

**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 50<sup>th</sup> 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](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 join 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 20<sup>th</sup>, 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 14<sup>th</sup> at Daytona State College. The January Board meeting will be an evening event on January 16<sup>th</sup> 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.

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Recording Secretary