

MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
EXECUTIVE COMMITTEE MEETING  
JULY 15, 2021

A virtual meeting via Microsoft Teams of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 15<sup>th</sup> day of July 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. Nancy Bradley chaired the meeting, and Ms. Jennifer Gosling served as recording secretary. Ms. Bradley 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, Owner – Long Global Enterprises  
Mr. Matt Nelson, Business Manager – IBEW 756  
Mr. Bret Schmitz, Vice President of Manufacturing & Supply Chain – Peerbridge Health  
Dr. Kent Sharples, President – CEO Business Alliance  
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  
Ms. Kimberly Grey, FL Operations Director – Eckerd Connects  
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. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
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 and Career Services – Case Management, Inc.  
Mr. Mack Thomas, Program Manager – Eckerd Connects  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

The Recording Secretary noted a quorum was present.

Ms. Bradley called the meeting to order and advised that the first matter of business was to review the draft agenda for the August 20<sup>th</sup> Board meeting. She stated that Dr. Deanna Wathington will conclude her training on Diversity, Equity, and Inclusion (DEI), and that an invitation will be extended to all non-Board committee members to attend the training. Ms. Bradley noted that while many organizations are beginning to meet again in an in-person format, holding CareerSource Flagler Volusia's meetings virtually has allowed for invitations to be expanded to include committee members, leadership staff, and corporate staff, which would normally exceed space limitations.

Ms. Bradley advised that at the Board meetings where Dr. Wathington has presented, her presentation was followed by an example of equity in action. She reminded the Committee of the past equity in action speakers and asked them to let Ms. Robin King know if they had any companies with DEI practices that could be invited to speak in August. Ms. King advised that the first session with Dr. Wathington discussed the biases of a person, and the second session covered DEI within CareerSource Flagler Volusia as a company. She stated that the third session will take a broader view of DEI within the community and how CareerSource Flagler Volusia can assist smaller businesses in hiring and recruiting with DEI in mind. Ms. King noted that Dr. Wathington held a four-hour session at the all-staff training in June, and staff were presented with some questions. She advised that staff were asked whether CareerSource Flagler Volusia should have a separate but linked DEI statement and the results were varied; however, the Board will ultimately decide whether a statement is needed.

Ms. Bradley informed the Committee that the Board and Chief Local Elected Officials Orientation training will continue at the August Board meeting. She stated that the fourth session will focus on Auditing and Financial Monitoring which was a timely topic since James Moore had begun their audit which will be presented at the Executive Committee meeting in October.

Next, Ms. Bradley reminded everyone that at the last meeting, the Committee was watching the State's REACH Act which was expected to be signed into legislation on July 1. She reported that the Committee had asked Ms. King to create a timeline for implementation in anticipation of these changes. Ms. Bradley advised that the REACH Act did pass as expected and called on Ms. King to present the timeline.

Ms. King displayed a spreadsheet of the upcoming changes. She advised that CareerSource Florida will have some competitive grants that will become available within the next couple of months that CareerSource Flagler Volusia will apply for to fund new training programs and apprenticeships. Ms. King discussed the rural initiative funds that CareerSource Flagler Volusia usually receives for Flagler County. She stated that she spoke with Mr. Greg Blose recently about holding entrepreneurial and home-based business trainings within Flagler County throughout the year. Mr. Blose will submit a proposal and program outline next week. Ms. King stated that in the past, the rural initiative funding was included as part of CareerSource Flagler Volusia's allocations; however, there is some uncertainty on how the funds will be received this year. She advised that a budget was submitted to the State last week.

Ms. King highlighted that this is the first year that the State has required a budget for the Rapid Response and Layoff Aversion funds, which CareerSource Flagler Volusia submitted last week. She noted that the business outreach initiative from the Business Development Committee would come in line with these allocations. Ms. King reported that there is a new policy for related-party contract limits; contracts are now capped at \$10,000 before further approval is needed, which is down from \$25,000. Additionally, all policies CareerSource Flagler Volusia implements will come before the Board for approval. Ms. King advised that staff are creating a list of the policies the Board has approved as well as policies currently in development or revision. She stated that staff are looking at ways to keep policies high-level and strategic enough that they do not require constant revision. Ms. King informed the Committee that the Bylaws and other governing documents will need to be reviewed and updated to align with the REACH Act, particularly to address the new Board terms.

Ms. King reviewed the REACH Act's timeline further. She advised that DEO's programmatic monitoring would take place in October. Additionally, Ms. King advised that CareerSource Flagler Volusia will receive instructions on the update to the Four-Year Plan later this year, which will include many changes to incorporate the REACH Act. She stated that a glitch bill is expected to be introduced at the legislative session in January, and staff are poised to implement the outcome from that in March 2022. Ms. King reported that the Board and Chief Local Elected Official (CLEO) Orientation training will be monitored in October alongside the programmatic monitoring to ensure that CareerSource Flagler Volusia is in compliance. She advised that DEO will be assigning their staff to each of the twenty four workforce development boards and the DEO staff members will provide governance and technical assistance to the regions. Additionally, the Division of Blind Services would like to have one of their staff assigned to each Board. Ms. King reported that someone has been selected to oversee the REACH Office; however, an introductory announcement has not been made. She stated that the Committee will be updated as more information becomes available. Ms. King advised that there will be more policies coming before the Board for approval in addition to the work that has yet to be done to the Bylaws.

Ms. Bradley thanked Robin for presenting the timeline. She stated that as Ms. King's presentation mentioned, the REACH Act will impose new Board member term limits which will have implications that affect when Board members come on and off the Board and potentially when officers take effect. Ms. Bradley advised that a committee would be formed to review the new Board terms and create a recommendation on how to implement this requirement. She stated that after approval, the changes to Board terms would need to be reflected in the Bylaws and a thorough review of the Bylaws would be beneficial as well. Ms. Bradley advised that staff will be tapping Committee members to participate in this sub-Committee and asked if anyone would like to volunteer. Mr. John Wanamaker volunteered to participate in the sub-Committee. Ms. Bradley advised that she expected the sub-Committee would make a recommendation to the Executive Committee at the October meeting.

Next, the Committee reviewed the process for policies and the deadlines from the Department of Economic Opportunity (DEO). Ms. Bradley advised that since last year, CareerSource Flagler Volusia has continued to review and update policies to ensure that they align with DEO's Grantee-Subgrantee Agreement. She reported that staff has recently received some changes and that more changes are expected throughout the year. Ms. Bradley asked Ms. King to explain the process for policy changes.

Ms. King advised that when a new rule or guidance has come out in the past, workforce development boards have had 180 days to submit their policy change to DEO for review. After that, the State has had 90 days to review those changes, and then those changes were brought back to the Board for approval. She stated that the State is now asking for policy changes to be submitted to them in a shorter time frame. Ms. King advised that there will be more changes, such as the DEO staff appointment to the Board which is a federal requirement that has not been implemented at the local level in years. She explained that DEO is in the process of hiring new staff that will be assigned to the regional Boards to assist with governance; however, with the recent turnover in staff, DEO is backed up and there is no timeline for when these changes will take effect.

Next, Ms. Bradley advised that at the last meeting on April 29<sup>th</sup>, the Committee approved the preliminary budget for the 2021-2022 program year. She noted that the State no longer requires a final budget until October which provides staff additional time to adjust the final budget with better information on expenditures and carry-forwards. Ms. Bradley asked Ms. King for a status update on the budget.

Ms. King reported that executive staff have met with the service providers to get a better sense of the client services budget and have performed analysis on CareerSource Flagler Volusia's training programs to determine which types of training offer the best outcomes. Ms. Jennifer Campbell advised that she should have the budget completed within the next week. Ms. King discussed the Rural Initiative and Rapid Response funding, which were previously included in normal allocations. She advised that she does not know when those amounts will be known, and funding from those initiatives will need to be added to the budget at a later date.

Ms. Bradley thanked Ms. King for her update. She advised that the next item on the agenda was an update on the Alliance4. Ms. Bradley reminded everyone that when the pandemic began last year, the Alliance4 Interchange events were held virtually on an individual basis. She advised that the facilitators requested a mental health wellness panel for the spring event and that was held on June 11<sup>th</sup>. Ms. Bradley stated that a recording of that event can be found on the County of Volusia's website and YouTube channel. She advised that the next event is scheduled for August 13<sup>th</sup>, and Ms. Christine Sikora is now the lead for the Alliance4 initiative. Ms. Bradley asked Ms. Sikora for an update on the August 13<sup>th</sup> event.

Ms. Sikora advised that the Alliance4 event was initially planned to be held as an in-person event at Daytona State College; however, Volusia County is holding their quarterly economic update at the same time. She stated that the Alliance4 has partnered with the County and will be held in conjunction with the economic quarterly event. Additionally, Ms. Sikora advised that CareerSource Flagler Volusia is partnering with the County to conduct a survey of businesses to understand their current needs. Staff will meet with the Alliance4 facilitators after the event to go over the results of the survey. Ms. Sikora advised that the next in-person event will be held in February 2022. Ms. King thanked the CEO Business Alliance for sponsoring the August 13<sup>th</sup> event.

Ms. Bradley thanked Ms. Sikora for her update and called on Ms. King to provide the President's comments. Ms. King reported that this year's focus will be on upskilling employed workers and assisting businesses with retention. She stated that she recently went to a listening session for Daytona Beach, one of the main requests was for vocational training. Ms. King advised that it occurred to her that CareerSource Flagler Volusia needed to look at its outreach efforts. She stated that staff were asked for their suggestions on how to reach diverse communities that are not on social media so that these populations are aware of what CareerSource Flagler Volusia offers to jobseekers and businesses. Ms. King advised that the County noticed that many businesses did not participate in many of the grants that were available during the COVID-19 period, and that could be because those business owners are not getting their information from electronic means. She stated that staff are looking at more traditional outreach methods, and that Career Center traffic remains lower than what was anticipated.

Ms. King provided a brief update on Career Center operations. She reported that the Centers are still open by appointment only and there are many jobseekers who continue to use

CareerSource Flagler Volusia's online services. Ms. King advised that there continues to be a low number of individuals seeking training, and that staff are working diligently to get as many individuals into training for the next semester as possible.

Ms. Bradley thanked Ms. King for her comments and asked if there were any comments or other matters to come before the Board. Mr. Wanamaker asked when the Committee meetings will take place in-person again. Ms. Bradley stated that it could be possible to begin in-person or hybrid meetings as soon as the next meeting. Mr. Kent Sharples asked if there was a policy manual. Ms. King advised that there is not; however, all policies and procedures are contained on a cloud-based platform accessible to all staff.

Ms. Bradley closed the meeting by wishing Ms. King a happy birthday and thanking the Committee for their time and participation.

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

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Recording Secretary