

**MINUTES OF THE MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA**

March 26, 2021

A Meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 26st day of March 2021 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. Cheryl Tanenbaum Chaired the meeting and Ms. Jennifer Gosling served as Recording Secretary. At the Chair's request, the Recording Secretary called the roll and noted each person present.

The following members were present via Microsoft Teams:

Ms. Mary Jo Allen, Chief Nursing Officer – Halifax Health
Ms. Nancy Bradley, Administrator – Daytona College, LLC
Ms. Courtney Edgcomb, President – United Way Volusia-Flagler Counties
Dr. Thomas LoBasso, President – Daytona State College
Mr. Arthur Loeffler, CFO – Dynamic Engineering Innovations
Dr. Aubrey Long, Owner – Long Global Enterprises
Ms. Bonnie Madden, Regional Director of Orthopedics and Sports Medicine & Operations Director of Specialty Practices – AdventHealth Medical Group East Florida
The Honorable Donald O'Brien, Commissioner – Flagler Board of County Commissioners
Mr. Bret Schmitz, Co-Founder – Happier, LLC
Ms. Cheryl Tanenbaum, SVP & CFO – Intracoastal Bank
Ms. Helga van Eckert, Director – Volusia County Division of Economic Development
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group
Mr. Tyrone Walker, Consultant – Primerica

The following guests were present:

Mr. Remie Beaulieu, Senior Network & Systems Engineer – CareerSource Flagler Volusia
Ms. Jennifer Campbell, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia
Mr. Charles Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia
Mr. Howard Johnson, Data/EFM Manager – Eckerd Connects
Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Ms. Velma Lowe, Managing Director of Operations – Career Steps Inc.

Ms. Donna Runge, Administrator – Department of Economic Opportunity

Ms. Christine Sikora, Vice President-Innovative Workforce Solutions - CareerSource Flagler Volusia

Ms. Natalie Smith-Wells, Chief Operating Officer – Daytona Beach Housing Authority

Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.

Mr. Mack Thomas, Program Manager – Eckerd Connects

Ms. Tarneisha Thomas, Program Manager – Daytona Beach Housing Authority

Mr. Charles Williams, Workforce Administrator – Department of Economic Opportunity

Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Ms. Tanenbaum called the meeting to order and introduced new Board member, Ms. Courtney Edgcomb who is the President of the United Way of Volusia-Flagler Counties and an active member of the Career Pathways Committee.

Ms. Tanenbaum advised that the first item of business was the review for approval of the Consent Agenda. Ms. Tanenbaum 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. Tanenbaum advised that Florida Statutes require the State of Florida's Department of Economic Opportunity (DEO) to meet with each local workforce development board annually to review performance and certify that the local board is in compliance with applicable state and federal law. She introduced Mr. Charles Williams, Workforce Administrator for DEO, and asked him to present CareerSource Flagler Volusia's Annual Performance Report.

Mr. Williams reviewed the Workforce Innovation and Opportunity Act (WIOA) Primary Indicators of Performance for Program Year (PY) 2019. He advised that all indicators were met except for the Employed 2nd Quarter After Exit, Median Wage 2nd Quarter After Exit, and Credential Attainment for Dislocated Workers. Mr. Williams stated that progress has been made on two of those measures in the first and second quarters of the current program year, and progress continues to be made. He reported that there were a total number of 287 programmatic findings across the State and of those findings, CareerSource Flagler Volusia had eighteen.

Mr. Williams stated that the financial monitoring resulted in no findings and two observations. He reviewed funding allocations for PY 2020 that are used in the formula to determine performance measures. He discussed the report further and asked if there were any questions. Ms. King asked Mr. Williams to discuss the change in philosophy that DEO is making to monitoring for the next year. Mr. Williams advised that DEO will continue to perform fiscal and programmatic monitoring concurrently and provide their presentations to the Boards. He stated that the change will be in the final report that they issue; they are working on a dashboard and streamlining processes in order to get

the necessary information out to Board staff sooner. The Board was informed that the DEO Performance Report will be available on the website.

Ms. Tanenbaum thanked Mr. Williams for his report and asked if the Board had any questions. With none being made, Ms. Tanenbaum advised that at the January Board meeting, Ms. Robin King provided an overview of the new Board and Chief Local Elected Officials (CLEO) Orientation. She asked Ms. King to present the second module of the Orientation which covered the topics of Ethics and Transparency. Ms. King guided the Committee through the second session and advised that the Orientation could be found on CareerSource Flagler Volusia's website. She encouraged everyone to review the Orientation in depth and reach out to her with any questions.

Ms. Tanenbaum thanked Ms. King for her presentation and informed the Board of two changes coming in the next program year. She advised that RSM has been the auditor for the past four years, and staff have received notice that their company is downsizing and will not be able to conduct the audit for the current year. Additionally, CareerSource Flagler Volusia's Chief Financial Officer (CFO), Ms. Jennifer Campbell, has submitted her letter of resignation and will continue to work remotely through June. Ms. Tanenbaum discussed recruitment and procurement methods to find a new CFO and auditing firm. She stated that she has asked the Executive Committee to take part in the selection process, and a review of proposals and resumes is expected to occur at the April Executive Committee meeting.

Next, Ms. Tanenbaum reported on the February 18th Executive Committee meeting. She advised that the Committee agreed to continue the Diversity, Equity, and Inclusion (DEI) training with Dr. Deanna Washington. Ms. Tanenbaum stated that there will be two more sessions that will take place at the May and August Board meetings. She noted that invitations to those meetings will be extended to non-Board members of the Committees.

Ms. Tanenbaum advised the Executive Committee heard reports from the Business Development and Career Pathways Committees. There were three recommendations that were approved which require ratification from the Board. The first was to expand support services to assist individuals while in training or starting new employment to include services such as childcare, transportation assistance and needs-related payments. The second recommendation the Committee approved was to expand On-the-Job Training (OJT) reimbursements to up to seventy-five percent of a new employee's wages; the current threshold was fifty percent. The third action which needed to be ratified was the approval of a pilot program to allow for part-time OJTs at less than the threshold of \$12.00 an hour for hard-to-serve populations, specifically for individuals residing in homeless shelters and transitional housing.

Ms. Tanenbaum advised that in addition to the three recommendations, the Committee also approved Ms. Edgcomb's new Board Member application. She asked for a motion to ratify the actions of the Executive Committee.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Board ratified the actions of the Executive Committee as presented.

Ms. Tanenbaum asked if there were any comments from the Board. With none being made, she asked Ms. Christine Sikora and Mr. Charlie Howell to provide highlights from recent and upcoming activities. Mr. Howell discussed virtual job fairs and stated that CareerSource Flagler Volusia can simulate an in-person experience with the added benefit of saving on travel and expenses while eliminating any social distancing concerns. He showed the Board a virtual job fair ad for the online Palm Coast Edition of Evolve Magazine. Mr. Howell explained how the virtual platform operates and the tools available to participating businesses. He advised that the next virtual job fair will be held on April 29th and is geared towards the Healthcare industry.

Ms. Sikora advised that CareerSource Flagler Volusia has offered online workshops created by CareerSource Flagler Volusia's Multimedia Designer for several years, and the workshops that were still held in-person have now moved to an online platform. She stated that the in-person workshops facilitated by Career Center staff were for specific groups, such as Welfare Transition and Supplemental Nutrition Assistance Program (SNAP) participants. Ms. Sikora advised that staff are now holding these sessions virtually on a weekly basis, and the workshops are being offered in both English and Spanish. She stated that while the Centers remain open by appointment only, the pandemic has not slowed down the delivery of services to customers or the number of individuals served. Ms. Sikora highlighted that this change has resulted in services being more accessible to customers, particularly those in rural areas or with transportation barriers.

Ms. Tanenbaum asked Ms. King for an update on operations. Ms. King advised that CareerSource Flagler Volusia has worked with the libraries in the area for many years, and staff have taken steps to ensure local libraries have the necessary information and accessibility for customers seeking to use their computers to access workforce services. She thanked the Board for their support and approval of the expansion in OJTs and supportive services. Ms. King reported that childcare can be implemented immediately; however, CareerSource Flagler Volusia is submitting a policy to DEO regarding needs-related payments to review to ensure compliance with State and federal regulations. She advised the same policy steps will be taken for the OJT expansion for individuals impacted by COVID-19. Ms. King discussed the OJT pilot program for part-time and under the \$12 an hour wage rate for individuals residing in homeless and transitional housing. She stated that CareerSource Flagler Volusia is looking to enroll up to ten participants in the pilot program before the end of June.

Ms. King advised that Councilwoman Barbara Girtman could not attend the meeting, and she was asked to provide an update on the Youth Employment and Talent Initiative (YETI) program in the Councilwoman's absence. She reported that there are contracts in place for the Boys and Girls Club of Volusia/Flagler Counties for their junior staff program and the Chiles Academy's on-campus employability skills training and off-campus externship program. Ms. King advised that CareerSource Flagler Volusia will

connect the Chiles Academy with Mr. Shailesh Patel who serves on the Business Development Committee and owns a local hotel which could serve as a potential worksite for the Chiles Academy's externship program as well as Halifax Hospital. Additionally, she stated that there are new contracts in place for Catalyst on the West Side of Volusia County and the Community Healing Project in Daytona Beach.

Ms. King reported that for the upcoming Alliance4 Event, CareerSource Flagler Volusia is looking to partner with Volusia County to facilitate a panel discussion on the mental health of the local workforce and what businesses can do to address this issue. She advised that the event information will be sent to everyone soon.

Ms. King stated that there has been a lot of discussion on Florida's workforce system in this year's legislative session. She reported that currently there are two bills in the House and one bill in the Senate. Ms. King advised that there are a few changes that are expected to occur. She stated that one of those changes is that there will be term limits on Board members; the two bills that address Board terms both list six years as the limit. Ms. King explained that the bills do not say whether the six-year terms are retroactive or begin when the bill passes. She advised that if the term limits are retroactive, then CareerSource Flagler Volusia would lose ten of twenty-three Board members as of July 1. Ms. King stated that this would not include governmental seats, and the State has been asked to expand this to include other seats, such as economic development and labor, since there is a limited pool to choose from. She advised that staff would keep the Board updated as more information becomes available.

Ms. King reported that there is going to be a new Labor Forecasting Council that will create a list of approved credentials, and the State has been asked to allow local workforce development boards to add credentials similar to what is currently done to address employer needs in a timely manner. She advised that another possible change is performance-based training. Ms. King explained that the State is considering a requirement that will withhold a percentage of the cost of training until placement and there is some contradictory information contained in the bill when compared to federal law. She advised that staff are waiting to see what the outcome will be. Ms. King advised that the last change expected to pass will reduce the amount a Board member can contract with the local area before DEO approval is required; currently, the amount is \$25,000 and the anticipated change will reduce it to \$10,000. She explained that these changes tie into the Board Orientation training earlier and are being considered on the basis of accountability, performance, and transparency.

Ms. King advised that DEO is updating the Grantee-Subgrantee Agreement for the new year, and they will be removing the requirement for Level 2 background screenings since legislation does not authorize local workforce development boards to have them. Additionally, DEO has removed the requirement of Board members to leave the room when abstaining from a vote for which they have a conflict. Next, Ms. King reported that the local area designation was approved by Flagler County, and she will be going before Volusia County for their approval on April 6th.

Ms. King stated that she has talked with the Black Clergy Alliance this week, and it was recommended that she meet with them to do the needs assessment and the focus groups surrounding the significant poverty levels of zip codes 32114 and 32117. She advised that there will be a workshop held in the near future to go over logistics on bringing small groups of residents together to discuss what is working well that can be built upon and what resources are lacking.

Ms. Tanenbaum thanked Ms. King for her updates. She advised that there were some informational items included in the agenda packet and asked if there were any questions on these items. With none being made, Ms. Tanenbaum provided her closing remarks.

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

Recording Secretary