

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE AND FINANCE
JOINT COMMITTEE MEETING
APRIL 29, 2021

A virtual meeting via Microsoft Teams of the CareerSource Flagler Volusia Executive and Finance Committees was called to order at 9:00 a.m., on the 29th day of April 2021 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 asked the recording secretary to call the roll.

The following members of the Executive Committee were present:

Ms. Nancy Bradley, Administrator – Daytona College, LLC
Ms. Denise Breneman, Development Manager, NE Region – Special Olympics Florida
Mr. Arthur Leoffler, CFO – Dynamic Engineering Innovations
Dr. Aubrey Long, Owner – Long Global Enterprises
Mr. Bret Schmitz, Co-Founder – Happier, LLC
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Cheryl Tanenbaum, SVP/CFO – Intracoastal Bank
Mr. Tyrone Walker, Consultant – Primerica
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

Mr. Remie Beaulieu, Senior Network & Systems Engineer – CareerSource Flagler Volusia
Ms. Jennifer Campbell, Chief Finance Officer – CareerSource Flagler Volusia
Mr. Charlie Howell, Vice President, Business Development & Technology – CareerSource Flagler Volusia
Mr. Howard Johnson, Data Manager – Eckerd Connects
Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Mr. Julian Lopez, Vice President – Merrill Lynch
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Mr. Richard Powell, CPA – Powell & Jones CPAs
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. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.
Mr. Brian Willard, Program Manager – Road to Success
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

The Recording Secretary noted a quorum was present.

Ms. Tanenbaum called the meeting to order and advised that the Finance Committee would meet first. She turned the meeting over to Ms. Nancy Bradley. Ms. Bradley advised that the first matter of business was the Request for Qualifications for auditing services and Controller. She explained that at the March Board meeting, it was announced that CareerSource Flagler Volusia's Chief Financial Officer, Ms. Jennifer Campbell, would be resigning at the end of June. Ms. Bradley advised that RSM, the firm that has performed the annual audit for the past several years, is downsizing and would be unable to perform this year's audit. She stated that four proposals for the auditing services were sent to the Committee last week for review and called on Ms. Campbell to lead the review of the proposals.

Ms. Campbell advised that the four proposals received were from Powell & Jones, James Moore & Company, Grau & Associates, and Raposa Perry Young, LLC. She advised that Powell & Jones is based in Lake City and their bid is competitive. She advised that their pricing is fixed, so there is no possibility of cost overruns or additional travel. Ms. Campbell stated that James Moore is a local company that is involved in the community and their price is equally competitive. She noted that both Powell & Jones and James Moore have extensive workforce development and nonprofit experience. Ms. Campbell advised that Grau & Associates is based out of Boca Raton, and the distance could make it a challenge. She stated that while they have the required experience, they did not specify whether their fees are a fixed amount. Ms. Campbell informed the Committee that Raposa Perry Young is located in Port Orange and their price is slightly higher than the other proposals. She noted that their proposal included additional staffing which could account for the higher cost. Ms. Campbell stated that her recommendation would be to select either Powell & Jones or James Moore & Company.

The Committee asked if this was the first time Powell & Jones and James Moore have submitted proposals. Ms. King advised that James Moore has provided CareerSource Flagler Volusia's auditing services in the past. She explained that we are required to change auditors every five years. Ms. King advised that Powell & Jones lists CareerSource Flagler Volusia as a previous customer; however, it was not the audit that they performed, and she was not certain what services they have provided in the past. She stated that her concern with the Powell & Jones proposal is that the audit would not be completed in time for the November Board meeting. Ms. King reported that she has reached out to her peers, and both Powell & Jones and James Moore are highly recommended. She advised that there was one region she reached out to about Grau & Associates, and that auditing firm was not recommended.

The Committee asked whether there were any issues with James Moore when they were the auditor previously. Ms. King replied that there were no issues. The Committee discussed the proposals further and agreed James Moore would be a good fit, particularly since they have a history with CareerSource Flagler Volusia.

Ms. Bradley asked for a motion to select James Moore & Company as the auditing firm.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved James Moore & Company as the auditing firm.

Ms. Bradley asked Ms. King for an update on the CFO recruitment. Ms. King reported that twenty-one resumes had been received and most were bankers without non-profit experience.

She advised that Ms. Campbell has reached out to five applicants and interviewed four. Ms. King stated that she will meet with the four applicants and will bring forward a recommendation. She advised that several members of the Committee would be asked to join the Finance staff in the panel interviews, and if a candidate is not selected, both Powell & Jones and James Moore offer Controller services.

Ms. Bradley introduced Mr. Julian Lopez from Merrill Lynch and asked him to report on CareerSource Flagler Volusia's Corporate Investment Account. Mr. Lopez discussed current economic trends and the impacts of COVID-19 on investment strategies. He reviewed the Corporate Investment Account further and provided time for questions from the Committee.

Ms. Bradley thanked Mr. Lopez for his report and asked Ms. Jennifer Campbell to present the Proposed 2021-2022 Preliminary Budget. Ms. Campbell advised that an amended draft of the agenda was sent that morning prior to the meeting. She reviewed the preliminary budget and advised that Temporary Assistance for Needy Families and Youth allocations are expected to decrease; however, funding for Adult and Dislocated Workers is similar to previous years. She stated that there is new guidance which recommends carrying forward no more than twenty-five percent of allocations, and Ms. Campbell advised that the budget reflects this change. She briefly reviewed current grants and highlighted the ones that would end this program year.

Ms. King advised that in previous years, the budget presented at this time would be the final version; however, the State no longer requires a final budget until October. She advised that once the preliminary budget is approved, staff will spend the next few months adjusting it and will present the final version at the next meeting. Ms. Bradley asked for a motion to approve the preliminary budget as presented.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the preliminary 2021-2022 budget as presented.

Ms. Tanenbaum advised that the next topic was an update regarding the Department of Economic Opportunity (DEO) Grantee-Subgrantee Agreement. Ms. King reminded the Committee that the agreement that was signed last year included a few requirements that could not be met. She advised that the Level 2 background screens were removed because workforce development boards are not allowed access to them under Florida Statutes. Ms. King stated that while E-Verify can be used for hiring, it could not be used for promotions and that change is reflected in the new agreement. She noted that the new agreement removes the requirement for a Board member to leave the room when they have a contract being voted on. Ms. King advised that when the changes were submitted to the legal departments for the Counties, the lawyer for Flagler County stated that if following the rules of ethics, Board members should leave the room during the vote. She discussed the possibility of inviting Flagler County's lawyer to provide a training at the January Board Workshop on the topic of ethics. Ms. King reported that the previous agreement did not allow workforce development boards to pay dues to the state association out of normal allocations; the new agreement allows allocations to be used after the state association made some changes. Ms. King advised that the new agreement would be going before the Counties within the next week and would take effect on May 15, 2021.

Ms. Tanenbaum asked for a motion to approve the DEO Grantee-Subgrantee Agreement as presented.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the DEO Grantee-Subgrantee Agreement as presented.

Ms. Tanenbaum advised that included in the materials sent to the Committee was a new Board Member Application for Mr. Greg Blose. She stated that Mr. Blose is the President and CEO of the Palm Coast Regional Chamber and an active member of the Business Development Committee. Ms. Tanenbaum advised that if appointed to the Board, Mr. Blose would fulfill the Flagler County representation specified by the Interlocal Agreement. She asked if there was a motion to approve Mr. Blose's application.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the new Board Member Application for Mr. Greg Blose.

Ms. Tanenbaum reviewed the drafted agenda for the May 28th Board meeting. She stated that Dr. Deanna Wathington would continue her training on Diversity, Equity, and Inclusion (DEI) at the May and August Board meetings. Ms. Tanenbaum advised that Dr. Thomas LoBasso will discuss Daytona State College's equity and inclusion initiatives at the May meeting and non-Board Committee members would be invited to participate in the DEI training. She stated that the Board and Chief Local Elected Officials Orientation training will continue at the May Board meeting with the third session which will focus on Budget and Financial Responsibilities.

Next, Dr. Aubrey Long reported on the April 5th Business Development Committee meeting. He advised that the Committee reviewed the business section of the CareerSource Flagler Volusia website and provided feedback on additional information to include. He reported that the Committee discussed the virtual job fair platform offered by the State and whether there was value in continuing to offer this alternative to traditional job fairs. Dr. Long advised that an update on the Youth Employment Talent Initiative (YETI) program was heard and a callout was made for members who might be interested in providing soft skills training to participants. He stated that the Committee discussed the possibility of holding Ambassador training to expand outreach, and a suggestion was made to create a new staff position dedicated to outreach instead. Dr. Long reported that Mr. Charlie Howell reviewed recent changes to the Strategic Imperatives and the Committee provided suggestions on new tasks to be assigned. Lastly, he advised that there was a discussion on the next Alliance4 event; CareerSource Flagler Volusia will be partnering with Volusia County and a Mental Health Specialist from Halifax Health to facilitate a discussion on the mental health of the workforce.

Ms. Tanenbaum thanked Dr. Long for his report and asked Ms. Denise Breneman to report on the April 22nd Career Pathways Committee meeting. Ms. Breneman reported that the Committee met to review performance of the service providers and make recommendations for contract extensions. She advised that the Committee acknowledged the difficulties the pandemic created and the impact that it had on the contractors' performance. Ms. Breneman reviewed each contractor individually beginning with the three youth providers: Eckerd Connects, Road to Success (RTS), and the Daytona Beach Housing Authority's (DBHA) L.E.A.D program. She advised that Eckerd Connects and RTS met their goals and were recommended for contract extensions. Ms. Breneman highlighted that DBHA was a new service provider whose contract began during the height of the pandemic and was not as successful meeting their measures as a result. Ms. Breneman advised that the Committee understood that the performance issues were beyond the control of DBHA and recommended renewing their contract. She stated that staff would work extensively with DBHA to ensure success in the coming year.

Next, Ms. Breneman reviewed the contracts for Career Steps, Inc. (CSI), the Center Operator, and Case Management, Inc. (CMI), the provider for career and business training services. She advised that the pandemic affected the number of Dislocated Workers seeking services. Ms. Christine Sikora explained that with so few Dislocated Workers, the performance could be easily skewed. Ms. Breneman stated that there was an issue in September that was brought to CareerSource Flagler Volusia's attention by CMI. She advised that after an internal monitoring, sixteen cases managed by a former staff member were found to have disallowed costs. Ms. Breneman reported that the situation was caught and rectified by CMI. She advised that the Committee was satisfied with the corrective actions and recommended extending the contracts for both CSI and CMI. The Committee agreed to extend the contracts as recommended by the Career Pathways Committee.

Ms. Bradley asked Ms. King to provide an update on the Daytona Beach Regional Chamber of Commerce's YouScience Program. Ms. King provided a brief history of the program and stated that in addition to offering an assessment tool for in-school youth, the Chamber was planning to hold a Youth Summit event. She advised that the pandemic affected the rollout of the program last year; however, the Chamber made progress in laying the foundation for the program. Ms. King stated that the Chamber was able to find matching funds from the provider of the assessment services which could be offered to all middle schools and high schools County-wide. Ms. King advised that the Chamber is planning a soft skills summit for October 2021 if their contract is extended. She stated that staff recommended approving their extension request. The Committee agreed to extend the Daytona Beach Regional of Chamber's YouScience program in the amount of \$25,000 as recommended by staff.

Ms. Bradley requested an update on the Youth Employment Talent Initiative (YETI) program. Ms. King reported that CareerSource Flagler Volusia has obligated all youth Temporary Assistance for Needy Families (TANF) funds. She advised that there are contracts in place with the Boys and Girls Club of Volusia/Flagler Counties, the Chiles Academy, and the remainder of the funds were invested in grassroots programs that currently provide youth services to the local community. Ms. King discussed the progress of the Boys and Girls Club and Chiles Academy programs and explained that the majority of the of the funding is going into the pockets of the participants. She advised that Catalyst is providing employment opportunities similar to the Boys and Girls Club and the Chiles Academy while the Community Healing Project, Mission Be Great, Sisters Build, and Man-Up are offering employability skills training to youth as young as twelve years old. MS. King noted that participants enrolled in employability training will earn stipends.

Ms. Tanenbaum asked Ms. King to report on the latest legislative news. Ms. King reported that several changes were passed. She advised that CareerSource Flagler Volusia would focus on the most immediate changes first, which included term limits for Board members. She stated that the term limits will be for eight years and will begin on July 1st. Ms. King explained that these changes were being implemented to increase accountability, transparency, and performance. She noted there were some contradictions in the rules to what the U.S. Department of Labor dictates, and CareerSource Flagler Volusia has asked to be involved when the rules are being written. Ms. King reported that similar to schools, local workforce development boards will now have letter grades. She advised that staff do not know what the grading will be based upon; however, the wording discusses long-term self-sufficiency for which measures are not currently in place. Ms. King reported that the House has proposed an online

portal for all workforce development agencies which would include Vocational Rehabilitation, college career centers, and other workforce partners. She stated that CareerSource Flagler Volusia will continue to update the Committee as more information becomes available.

Ms. King asked the Committee for permission to use unrestricted funds to pay CareerSource Flagler Volusia's membership dues for the Florida Workforce Development Association (FWDA). She advised that by paying through unrestricted funds, the membership dues could be used to help fund the advocate that is contracted through FWDA. Ms. King noted that if it had not been for the advocate, local workforce development boards would have been completely "out of the loop" with the changes in legislation. Ms. Tanenbaum asked if there was a motion to approve the use of unrestricted funds to pay for CareerSource Flagler Volusia's membership dues to FWDA.

5. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the use of unrestricted funds to pay CareerSource Flagler Volusia's membership dues to the Florida Workforce Development Association.

Ms. Tanenbaum opened the floor to other business and asked Ms. King for an update on Center operations. Ms. King reported that the work registration waiver ended on Saturday and on Monday, the Centers were busy. She stated that as soon as a new Executive Order was implemented which reinstated the waiver until the end of May, traffic declined significantly. Ms. King discussed logistical and technological reasons that might explain the State's decision to extend the waiver.

Ms. King informed the Committee of two upcoming events. The first was a virtual Mental Health Resources event on June 11th at 8:30 am. She advised that this event would be held in partnership with Volusia County and several local businesses. An invitation would be extended to all Alliance4 participants. She stated that the event is particularly geared towards small businesses and ensuring that they know of the resources available. Ms. King advised that the second date to save was June 15th at 4:00 pm when Volusia County Schools will be providing community presentations about the school's strategic plan for 2020-2023.

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

Recording Secretary