

MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
JOINT FINANCE, NOMINATIONS, AND  
EXECUTIVE COMMITTEES MEETING  
OCTOBER 15, 2020

A joint meeting of the CareerSource Flagler Volusia Finance, Nominations, and Executive Committees was called to order at 9:00 a.m., on the 15<sup>th</sup> day of October 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 Finance, Nominations, and Executive Committees were present via Microsoft Teams:

Mr. Arthur Leoffler, CEO/CFO – American Radionic Company  
Mr. Matt Nelson, Business Manager – IBEW 756  
Dr. Kent Sharples, President – CEO Business Alliance  
Mr. Bret Schmitz, President – Hudson Technologies, Inc.  
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC  
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following Committee members were physically present at the Corporate Office:

Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Ms. Cheryl Tanenbaum, SVP/CFO – Intracoastal Bank

The following guests were present via Microsoft Teams:

Ms. Jennifer Campbell, Chief Finance Officer – CareerSource Flagler Volusia  
Mr. Jeff Gervase, Senior Director of Assurance Services – RSM US LLP  
Ms. Juliana Kreul, Tax Senior Director – RSM US LLP  
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 and Career Services – Case Management, Inc.  
Ms. Anne Stevens, Audit Supervisor – RSM US LLP  
Mr. Mack Thomas, Program Manager – Eckerd Connects  
Mr. Scott Wilson, Partner – RSM US LLP  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

The following staff were physically present at the Corporate office:

Mr. Charlie 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 Recording Secretary noted a quorum was present.

Ms. Tanenbaum advised that the Finance Committee would meet first and called on Ms. Bradley to Chair the Finance Committee meeting. Ms. Bradley advised that there was one item on the agenda and that was to review the 2019-2020 Draft Annual Audit and 990 Tax Return. She stated that RSM US LLP, our external auditors, were in attendance via Teams. Mr. Scott Wilson introduced himself and his team members. Mr. Jeff Gervase provided a brief overview of the required communications and commended Ms. Jennifer Campbell and her team on a job well done. He advised that there were no significant issues discussed with management or difficulties encountered while performing the audit. Ms. Anne Stevens discussed their approach to the audit and reviewed the balance sheets and statement of activities with the Committee. Mr. Wilson reported that the compliance audit went well with no reportable conditions, no material weaknesses, and no findings. The audit received an unmodified opinion. He asked the Committee if there were any questions. No questions were raised.

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 opened the floor to questions from the Committee. With none being heard, she called for a motion to recommend the draft audit, as presented, to the full Board for approval.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Finance Committee recommended the 2019-2020 Draft Annual Audit and 990 Tax Return to be presented to the Board of Directors for approval.

Ms. Bradley advised that the vote concluded the Finance Committee meeting. Ms. Tanenbaum advised that the Nominations Committee would meet next to review the 2020-2021 Slate of Officers which was presented as follows:

Chair	Cheryl Tanenbaum
Vice Chair	Nancy Bradley
Secretary	Bret Schmitz

She asked if there were any nominations from the floor. With none being heard, Mr. Tanenbaum asked for a motion.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Nominations Committee approved the 2020-2021 Slate of Officers as presented.

Ms. Tanenbaum concluded the Nominations Committee portion of the meeting and began the Executive Committee meeting. She advised the first matter of business was the approval of the July 16<sup>th</sup> minutes. Ms. Tanenbaum asked for a motion.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the minutes of the July 16, 2020 meeting.

The next item was a review of the draft November Board meeting agenda. Ms. Tanenbaum called on Ms. Robin King to discuss. Ms. King advised that the Annual meeting will include a presentation for our Workforce Professional of the Year and Partner in Workforce Excellence awards. She advised that the partner we have nominated for recognition this year is the Volusia County Chamber Alliance. Ms. King advised that there are several local Chambers that belong to the Alliance, and it was a way of recognizing all of them and their efforts. She highlighted that the Alliance has distributed personal protection equipment (PPE) during the COVID-19 pandemic, and when we need to reach businesses throughout our local area, the Alliance is the entity who provides assistance. Ms. King noted that the Alliance has included us in many of the COVID-19 discussions in order to determine what services are available and have demonstrated that they are a strong partner to workforce development. Additionally, she advised that we will be acknowledging our fourth consecutive win for the Veteran's Award, which has now been officially announced by the Governor's office. Ms. King reviewed the rest of the agenda and highlighted that we will be asking the Board for input and topic suggestions for the January Board Workshop meeting through an online poll. She noted that Ms. Tanenbaum will not be available to Chair the Annual meeting, and Ms. Bradley has agreed to Chair in her absence.

Next, the Committee reviewed a draft of the January Board Workshop agenda. Ms. Tanenbaum advised the Committee to send Ms. King any ideas they may have for workshop topics. Ms. King stated that there are currently two possible topics on the table. She advised that we are in the process of refreshing the online Board Orientation and the January meeting could provide an opportunity to review the information. Ms. King stated that the second workshop topic was a continuation of the equity conversation. She advised that we are looking at topics that would work well virtually since January may not be a good time to bring people together due to COVID-19.

Ms. Tanenbaum introduced Mr. Matt Nelson as the new Chair of the Career Pathways Committee (CPC) and a new member of the Executive Committee. She called on him to report on the September 3<sup>rd</sup> CPC meeting. Mr. Nelson advised that every Fall, the K-12 school systems request letters of support for new certifications for inclusion on the State's Career and Professional Education Act (CAPE) list. He advised that Volusia County Schools presented four new certifications for consideration, and the Committee approved their request for support letters. The certifications were for Adobe Animate, Business Office and Technology, Residential Construction Skills, and Culinary Meat Selection and Cookery.

Mr. Nelson advised that in the Request for Proposals released last November, there was a section for any organization to apply for up to \$25,000 to fund a project that supports local employment needs and aligns with our goals. He reported that a Daytona Regional Chamber project was selected, and Mr. Ken Phelps provided an update on their program's development. Mr. Nelson stated that Ms. Christine Sikora provided the Committee with an update on the

Daytona Beach Housing Authority program, a new Young Adult provider selected earlier this year.

Mr. Nelson advised that Ms. Sikora presented the Committee with a refresher on performance measures and how to read the performance reports. He explained that since the Committee reviews and makes recommendations on contract extensions every Spring, they were asked what additional information could be provided at each meeting to prepare the Committee members for this important task. Mr. Nelson discussed some of the suggestions that were presented at the meeting. He noted that in addition to providing quarterly performance updates, the Committee requested provider reports on credentialing and skill gains of their participants as an early indicator of success.

Mr. Nelson advised that the Alliance4 Healthcare Industry Group met in August and a need for a new outreach campaign was identified. He stated that Ms. Sikora showed the Committee mockups of new flyers that will target high school students and young adults which feature individuals working in different Healthcare occupations. Mr. Nelson advised that these materials will be made available to schools, businesses, and other partners for their own use, and they will be able to add their own branding.

Ms. Tanenbaum thanked Mr. Nelson for his report and asked Mr. Charlie Howell to report on the September 23<sup>rd</sup> Business Development Committee (BDC) meeting. Mr. Howell advised that Ms. Valerie Uy Ignacio provided an update on the Healthcare Outreach Initiative that Mr. Nelson mentioned and received feedback from the Committee on the materials and other information that may be useful in our continued outreach efforts. He stated that we received a \$20,000 grant for COVID-19 recovery efforts from Truist. Mr. Howell advised that the grant will provide customers with transportation assistance for job searching and wraparound services for individuals beginning a new job. He advised that the funds will be available until the end of December.

Mr. Howell reported that the Committee reviewed some recent additions to the Strategic Imperatives' activities. He advised that Ms. King provided a status update on how the organization is faring through the COVID-19 pandemic and how we continue to serve our community. He stated that nearly 80,000 individuals had been laid off by the end of September, and we do not know how many were permanently laid off. Mr. Howell advised that we are working with the Department of Economic Opportunity (DEO) to receive the claimants' information so we may provide outreach to them individually.

Ms. Tanenbaum thanked Mr. Howell for his report and advised that the next item on the agenda was an update on policies. She asked Ms. King to provide the update. Ms. King advised that we will not be presenting the Committee with any new policies until DEO comes out with their own. She stated that the agreement we have entered into with DEO requires compliance for multiple items. Ms. King advised that we have asked what policies they will be implementing; however, DEO is still reviewing the agreement and no further information has been given at this time. She

noted that there is one policy that will come before the Committee at a later date regarding conflict of interest and disclosures for party-related agreements. Ms. King advised that we anticipated bringing that policy before the Committee today, but it has been put on hold until we receive further instruction from DEO.

Ms. Tanenbaum asked Ms. King to provide the President and CEO Comments. Ms. King followed up on what Mr. Howell had discussed regarding the claimant data we requested from DEO. She reported that the Memorandum of Understanding was approved by Flagler and Volusia County Elected Officials and we received the signed copy of the agreement from DEO yesterday. Ms. King advised that we have heard from other regions that DEO will send us a SharePoint portal to access the data.

Ms. King advised that the Board is in need of Flagler Board members; preferably within our targeted sectors. She advised that she met the new Flagler County Economic Development Manager, Ms. Dolores Key. Ms. King advised that she is not able to participate on the Board at this time while her department is performing a SWAT analysis. Ms. King stated that the Interlocal Agreement requires five Board members who live and work in Flagler County and asked the Committee to let her know if there is someone they would recommend, and she will follow up with an interview and application with the potential board member.

Ms. King requested the Committee's approval to use \$10,000 in unrestricted funds for gift cards as a thank you to staff. She advised that September was Workforce Development month, and the One-Stop Operator orchestrated a drive-by for staff to pick up "swag bags" filled with various items. She noted that while the virtual platform has kept staff connected, it was good to see the energy from the staff in person. The Committee approved the request for \$10,000 in unrestricted funds.

Ms. Tanenbaum concurred that staff has earned a special thank you. She stated that this has been a challenging year for everyone and reflected on economic toll the pandemic has taken. Ms. Tanenbaum encouraged everyone to look for ways to reach out and help individuals in the community who may be struggling at this time.

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

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Recording Secretary