Heather Shubirg, Executive Vice President - Team Volusia
Mr. Tyrone Walker, District Leader – Primerica
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were also present:

Mr. Charlie Howell, Vice President Business Development & Technology – CareerSource Flagler Volusia
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Trish McGetrick, Business Development Specialist – CareerSource Flagler Volusia
Mr. Frank Mercer, Center for Business and Industry – Daytona State College
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
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Dr. Long called the meeting to order and called for a motion to approve the minutes from the April 15, 2020 meeting.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Business Development Committee approved the April 15, 2020 minutes.

The next item on the agenda was an update on the Dislocated Worker National Emergency Grant (DWNEG). Dr. Long stated that this grant provided recovery funds for

our local area in response to the COVID-19 pandemic. He called on Ms. Christine Sikora to report what we have done with this additional funding. Ms. Sikora reported that the State received several million dollars to aid in Florida's recovery efforts. She advised that we initially received just over \$337,000 dollars. Ms. Sikora stated that the grant has two main areas of focus: to help individuals who have been laid off or furloughed, permanently lost their employment, or who have been long-term unemployed and are seeking work; and businesses who have been adversely impacted by COVID-19 in order to connect them with job seekers. She advised that CareerSource Flagler Volusia (CareerSourceFV) is a work site and we have hired a Grant Support Coordinator. Additionally, we have a Center Specialist located at each Center to help with the sanitation of the computers and common areas.

Ms. Sikora reported that we have a contract with the Early Learning Coalition (ELC) for two facility maintenance assistant positions to help with sanitation of their facilities. She advised that we are working with Healthy Souls International to fill thirteen positions for warehouse drivers, a case manager, office manager, and supervisor. Ms. Sikora stated we also have a partnership with the Council on Aging for several new positions, they are in the process of creating job descriptions for the positions. She informed the Committee that the Boys and Girls Club of Volusia and Flagler Counties has been holding summer camps for local youth, and we have been working with them to fill eight new positions that will help sanitize and clean their clubs throughout Volusia County. Ms. Sikora reported that we are working with Flagler Cares to fill one position for a Disaster Recovery Community Help Associate. She stated that we did have a worksite agreement with the Volusia County Health Department to help with data entry, Project Coordinator, and possibly some contact tracing; unfortunately the contract was not approved by the Florida Health Department in Tallahassee, and we do not know the reason behind their decision.

Ms. Sikora advised that the DWNEG Grant is distributed in the same manner as the National Emergency Grants we have received in the past after a hurricane. She explained that when the State has expended seventy percent of the funds received from the federal government, they can ask the Department of Labor for more. Ms. Sikora advised that the "second round" of funding will be used over a two-year timeframe, and that we have requested five million dollars. She stated that the first round of funding can only be used for specific, COVID-19 humanitarian jobs, and that we will be permitted to use the funds received in the second round for training, which is why we requested more.

Dr. Long asked if there were any questions. With none being heard, he advised the next item on the agenda was to discuss the Alliance4 and advised that the next Interchange

event was planned for August 14th; however, that may need to change with the current state of the COVID-19 pandemic. He called on the Committee to provide feedback and direction on several matters. Dr. Long asked if the Interchange events should be an annual event held in February. After discussion, the Committee agreed that while the August event may need to be skipped due to COVID-19, it should remain a semi-annual event going forward. Mr. Charlie Howell stated that another question on the agenda regarding the Alliance4 was whether we should hold the event virtually. The Committee agreed that the community is overwhelmed at the moment with virtual meetings, and it may not have the same value. A concern was raised that if we do not engage with our Alliance4 partners in August, we could lose our momentum. It was suggested that staff find other ways to engage our business community and partners in lieu of a formal event.

Ms. Sikora asked the Committee if they had any suggestions on how we could engage the Alliance4 partners without adding to their burdens. Dr. Long asked if companies could share what is happening within their companies and a mechanism to put out this information. Ms. Sikora responded that we have the Alliance4 industry landing pages where we could put information that the businesses would like to share specific to the sectors. She mentioned there could be the possibility to add a chat function so partners can talk to each other virtually.

A conversation ensued on the difficulties our education partners are experiencing. Ms. Kelly Amy agreed that the school systems are working to figure out what school will look like in a month when they reopen during the COVID-19 pandemic. She stated that there needs to be some communication with business partners, because the schools are having to reinvent what some of the classroom experiences are like. Ms. Amy stated that while a face-to-face event may not be feasible, she agreed Alliance4 should have some type of communication in the Fall.

Dr. Long asked if the industry clusters still make sense. He advised that the targeted industries up until this point have been manufacturing, hospitality, retail, construction, healthcare, business and professional services. Mr. Charlie Howell explained that these were originally selected as our growth industries, and considering the status of COVID-19, he asked if these industries could still be considered growth industries? A discussion followed on how COVID-19 has impacted the hospitality and leisure industries and what was the projected future impact overall. Ms. Heather Shubirg stated that in recent economic meetings the retail, hospitality and leisure industry clusters is not projected to recover as quickly as other industries. She advised that this may mean we will need to help workers transition into other fields for the next few years. Ms. Amy stated that the

industry sectors are still valid and align with the educational system. The Committee concurred.

Mr. Howell advised that earlier this year, the hospitality group met separately, and the event included a keynote speaker. He stated that the keynote speaker gave them a chance to see what is possible within the hospitality industry and brought up some very good points. Mr. Howell asked if we should add a keynote speaker to future Interchange events. The Committee agreed that a keynote could add value to the event and attract new participants.

Dr. Long asked if all industry groups should meet separately or together at one event. Mr. Howell explained that the main Interchange event earlier this year met on Valentine's Day; which is a busy day for the hospitality sector. He advised that they met in January apart from the rest of the other industry groups, and the event was well attended. Mr. Howell asked if this method of smaller meetings would be beneficial for all industries. He stated that there is the potential of meeting twice a year – once as individual industries and the other as a larger event that brings all industries together. The Committee concurred that different conversations could be held at smaller events held specifically for each sector.

The next item on the agenda as a look at the Strategic Imperatives. Dr. Long asked Mr. Howell to report. Mr. Howell reported that there were a few new tasks added to the imperatives. He advised under Collaborative Partnerships, one of our staff has become an organizer for 1 Million Cups, which ties together not only our community partnerships but also the gig economy and entrepreneurship initiatives.

Mr. Howell stated that under the Enhanced Talent Pipeline Imperative, we have added Coursera courses offered free to customers for a limited period of time. He explained that Coursera provides massive open online courses with topics that are at post-secondary and professional. Mr. Howell stated that customers may take courses for free until the end of December. Additionally, we are researching the Walgreens model for businesses that are hiring during COVID-19 health crisis.

Under the Effective Service Delivery Imperative, Mr. Howell advised that we have added "Innovation Through Technology". He stated we implemented telecommuting for staff in March and Microsoft Teams for meetings in June. Mr. Howell advised that virtually all staff have been working from home, until recently when we brought a few back into the office to help with the unemployment situation. Lastly, for the Appropriate Use of Funds Imperative, he stated that we have implemented the DWNEG COVID-19 Recovery funds.

Dr. Long thanked Mr. Howell for his report and stated that the last item on the agenda was a presentation of our apprenticeship initiative. Ms. McGetrick discussed the components of a registered apprenticeship which included business involvement, structured On-The-Job training, related instruction in the form of technical education at an educational institution, rewards for skill gains, and an attained national occupational credential. She reminded the Committee that at the last meeting, she discussed DaVita Laboratories who wanted to create an apprenticeship program for Medical Laboratory Technicians. Ms. McGetrick stated that as we went through the process with DaVita Labs, one of our contractors, Case Management, Inc., realized that they could benefit from creating a similar apprenticeship program for Career Development Technicians. She noted that another local area workforce board in Florida has implemented this already.

Ms. McGetrick advised that we would be the apprenticeship sponsor and would monitor the entire process and provide assistance and guidance in developing the apprenticeship's Set of Standards. She listed the core responsibilities we would have as the apprenticeship sponsor which included partnering with educational providers, program registration with the Florida Department of Education, program administration and management, case management of apprentices, and financial assistance with supportive services.

Ms. McGetrick stated the responsibilities for business partners included identifying the skills and knowledge needed, selection of new workers or current employees to be apprentices, provision of On-The-Job training, identification of an experienced mentor to work with apprentices, commitment to paying progressively higher wages as skills increase, and provision of related instruction, either in-house or in partnership with other entities. She provided an overview of the Set of Standards which must be created and submitted to the Department of Education who outlines all aspects of the proposed apprenticeship program.

Ms. McGetrick stated that with the services we offer through our Centers, we have the ability of partnership with apprenticeship programs that are already established locally and encourage their continuity by offsetting some of their financial costs and providing supportive services.

With no other business to be heard, the meeting was adjourned.

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Recording Secretary