

MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
EMERGENCY EXECUTIVE COMMITTEE MEETING  
MARCH 26, 2020

A meeting of the CareerSource Flagler Volusia Executive Committee was called to order, via conference call, at 9:00 a.m., on the 26<sup>th</sup> day of March 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:

Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Dr. Aubrey Long, Vice President-Business & Community Development – Bethune-Cookman University  
Dr. Kent Sharples, President – CEO Business Alliance  
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

The following guests were also present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia  
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia  
Ms. Christine Sikora, Vice President, Innovation Workforce Solutions – CareerSource Flagler Volusia  
Ms. Jennifer Gosling, Executive Assistant – 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  
Ms. Judy Brown, Innovation and Processes Manager-Career Steps, Inc.  
Mr. Mack Thomas, Area Manager-Eckerd Connects  
Mr. Howard Johnson, Data Manager–Eckerd Connects

The Recording Secretary noted a quorum was present.

Ms. Tanenbaum announced that she has been receiving updates from Ms. Robin King regarding the implications of the current health crisis. Ms. Tanenbaum stated that she felt it was time for the Committee to come together to be updated and to discuss matters impacting the organization.

Ms. Robin King addressed the Committee and reported that on Monday, March 23, 2020, we began providing services remotely. She stated that there are three regions in the state that are

providing services in person at one of their centers, mostly due to the lack of broadband which would allow the staff to work remotely.

Ms. King reported that the CareerSource Flagler Volusia IT team is setting up laptops with phone software so that staff without work cell phones can use their computers as their phones to continue to provide services remotely. The Career Center Operator has established protocols for telecommuting modeled after what is required by the state for our state employees. The administrative office is following suit so that most of the team can shelter in place.

Ms. King advised that her goal is to have only three working from the Administrative office next Monday. She reported that we are witnessing unprecedented numbers of calls. Calls with specific questions regarding Unemployment Insurance numbered more than 760 during the first three days of the week. To accommodate the calls, the Career Center Operator has expanded the phone group to answer calls and has also created groups to answer specific calls around unemployment and other programs and their work requirements.

Ms. King stated that she is in constant communication with Department of Economic Opportunity and has specific websites that are checked daily for executive orders coming from the Governor's office and other Florida departments. She reported that we are using our social media platform to push out job openings as well as services available for businesses, including short-time compensation and messages from the Small Business Association (SBA) on bridge loans. Ms. King advised that she is serving on the local committee that is reviewing loan applications for the region.

Additionally, Ms. King stated that she is keeping an eye on how this may affect our performance metrics and will report any trends. She provided an example of how this situation might influence performance; we have a metric of spending a specific amount in paid work experience for our young adult programs. If their employers decide to close, we will not meet the threshold of expenditures. To date, that hasn't happened.

The Florida Department of Economic Opportunity is submitting a proposal for a national emergency grant, if approved we will be part of the grant and it would provide funds for additional staff and training. We have been invited to submit a grant proposal with Truist for economic mobility.

Ms. King stated that this is a major shift in our service delivery. Given everything we have deployed over the past few days and will continue to implement, we will be better with technology. We will not go back to business as usual when this health crisis is over. For example, frontline staff, who have been reluctant to use some of the newer software applications, will become proficient in distance meetings, which will help us serve our more remote clients. She stated that the CareerSource Flagler Volusia team will continue to monitor what is happening and will pivot as needed to meet the needs of our community.

Ms. Tanenbaum stated that we must be nimble and responsive during this time. The current health crisis and the disruptions it is causing will have an impact on some of our planned activities.

At our last Executive Committee meeting, Councilwoman Barbara Girtman was appointed to chair an ad-hoc committee to oversee implementing a summer youth program. She called on Ms. King to provide an update.

Ms. King addressed the Committee and reported that The Youth Employment Talent Initiative (YETI) Committee met on February 12th. At that time the Committee asked if the program could be extended past June 30th. She advised that we have received notice from DEO that they are looking to have the funds, that we will use to support this initiative, available through August. We are waiting for written confirmation. Ms. King continued to report that we had planned for 25 young adults to have a paid work experience through mid-to-late July in the hospitality sector. We conducted a survey of the businesses who had initially expressed an interest at our Hospitality Summit in January. Today, we do not have a commitment from anyone to move forward. Also, we need to determine how recruitment would occur with school flipping to virtual. Ms. Girtman is going ask for additional Committee members during the board meeting tomorrow and we can bring the Committee together soon for further recommendations as to whether to continue this initiative this year or perhaps start planning for next year.

Ms. Tanenbaum called on Vice Chair Nancy Bradley, to provide an update on the Career Pathways Committee. She stated that the Career Pathways Committee has been working on the Request for Proposals (RFP) for Career Center and Youth Providers.

Ms. Bradley reported to the Executive Committee that the Career Pathways Committee meeting, scheduled March 19<sup>th</sup>, was cancelled due to COVID-19. It was at this meeting that the responses to our Request for Proposals were going to be distributed to the Committee members. The Career Pathways Committee was scheduled to come back together on April 16th to discuss the proposals and make recommendations for contracts for Program Year 2020-2021. With COVID-19 this schedule has been interrupted. Ms. Bradley stated that she has discussed some options for moving forward with Ms. Christine Sikora and she called on Ms. Sikora to report on several options and provide the staff recommendation as well.

Ms. Sikora briefly explained the services sought in the RFPs and explained that "Other Programs" was for proposals that align with our vision and mission but may not exactly fit into the framework of the RFP. Ms. Sikora reported that we received the following proposals:

Four proposals for Young Adult Services:

- Eckerd Connects (current provider)
- Flagler County Schools/ GW Carver Foundation (current provider)
- Jobs for Futures Graduates
- Daytona Beach Housing Authority

Four proposals for Career Services for Adults and Businesses

- Career Steps Inc. for Center Operator Only (current provider)
- Case Management Inc. for Services for Adults and Businesses (current provider)
- C2 Global for Career Center Operator and Services for Adults and Businesses
- ResCare for Career Center Operator and Services for Adults and Businesses

Two proposals for "Other Programs" - limited to \$25,000 each.

- Daytona Beach Regional Chamber
- Flagler County Education Foundation

Ms. Sikora advised that staff are recommending that the Executive Committee receive the two proposals for "Other Programs". These proposals can be emailed to the members for review and decisions can be made at the next Executive Committee meeting.

Ms. Sikora discussed several options on how to move forward with the remaining proposals.

1. Email the proposals to the Career Pathways Committee members for their review and move forward with a virtual meeting in April, as scheduled, to make recommendations for contracts starting July 1st, 2020.
2. We can extend the current contracts for 12 months.
3. We can extend the current contracts for 90 days with an end date of September 30, 2020.
4. We can extend the current contracts for Center Operator and Services for Adults and Businesses for 90 days and follow the outlined schedule discussed above in option 3 for the Young Adult Proposals. Young Adult Proposals will be sent to the Career Pathways Committee members now and the current schedule of the RFP will be followed for Young Adults.

Ms. Sikora pointed out consequences associated with the various options and advised that staff are recommending the fourth option, in addition to the Executive Committee review of the proposals received under the "Other" category. The Committee members discussed the options.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the selection of Option Four as recommended by the CareerSource Flagler Volusia Staff members.

Next, Ms. Tanenbaum reported that, due to the COVID-19 virus, CareerSource Flagler Volusia staff members have started to telecommute. The CareerSource Flagler Volusia staff have crafted a Telecommuting Policy and Agreement modeled after Florida's Department of Management Services Policy and Agreement. The Policy and Agreement were forwarded to Committee members for review. Ms. Tanenbaum requested a motion on the Policy and Agreement.

2. After discussion, upon motion duly made, second and unanimously carried, the Executive Committee approved the Telecommuting Policy and Agreement as presented.

Ms. Tanenbaum next discussed the approval of a new Board Member, Ms. Helga van Eckert. She reported that Ms. van Eckert's position had been eliminated by Flagler County on January 13, 2020. On March 17, 2020, Ms. van Eckert was hired as the Director of Volusia County's Economic Development. Mr. Brad Harris notified Ms. King that he was to be replaced on our Board of Directors effective immediately. Ms. Tanenbaum requested a motion to accept Ms. Helga van Eckert as a member of the Board of Directors.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the Board membership of Ms. Helga van Eckert.

Ms. Robin King addressed the Committee and stated that staff will be sending the two "Other" category proposals to the Executive Committee for their review. These proposals will be discussed at the next meeting of the Executive Committee scheduled for April 23, 2020.

Ms. Tanenbaum reminded the Committee members that the Annual Performance Presentation will be presented by the Department of Economic Opportunity at the tomorrow's Board of Directors Meeting.

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

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Recording Secretary