

MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
EXECUTIVE COMMITTEE MEETING  
APRIL 30, 2020

A meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 30<sup>th</sup> day of April 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. Ann Lesizza 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 Executive Committee were present via Microsoft Teams or Conference Call:

Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Ms. Denise Breneman, County Director – Special Olympics Florida  
Dr. Kent Sharples, President – CEO Business Alliance\*  
Mr. Bret Schmitz, President – Hudson Technologies, Inc.  
Ms. Cheryl Tanenbaum, SVP/CFO – Intracoastal Bank  
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC  
Mr. Tyrone Walker, District Leader - Primerica  
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

\*via Conference Call

The following guests were also present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia  
Mr. Charlie Howell, Vice President, Business Development & Technology – CareerSource Flagler Volusia  
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia  
Ms. Christine Sikora, Vice President, Innovative Workforce Solutions – CareerSource Flagler Volusia  
Mr. Julian Lopez, Vice President – Merrill Lynch  
Ms. Jenn Hale, Program & Monitoring Manager – CareerSource Flagler Volusia  
Ms. Jennifer Campbell, Chief Finance Officer – CareerSource Flagler Volusia  
Ms. Donna Runge, Administrator – Department of Economic Opportunity  
Mr. Brian Willard, Director – Road to Success Program  
Mr. Mack Thomas, Area Manager-Eckerd Connects  
Ms. Shellonda Rucker, Florida Operations Director – Eckerd Connects  
Ms. Kathy Spencer, Director of Business & Career Services - Case Management Inc.

The Recording Secretary noted a quorum was present. Ms. Robin King stated that present in the Corporate Office Boardroom was Mr. Charlie Howell, Ms. Christine Sikora, Ms. Ann Lesizza and Ms. Robin King along with several individuals present on the Teams website.

Ms. Cheryl Tanenbaum announced that the first item on the Agenda was the Corporate Investment report. Mr. Julian Lopez addressed the Committee and provided the update. He advised that as far as the market is concerned, this crisis has been created by a healthcare event and is not like the 2009 financial crisis. Mr. Lopez discussed being in a bear market and the strategy that needed to be followed. He stated that flawless companies recover faster so we need to look for companies that are well run, companies with growing dividends. The sectors we will avoid will be airlines and chemicals which tend to have significant debt on their balance sheets. We will look for companies with solid bond ratings. Mr. Lopez explained that over the past six weeks he has been raising cash in the portfolio. He stated that bear markets are short and quick, this will afford an opportunity to pick up some quality companies at discounted prices. Mr. Lopez continued to present the Investment Report.

Ms. Tanenbaum thanked Mr. Lopez for the report and asked if there were any questions for Mr. Lopez.

Ms. Tanenbaum asked Ms. Robin King to provide a status report of our operations. Ms. King addressed the meeting and reported that we have continued to provide services remotely and play a supportive role to the Department of Economic Opportunity (DEO) with the filing of Reemployment Assistance. We have a phone bank of our subject matter experts who have been answering calls with basic information and pin resets into the CONNECT System. They have been handling an average of 411 calls over the last few days. We also have a phone bank for our main number: in February, our daily call log was averaging 246 and now the daily average is 673 a day. We provide employment and training services to individuals who are receiving supplemental nutrition assistance. In February we were averaging 326 cases. Today the average is 3,538. For the Welfare Transition Program, the case load has grown from 244 to 434. While both programs have work requirements waived until the end of the month, there is a lot of behind the scenes paperwork required on our end so these individuals can receive assistance.

As you may have seen on the dashboard, if you have had the opportunity to view it, Volusia County has 12,168 C-19 related initial claimants. Twenty-six percent are in accommodation and food services. Nine percent are in admin and support and nine percent are in healthcare and social assistance. Retail is eight percent. We have requested the data on claimants so that we can outreach to them and tell them of the services we have available. We have also requested the business damage assessment survey results so we can also reach out to those businesses who predicted that they might have to lay off their workforce, either temporarily or permanent. DEO released the pandemic unemployment assistance application for self-employed, including gig workers and 1099ers on Tuesday. Paper applications started April 6<sup>th</sup> and since that time, we have distributed 3,846 applications with self-addressed stamped envelopes. DEO reports that they have received 218,183 paper applications as of Monday. Mr. David Clark, Deputy Chief of Staff with the governor's office, was on the weekly call we had with DEO last week and they requested that the local board staff and our local state staff, participate in data entry of the paper applications. So, we have requested the licenses to participate. While we have been busy with this activity, we continue to provide case management services via Teams, like we are using here today, career planning, assessment, and job placement services remotely. We have used social media extensively. Currently, there are 1,710 followers, up by a 342.

Our posts regarding hiring are getting the most engagements and views. We continue to work with businesses who are hiring, including recruiting and On-the-Job trainings. CareerSource Florida will be providing some funds for a virtual job fair platform that we will use as soon as it becomes available.

Ms. King reported that we continue to have about 73 people telecommuting. We do not have a hard date scheduled to reopen. We were planning for May 4<sup>th</sup>, but for a variety of reasons, we have pushed that out to May 26<sup>th</sup>. We have PPE on order and are preparing for staff to start to return to the Centers. When we do return, we will have security guards in place. More than 40% of claimants have been determined ineligible for reemployment assistance and more than half of the claims submitted that are unprocessed. This means there are a lot of frustrated, angry people, most of whom think we are the unemployment office and will have a special means of taking care of them. What is upper most in mind is the safety of our team and our customers and we are taking all the precautionary measures we can.

Ms. Tanenbaum announced that the next item on the Agenda was the review of the Draft May 29, 2020 Board Meeting Agenda. She advised that May is when we review and approve the new program year budget. The board member terms, along with the preliminary budget will be presented to the Volusia County Council and the Flagler County Commission in June for their review and approval prior to sending to the State.

Ms. Robin King addressed the members and stated that for the May Board meeting speaker she was recommending Mr. Jason Morgan, the president of the Volusia/Flagler SCORE Chapter. She stated that the Daytona News-Journal reported, "at age 36, the Edward Jones financial adviser is decades away from retirement. He is one of a growing number of younger professionals becoming SCORE Volunteers." Ms. King reported that she and Mr. Charlie Howell met with Mr. Morgan on March 5<sup>th</sup>, his position holds a seat on the Business Development Committee. She reported that they discussed the recent funding reductions SCORE has had and will have in the near future and explored a possible partnership, including the use of one of CareerSource Flagler Volusia's offices. Ms. King offered another consideration, Mr. Tom Daly. Mr. Daly is the new Director at the Small Business Development Corporation at Daytona State College. Ms. King stated that he has provided training for our business services team and she looks forward to working with him. She reminded the members that Ms. Jayne Fifer was selected to speak at our last meeting about the women in manufacturing campaign, but because of the current physical distancing, we have not been able to deploy the outreach campaign for women in manufacturing, so that is on hold for now and maybe in the Fall we can have her discuss that campaign.

Ms. Tanenbaum called on Ms. Nancy Bradley to present a report on the activity of the Career Pathways Committee (CPC). Ms. Bradley reported that the CPC members reviewed the Young Adult Proposals. Ms. Bradley briefly discussed the criteria set forth in the Request for Proposals (RFP) and stated that the RFP requested proposals for programs that served 100% high school dropouts with the intent for them to get their GED and either move into post-secondary education or employment. She stated that she also reminded the CPC that the Opportunity Act requires 20% expenditures be for paid work experience. The proposals were sent to the CPC members electronically in March for their review. Since the Committee was

not able to have an in-person meeting due to COVID-19, a meeting was held on April 16, 2020 using the Teams platform. Ms. Bradley reported that Ms. Christine Sikora discussed the budget and provided a cost analysis of the four proposals that had been submitted. She stated that each proposal was discussed individually, and she reviewed the proposals.

The first proposal reviewed was from Jobs for Florida's Graduates. Ms. Bradley stated that she informed the Career Pathways Committee that many years ago she had served on their board and while she did not feel that it created a conflict of interest, wanted to be up front with the Committee. She explained that also meant that she was familiar with the programs that they offer. Ms. Bradley stated that Ms. Renee Stauffacher abstained from the discussion and vote because she has a close personal relationship with the CEO. There were some concerns from the Career Pathways Committee about the financials and the one sector focus of agriculture. Ms. Sikora and the CPC agreed that the proposal appeared to only serve in-school youth. The RFP specifically stated that CareerSource Flagler Volusia was looking for programs that serve high school dropouts with a GED focus. The Career Pathways Committee voted unanimously not to recommend the proposal.

The second proposal was the Road to Success Program (RTS), which is a partnership between Flagler County Schools and the George Washington Carver Foundation. This is a current young adult program provider. Ms. Christine Sikora provided an overview for the Career Pathways Committee and stated that RTS had consistently met the expenditures for paid work experience and had either met or exceeded their performance for the past several years. Ms. Sikora also advised that there have been little to no issues with state monitoring over the past two years and staff recommended accepting the proposal. Both Renee Stauffacher and Lynette Shott abstained from the discussion and vote since they work for Flagler County Schools. The Committee unanimously voted to recommend the proposal.

The third proposal was the Eckerd Connects program which is also a current provider. Ms. Bradley reported that staff had provided an overview of the program and stated there were no concerns or issues. She stated that staff reported that Eckerd had consistently met the expenditures for paid work experience and had either met or exceeded their performance for the past several years. She also advised that there have been little to no issues with state monitoring over the past two years and staff recommended accepting the proposal. The Career Pathways Committee voted unanimously to recommend the proposal.

Ms. Bradley reported that the fourth proposal was from the Daytona Beach Housing Authority. She explained that this would be a new young adult program for CareerSourceFV. Ms. DJ Lebo, from the Early Learning Coalition, discussed how she appreciated the collaboration with other agencies, but was concerned that they might not have strong enough support for the youth, based on the direct support cost. She stated that while the sectors identified (construction, manufacturing, and hospitality) were great, she feared the staff weren't fully cognizant of their roles. Ms. Bradley stated that any new program would be given a lot of staff support from CareerSourceFV to help them be successful. New providers (one of them was RTS who is now quite successful) will be encouraged to start with small numbers of enrollments that build steadily over the year. Ms. Bradley stated that there was conversation regarding whether there were enough high school dropouts in Volusia County to justify a second provider, and

sadly there are more out-of-school youth than CareerSourceFV has the dollars to serve which is why the Committee decided several years ago to serve exclusively high school dropouts. The Committee voted unanimously to recommend the proposal.

Ms. Bradley stated that the Career Pathways Committee is requesting that the Executive Committee approve the recommended proposals, subject to contract negotiations, for programs to begin July 1, 2020.

1. After discussion, upon motion duly made, seconded, and unanimously carried, the Executive Committee approved the young adult proposals recommended by the Career Pathways Committee subject to contract negotiation.

Ms. Tanenbaum announced that the next item was a report from the Business Development Committee. She called on Mr. Tyrone Walker to provide a report on the activities of the Committee.

Mr. Walker reported that the Business Development Committee met on April 15<sup>th</sup>. He stated that the Alliance4 event had been held on February 14, 2020 and was comprised of the construction, healthcare, manufacturing, retail and business & professional services sectors. Ms. Walker reported that the hospitality group was held in January at the Daytona Tortugas Clubroom. He advised that Volusia and Flagler schools conducted a needs assessment survey to determine if their curriculums align with the needs of the business community. There were 130 combined participants at the events. The next Alliance4 is scheduled for August 14<sup>th</sup>.

Next, Mr. Walker provided an update on the entrepreneurial Ice House Training concepts and how it has had a positive impact on staff as they are working remotely to meet the needs of the business community through technology and innovation. He stated that the Committee reviewed the strategic imperatives established at the January workshop. The Committee selected the Healthcare industry as the initial industry to focus on. Several tasks were added in response to COVID-19 which included assisting businesses with onboarding training for new employees. Mr. Walker discussed a new apprenticeship initiative that the Business Service Representatives are working on with DeVita Labs for Medical Technologists.

Ms. Tanenbaum stated that the Executive Committee had been tasked with reviewing two proposals received in response to the RFP that were listed under the category for innovative programs not to exceed \$25,000. Ms. Tanenbaum called on Ms. Christine Sikora to provide an overview of the proposals.

Ms. Sikora addressed the Committee and stated that she wanted to thank the Executive Committee for reviewing the two proposals and explained that the Career Pathways Committee had eight large proposals to review and appreciated the Executive taking on the task of reviewing these two. The proposals had been electronically submitted to the members of the Executive Committee. She stated that the first proposal was from the Flagler Educational Foundation. The proposal was for \$25,000 to purchase a food truck which would be used with the hospitality flagships in Flagler County. The issue was that if we fund the purchase of a food truck, we would own the food truck not Flagler County schools. That raises the issues of

liability, maintenance, etc. Additionally, the food truck would support the remainder of the program, such as the vinyl wrap for the truck and the purchase of the food. Ms. Robin King stated that the program would serve only in-school youth and we only serve out-of-school youth. She stated that while it is a great concept, it is not one that staff would recommend for our funds at this time.

Ms. Cheryl Tanenbaum asked the Committee to approve or decline the proposal. She also stated that she would abstain from the vote since she had previously served on the Board of the Flagler Educational Foundation and currently serves on several of their committees.

2. After discussion, upon motion duly made, seconded, and unanimously carried, the Executive Committee, with Ms. Cheryl Tanenbaum abstaining, declined the proposal submitted by the Flagler Educational Foundation.

Ms. Tanenbaum reported that the second proposal was received from the Daytona Regional Chamber of Commerce. Ms. Robin King provided an overview of the proposal. The proposal addresses workforce attraction. Ms. King stated that the Executive Committee has discussed our role in workforce attraction in the past and indicated that we would play a supportive role. Included in the proposal are activities such as a youth summit. CareerSourceFV staff would participate in the development of initiatives focused on workforce attraction. Staff recommends moving forward with this proposal.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee voted to accept the proposal from the Daytona Regional Chamber of Commerce.

Ms. Tanenbaum stated that the next item was the review of the proposed preliminary budget for the 2020-2021 Fiscal Year. She called on Ms. Jennifer Campbell to present the Preliminary Budget.

Ms. Campbell addressed the Committee and stated that they had originally received the preliminary budget a week ago. She advised that yesterday, April 29<sup>th</sup>, Ms. Robin King forwarded a revised preliminary budget based on expected reductions in Opportunity Act funding. The preliminary budget was provided in both the Volusia County format and Board format.

Ms. Campbell explained that this budget is preliminary as we have not received our planning allocations and is subject to change based on updated allocations. She reported that due to the COVID-19 delays, many of the grants have extensions and noted that funds for grants in the upcoming fiscal year are greater than what we originally expected to carry over.

The format that the Volusia County budget includes has an appropriated fund balance which is a formula based on the revenue including the appropriated fund balance less the expenses. This difference is added to the previous appropriated fund balance. The Board budget is strictly the anticipated revenue less estimated expenditures and is a balanced budget.

Ms. Campbell stated that these numbers are estimates and are subject to change based on DEO funding. This budget does not include any emergency funding that we will receive for COVID 19. She reported that we received notice earlier this week that our first emergency grant will be \$337,384.

Ms. Campbell stated that at this time, we are requesting approval of the preliminary budget so we can move forward on the county agendas. She advised that if there are significant changes, we will have to submit an updated budget.

4. After discussion, upon motion duly made, seconded and unanimously, the Executive Committee agreed that the 2020-2021 Preliminary Budget, as presented, will be recommended to the Board of Directors for approval.

Ms. Cheryl Tanenbaum advised that the next item was a discussion of the draft Grantee-Subgrantee Agreement. She explained that CareerSource Flagler Volusia provides services under the guidance of two documents. One is the Interlocal Agreement between CareerSource Flagler Volusia, Flagler County and Volusia County. The other is the Grantee-Subgrantee Agreement with DEO. Ms. Tanenbaum explained that while this has been an annual agreement in the past, the last time we signed this agreement was October 2012. At that time, it was signed by Rick Fraser and we were still Center for Business Excellence and John Wanamaker was the Board Chair. She stated that Ms. King had sent comments and clarifying questions which have also been submitted to DEO. DEO is posting everyone's comments and questions on the website, but as of today, comments and questions remain under review. Ms. Tanenbaum called on Ms. King to provide additional comments.

Ms. King reported that she has shared the same comments with Volusia and Flagler Counties legal departments as this is the first time this agreement is to be signed by Chief Local Elected Officials. Both counties had written a letter to DEO when we first received the draft agreement which helped extend the comment period from ten days to closer to thirty days. She stated that the overall tone of the agreement is that of an edict and, in her opinion, is a reaction to some of the non-compliance issues by a couple of the other local workforce development boards. There are several statements that could have some unintended consequences which hopefully they realize with everyone's comments. The draft agreement leaves too much to interpretation and given that DEO has put themselves in the position of ultimate authority, we need clarifications. Ms. King advised that comments and questions are due by May 8<sup>th</sup> and the final agreement is due on May 13<sup>th</sup>. Signed agreements are due to DEO by July 17<sup>th</sup>. The time frame suggests that DEO may or may not incorporate any changes based upon the comments and questions. Ms. King asked if there were any questions from the Committee on either the agreement or the comments and questions we have posed. Ms. Nancy Bradley enquired about comments from the Counties. Ms. King advised that Flagler County's legal department commented about the need to track all of the required tasks outlined in the Agreement.

Ms. Tanenbaum stated that the last item on the agenda was the President & CEO status report. Ms. King reported that we receive a Consumer Sentiment Index monthly; in March, following the high in February, which was the highest consumer sentiment in twenty years, they had the largest drop since they began recording. The numbers went from 102.3% down to 87.1% and in

Minutes of the Meeting  
April 30, 2020  
Page Eight

April down again to 75.9%. Ms. King reported that we applied for the Truist Grant. She stated that We requested \$30,000 to work with a local trainer for resiliency training for not-for-profit executive level staff. Ms. King stated that we will be looking to areas where we can plug in humanitarian aid with the national disaster funds.

Ms. King advised that her Op-Ed will be in the Sunday News Journal and will focus on the services we can provide to businesses.

Ms. Tanenbaum opened the floor for any additional comments or business. None being made, she expressed appreciation to the staff, who are working remotely and have held steadfast in spite of the growing numbers and who have remained a friendly voice on the other end of the phone call or virtual meeting. Our staff have been incredible.

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

---

Recording Secretary