

MINUTES OF THE MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA

NOVEMBER 20, 2020

The Annual meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 20th day of November 2020 at the Administrative office of the organization, located at 329 Bill France Blvd., 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. Nancy Bradley facilitated the meeting in the Board Chair's absence and Ms. Jennifer Gosling served as Recording Secretary. At Ms. Bradley's request, the Recording Secretary called the roll and noted each person present.

The following members were present:

Ms. Nancy Bradley, Administrator – Daytona College, LLC

The following members were present via Microsoft Teams:

Ms. Elizabeth Albert, President – Volusia United Educators

The Honorable Barbara Girtman, Councilwoman – Volusia County Council

Dr. Thomas LoBasso, President – Daytona State College

Mr. Arthur Loeffler, CEO/CFO – American Radionic Company

Dr. Aubrey Long, Vice President – Bethune-Cookman University

The Honorable Donald O'Brien, Commissioner – Flagler County Board of County Commissioners

Mr. Bret Schmitz

Dr. Kent Sharples, President – CEO Business Alliance

Ms. Cheryl Tanenbaum, SVP & CFO – Intracoastal Bank

Ms. Helga van Eckert, Director – Volusia County Division of Economic Development

Mr. Tyrone Walker, District Leader – Primerica

Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

Ms. Angie White, Area Director – Vocational Rehabilitation

The following guests were present:

Mr. Charles Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia

Ms. Robin King, President & CEO – CareerSource Flagler Volusia

Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia

The following guests were present via Microsoft Teams:

Mr. Remie Beaulieu, Senior Network & Systems Engineer – CareerSource Flagler Volusia
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Debbie Cotton, CEO/President – Ormond Beach Chamber of Commerce
Mr. Jeff Gervase, Senior Director of Assurance Services – RSM US LLP
Ms. Nancy Keefer, President & CEO – Daytona Regional Chamber of Commerce
Ms. Juliana Kreul, Tax Senior Director – RSM US LLP
Ms. Velma Lowe, Managing Director of Operations – Career Steps Inc.
Mr. Matt Peguero, Employment Security Representative – Department of Economic Opportunity
Mr. Joseph Roberts, Local Veterans Employment Representative – Department of Economic Opportunity
Ms. Donna Runge, Administrator – Department of Economic Opportunity
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions - CareerSource Flagler Volusia
Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.
Ms. Anne Stevens, Audit Supervisor – RSM US LLP
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.
Mr. Kenneth Torres, Local Veterans Employment Representative – Department of Economic Opportunity
Ms. Valerie Uy Ignacio, Senior Multimedia Designer – CareerSource Flagler Volusia
Ms. Rebecca Wellence, Disable Veteran Outreach Program Specialist – Department of Economic Opportunity
Mr. Brian Willard, Program Manager – Road to Success
Mr. Scott Wilson, Partner – RSM US LLP
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Ms. Bradley called the meeting to order. She advised that every year, a workforce professional is nominated by their peers and selected by a designated team to represent us as the Workforce Champion at the Workforce Summit. Ms. Bradley stated that due to COVID-19, the Summit did not take place this year; however, that did not detract from our ability to celebrate our Workforce Professional of the Year, Lead Business Services Representative Ms. Selina Ahmadzadeh. Ms. Ahmadzadeh was presented with her award by Ms. Velma Lowe and the Board offered their congratulations.

Ms. Bradley stated the next recognition was for our Partner in Workforce Excellence. She explained that this award goes to a community partner who has exemplified collaboration and integrity. Ms. Bradley announced this year's winner was the Volusia County Chamber Alliance, an alliance comprised of multiple local chambers of commerce. She stated that while all of our local Chambers are great champions for our area businesses, it was during the pandemic that the Chamber Alliance really pulled together resources and volunteers to respond to the needs of our businesses.

Additionally, Ms. Bradley advised that the Chamber Alliance organized multiple Personal Protective Equipment (PPE) packaging and distribution events for our businesses across the County, as well as held virtual meetings for businesses to learn about available resources. She noted that they invited their partners, including CareerSource Flagler Volusia (CareerSourceFV), to participate in these efforts, all while continuing their normal activities on new platforms.

Ms. Bradley introduced Ms. Nancy Keefer from the Daytona Regional Chamber and Ms. Debbie Cotton from the Ormond Beach Chamber as representatives of the Chamber Alliance. Ms. Cotton thanked the Board for the recognition and stated that they appreciated working with Volusia County Economic Development and the local Chambers to bring assistance to local businesses.

Ms. Bradley advised that on September 28th, Governor Ron DeSantis announced that three local workforce boards were awarded the Veteran's Performance Incentive Award for their diligent work in providing employment and training opportunities for Florida's veterans. She stated that CareerSourceFV was the top performer in the medium size category for the fourth consecutive year and commended the efforts of the veteran team and their supervisor, Ms. Donna Runge.

The next item on the agenda was a review for approval of the Consent Agenda. Ms. Bradley reviewed the items on the Consent Agenda and requested a motion to approve.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the Consent Agenda items as presented.

Ms. Bradley called on Dr. Thomas LoBasso to provide updates. Dr. LoBasso reported that in August, Daytona State College (DSC) received a grant for \$910,000 as part of the Department of Education's Rapid Credentialing Economic Recovery Initiative, which has been rebranded locally as "Upskill Now". He advised that DSC has been working very closely with CareerSourceFV to help promote and refer participants and have braided our funding together to fill in gaps the grant does not cover. Dr. LoBasso stated that the purpose of the grant is to assist individuals whose employment has been adversely impacted by COVID-19 to obtain valued credentials in high-demand occupations. He advised that the program is designed to train individuals quickly, and there are currently nine programs available. Ms. Robin King noted that all of the programs are less than eighteen weeks, and the grant can serve both unemployed and underemployed individuals. She stated that we have been participating in open house events in the community and targeting specific areas to see if this initiative can assist.

Ms. Bradley provided the Executive Committee Report for the October 15th joint meeting of the Finance, Nominations, and Executive Committees. She advised that RSM presented the 2019-2020 Draft Audit and 990 Tax Return which was subsequently approved for recommendation to the Board. Ms. Bradley stated that RSM was attending virtually today and turned the meeting over to them to present the audit. Mr. Scott Wilson introduced himself and his team. Mr. Jeff Gervase provided a brief overview of

the required communications and reported that the audit received an unmodified opinion. He advised that there were no changes from last year in the accounting policies and practices. Mr. Gervase noted that there is a significant change to one upcoming standard, and it will not take effect until the year ending June 30, 2023. He advised that the new standard will require office and equipment leases to be added to the financial statements as liabilities. Ms. Anne Stevens discussed their approach to the audit and reviewed the balance sheets and statement of activities with the Committee. She stated that despite this being the first year with the audit taking place remotely due to COVID-19, they were able to follow all procedures without issue and receive the same level of assurance as previous years. Mr. Gervase reported that the compliance audit went well with no reportable conditions, no material weaknesses, and no findings.

Next, Ms. Juliana Kreul reviewed the 990 Tax Return and advised that there were no major changes for the organization or the 990 this year. She noted there was one question they changed this year regarding the governance and policies. Ms. Kreul stated that they responded “yes” that the officers, directors, and key employees were required to disclose any annual interest that could give rise to any conflict. She discussed the 990 Tax Return further. Ms. Bradley thanked RSM for their detailed report and opened the floor to questions from the Board. With none being heard, she asked for a motion to approve the audit as presented.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2019-2020 Annual Audit as presented.

Ms. Bradley asked for a motion to approve the 990 Tax Return as presented.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 990 Tax Return as presented.

Next, Ms. Christine Sikora and Ms. Valerie Uy Ignacio presented the 2019-2020 Annual Report. Ms. Uy Ignacio advised that this has been a year of change for everyone, and our organization was no exception. She stated that some of the changes have been positive and others brought challenges, and the theme of this year’s Annual Report is resilience, innovation, and possessing a growth mindset. Ms. Uy Ignacio advised that the changes we have faced are ongoing and CareerSourceFV continues to adapt.

Ms. Sikora advised that Ms. King would be sending out an email with a link to the Annual Report after the meeting and encouraged everyone to take a closer look. She provided an overview of the Annual Report and highlighted some of the success stories for the year. Ms. Sikora showcased several initiatives and community events we took part in and briefly reviewed how our funds were used and the populations that were served. She discussed some of our newest innovations, which included our IT team’s recent research into using virtual reality as a training tool. Ms. Sikora discussed the Annual Report further and closed her presentation by reading two commitment statements from Ms. Cheryl Tanenbaum and Ms. Robin King.

Ms. Bradley thanked Ms. Sikora and Ms. Uy Ignacio for their hard work and asked for a motion to approve the Annual Report as presented.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2019-2020 Annual Report as presented.

Ms. Bradley addressed the Board in her Vice President's Comments. She noted that she was impressed with today's meeting attendance, and it illustrated the hard work and dedication the Board has to this organization and our community. Ms. Bradley stated that this meeting was unlike any Annual Board meeting we have ever held. She acknowledged that everyone was attending virtually, and that it would not been possible without our great staff. Ms. Bradley commended staff who are working in the Centers as well as the staff members who continue telecommuting.

Mr. Charlie Howell provided some recent highlights. He advised that back in November 2017, representatives from the United States Department of Labor (USDOL) spent two days with us to learn about our online workshops. They were doing a research study on technology-based learning and the American Job Centers (AJC). Mr. Howell stated that while the report was completed in June 2018, it was not released until October 2020. He highlighted that we were mentioned specifically multiple times in the report and frequently set apart from the other AJCs because our workshops included interactivity and participation from the customer. Mr. Howell read one paragraph from the report that discussed our innovative approach to workshops and stated that the report will be posted in the Reports and Publications section of our website.

He advised that we participated in two Paychecks for Patriots events this year. Mr. Howell reported that the first was a virtual event on November 5th, in collaboration with three other local workforce boards; the second was held in-person later in the month. He showed the Board the online platform that was used for the virtual event and discussed how businesses and job seekers used the platform to connect.

Mr. Howell advised that due to COVID-19, the Alliance 4 event that was scheduled for September was cancelled and each industry group held their own virtual meeting instead. He reported that attendance from area businesses had increased with the meetings being held online and that COVID-19 was a consistent topic among all the groups. Mr. Howell stated that despite the pandemic, the industries continue to work towards their goals. He stated that the collateral materials have been created for the Healthcare sector's outreach initiative and the landing pages are in development. Mr. Howell stated that the Alliance4 is looking forward to their February event, and they are considering whether to hold the event in-person, virtual or a mix of both.

Ms. Bradley advised that January 15th is the date for the scheduled planning Board and Committee meeting, and we are considering several possible topics. She asked Mr. Howell to post a poll online through the Teams software and directed Board members to select all topics that interested them. Ms. Bradley provided a brief description of the

choices available. Board members were instructed to type responses if they experienced trouble using the polling feature. The results of the poll were as follows:

Equity Training:	8 responses
Bias Awareness:	2 responses
Board Member Orientation:	3 responses
Contextual Leadership:	4 responses
Other:	0 responses

Ms. King stated that if anyone did not have a chance to vote, they could text or email their selections to her after the meeting. Ms. Bradley asked how Board members that were not in attendance could vote. Ms. King advised that she would include the poll choices when she emails the Annual Report to the Board.

Ms. Bradley asked if there were any Board Member Comments. Ms. Barbara Girtman provided an update on the upcoming Youth Employment Talent Initiative (YETI) ad hoc Committee. She advised that she and Ms. King will be meeting on December 8th to discuss the agenda and stated that we have had several people volunteer to participate on the Committee. Ms. Girtman stated that we are looking for more Committee members and asked that any interested Board members contact Ms. King or herself.

Dr. Aubrey Long commented that the hard work of Ms. King and her team makes him proud to be a member of the Board and commended staff on their efforts. The Board concurred.

Ms. Bradley turned the meeting over to Ms. King for the President & CEO's comments. Ms. King reported that our Centers continue to operate by appointment only, and that the majority of the clients are in need of assistance with unemployment-related activities. She advised that we anticipate an increase in customers after December 5th which is when the work search requirement waiver ends, and we have been posting online group orientations to provide customers with an overview of our services. Ms. King stated that we continue to offer training, such as the rapid credentialing training Dr. LoBasso discussed earlier.

She advised that we received a second Truist grant. Ms. King reminded the Board that we received the first Truist grant back in August, and the funding has helped provide ancillary and wrap-around services for reemployment and job search activities for individuals whose employment was adversely impacted by COVID-19. She stated that the second Truist grant will be used to hire someone to create videos on the subject of resiliency, and the videos will be geared toward Dislocated Workers.

Ms. Bradley advised that the next item on the agenda was the election of officers. She stated that the Nominations Committee has approved the 2020-2021 Slate of Officers for consideration, and the officers presented were as follows:

Cheryl Tanenbaum – Chair
Nancy Bradley – Vice Chair
Bret Schmitz – Secretary

Ms. Bradley asked for a motion to approve the officers as presented.

5. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2020-2021 Officers as presented.

Ms. Bradley directed the Board's attention to the list of tentative Board dates for the upcoming year and called for a motion to approve the meeting dates as presented.

6. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2021 Board meeting dates as presented.

Ms. Bradley asked Ms. Ann Lesizza to go over the Conflict of Interest. Ms. Lesizza advised that every year, Board members are asked to certify that they understand what constitutes a Conflict of Interest. She asked that the Board members read the excerpt of the Bylaws included in the agenda packet which outlines what constitutes a conflict, sign the Conflict of Interest Statement, and return their completed form to Ms. Jennifer Gosling.

Ms. Bradley advised that the agenda packet included some informational items for the Board's review which consisted of a recent copy of the Strategic Imperatives, programmatic updates for the past two quarters, and a quarterly financial report. She explained that at the last Board meeting, the programmatic information was not available from the data warehouse for the previous quarter and is now being provided.

Ms. Bradley thanked everyone for attending the Annual Board meeting and stated that the next meeting would be held on January 15, 2021.

There being no further business to come before the meeting, it was adjourned.

Recording Secretary