

MINUTES OF THE MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA

August 20, 2021

A Meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 20th day of August 2021 at the Administrative office of the organization, located at 329 Bill France Blvd., 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. At the Chair's request, the Recording Secretary called the roll and noted each person present.

The following Board members were present via Microsoft Teams:

Ms. Elizabeth Albert, President – Volusia United Educators
Ms. Mary Jo Allen, Chief Nursing Officer – Halifax Health
Mr. Greg Blose, CEO/President – Palm Coast Regional Chamber
Ms. Nancy Bradley, Administrator – Daytona College, LLC
Ms. Denise Breneman, Development Manager, NE Region – Special Olympics Florida
Ms. Courtney Edgcomb, President – United Way Volusia-Flagler Counties
Mr. Arthur Loeffler, CFO – Dynamic Engineering Innovations
Dr. Aubrey Long, Owner – Long Global Enterprises
Ms. Bonnie Madden, Regional Director of Orthopedics and Sports Medicine /
Operations Director Specialty Practices – AdventHealth Medical Group East Florida
Mr. Matt Nelson, Business Manager – IBEW 756
The Honorable Donald O'Brien, Commissioner – Flagler Board of County
Commissioners
Mr. Bret Schmitz, Vice President – Peerbridge Health
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Cheryl Tanenbaum, SVP & CFO – Intracoastal Bank
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Ms. Helga van Eckert, Director – Volusia County Division of Economic Development
Mr. Tyrone Walker, Consultant – Primerica
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following Committee members were present via Microsoft Teams:

Ms. Kelly Amy, Manager of Strategic Partnerships – Volusia County Schools
Mr. Shailesh Patel, President – Dredging and Marine Consultants
Mr. Theodore Pobst, District Administrator – Division of Blind Services
Mr. Ken Phelps, Vice President – Daytona Beach Regional Chamber of Commerce
Mr. Eric Remington, Chief Technology Officer – DME

Ms. Heather Shubirg, Executive Vice President – Team Volusia
Ms. Renee Stauffacher, Director – Flagler County Schools/Technical Institute
Ms. Keri Wagner, Vice President – DaVita Labs
Dr. Sherryl Weems, Associate Vice President – Daytona State College

The following guests were present via Microsoft Teams:

Ms. Selina Ahmadzadeh, Business & Career Services Manager – Case Management, Inc.
Ms. Barbara Beaulieu, Lead WIOA Program Specialist – CareerSource Flagler Volusia
Ms. Kathleen Danclair, Career Services Advocate Manager – Case Management, Inc.
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia
Ms. Angela Hamilton, Workforce Policy Analyst – CareerSource Flagler Volusia
Ms. Bridget Hernandez, Lead Monitoring Specialist – CareerSource Flagler Volusia
Mr. Charles Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia
Mr. Howard Johnson, Data/EFM Manager – Eckerd Connects
Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Nancy Larsen, Finance/Administrative Services Specialist – CareerSource Flagler Volusia
Mr. Dan Laux, Chief Financial Officer – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Lorin Love – Daytona Beach Housing Authority
Ms. Angie March, Lead Young Adult Program Specialist – CareerSource Flagler Volusia
Mr. Jesse McGee, Workforce Systems Analyst – Career Steps, Inc.
Ms. Trish McGetrick, Business Development Specialist – CareerSource Flagler Volusia
Ms. Loren McGinley, Accounting/LMI Specialist – CareerSource Flagler Volusia
Mr. Frank Mercer, Director – Daytona State College Center for Business & Industry
Ms. Donna Runge, Region 11 Administrator – Department of Economic Opportunity
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions - CareerSource Flagler Volusia
Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.
Mr. Mack Thomas, Program Manager – Eckerd Connects
Ms. Valerie Uy Ignacio, Senior Multimedia Designer – CareerSource Flagler Volusia
Dr. Deanna Wathington, MC, MPH, FAAFP, Principal – Joyfull Works & Consulting, LLC
Mr. Brian Willard, Program Director – Road to Success
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Ms. Tanenbaum welcomed and introduced Mr. Dan Laux, the new Chief Financial Officer for CareerSource Flagler Volusia. She advised that the first item of business was the review for approval of the Consent Agenda. Ms. Tanenbaum advised that the

Consent Agenda items were included in the agenda packet which was sent to the Board prior to the meeting for review, and she requested a motion to approve the items as presented.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the Consent Agenda items as presented.

Ms. Tanenbaum advised that there were three On-the-Job training (OJT) agreements with United Way, and since Ms. Courtney Edgcomb is a Board member, the OJT agreements were separated from the consent agenda and listed as related party agreements.

Ms. Tanenbaum reviewed the related party agreements and requested a motion to approve the OJT agreements with United Way as presented.

2. After discussion, upon motion duly made, seconded and carried with Ms. Courtney Edgcomb abstaining from the vote, the Board approved the related party agreement OJT agreements with United Way as presented.

Ms. Tanenbaum introduced Dr. Deanna Wathington and advised that Dr. Wathington would be continuing her Diversity, Equity, and Inclusion (DEI) training which began at the January and May Board meetings. Dr. Wathington advised that at the last session, the Board had discussed the possibility of creating a separate DEI statement. She reported on the staff workshop that was held in June in which staff reviewed the organization's mission, vision, and values as well as the Goals and Strategic Imperatives. Dr. Wathington stated that staff took part in a review of policies, practices, and outcomes and answered questions regarding the organization's culture, language, communication, and services provided.

Dr. Wathington reported that staff were surveyed about their thoughts on DEI and whether a separate DEI statement is needed. She advised that the majority of Corporate and Center staff surveyed were in favor of creating a new DEI statement, and those who were not in favor of it felt that the organization was already providing services in an equitable way. Dr. Wathington reviewed the survey results and shared some of the comments from staff. She stated that the feedback regarding the company was overwhelmingly positive and there were many great suggestions made.

Ms. Tanenbaum asked what results the Board would like to see as a culmination of the year's DEI exploration. A discussion ensued on the need to ensure that services are provided in an equitable manner. Ms. Robin King asked the Board what DEI outcomes they would like reported in six months or a year that will demonstrate success. A suggestion was made that there could be a survey for customers to provide their feedback on whether they felt the services they received were equitable. The Board suggested creating an action plan of areas to address, what will be done to address

these areas, and then report on the progress of the plan throughout the year. The Board concurred that this would satisfy the need for metrics and testimonials would also be welcomed. Ms. King advised that the Career Pathways Committee would help to oversee and design a training plan to present to the full Board for their approval.

Dr. Wathington guided the Board through a look at outcomes and implementation. She thanked the Board for participating in this DEI series. Ms. Tanenbaum thanked Dr. Wathington for her presentation and advised that while this was her last session with the Board, it was only the beginning to the DEI work the Board would be doing.

Next, was a look at equity in action. Ms. King advised that Mr. Frank Mercer was supposed to speak about Daytona State College's upcoming DEI Symposium, but he was detained in another meeting. She asked Dr. Sherryl Weems if she would provide an overview of the Symposium. Dr. Weems advised that Dr. Wathington had agreed to consult with Daytona State College (DSC) and the Symposium is a community initiative to raise awareness of the importance of recognizing DEI priorities in the workplace. She stated that DSC's Center for Business and Industry is collaborating with the Society for Human Resource Management (SHRM) to bring the Symposium to the Daytona Beach area on October 1st and will feature a keynote speaker from Toyota. Dr. Weems advised that the keynote speaker will discuss the company's DEI initiatives and how they have managed to implement those strategies. She stated that after the keynote speaker, there will be a panel discussion of industry sector representatives who will speak about DEI initiatives implemented within their respective industries with a Q&A session after.

Mr. Mercer apologized for being held up by another meeting and thanked Dr. Weems for her overview of the Symposium. He thanked CareerSource Flagler Volusia for sponsoring the event. Mr. Frank Mercer was asked for the name of the keynote. He replied the keynote was Ms. Terri von Lehmden, Vice President of Human Resources for Toyota North America. Mr. Mercer advised that with the recent spike in COVID-19 cases, the event will be held as a virtual and in-person hybrid meeting; however, refreshments will not be served as initially planned. Dr. Weems and Mr. Mercer were thanked for their report on the Symposium.

Ms. Tanenbaum advised that at each Board meeting this year, Ms. King has provided a deep dive into one module of the Board member and Chief Local Elected Officials (CLEOs) Orientation training. She called on Ms. King to present the fourth module which would delve into the topics of auditing and financial monitoring. Ms. King reviewed the fourth module of the Board and CLEO orientation training and asked for questions. No questions were asked. Ms. King advised that all members are encouraged to review the Board and CLEO Orientation on the website in its entirety and stated that the State is expected to require CareerSource Flagler Volusia to certify that this training has been provided to all Board members. Ms. Tanenbaum thanked Ms. King for her presentation and advised that the Board and CLEO Orientation training would conclude at the Annual Board meeting on November 12th.

Next, the Board heard the Chair's Comments. Ms. Tanenbaum advised that a Bylaws Review Committee has been created, and she thanked the Board members that accepted an invite to the Committee. She explained that this Committee will review the new governance requirements, including the implementation of Board term limits.

Ms. Tanenbaum advised that a final budget was supposed to be presented to the Board today which would reflect the allocations carried forward into this year; however, in the transitioning of finance officers, there were a few issues in preparing an accurate budget. She stated that the budget must go before the Counties for approval and the Department of Economic Opportunity (DEO) must have the budget by October 1st. Ms. Tanenbaum advised that she will be calling an emergency meeting of the Executive Committee to review and approve the budget in the next few weeks.

Next, staff provided an update on policy review and approval. Ms. Tanenbaum explained that all policies must align and be in accordance with the guidance and directives as outlined by the REACH Act and the DEO Grantee-Subgrantee Agreement. Additionally, the Board must approve new policies and any major changes to existing policies. She advised that a support services policy was sent to the Board prior to the meeting and was specific to expanded supportive services, including needs related payments which is a payment to individuals attending approved training programs. Ms. Tanenbaum advised that the Board approved the needs related payment concept at the March meeting and that the Board was now being presented with the accompanying policy for approval. She called on Ms. Christine Sikora to explain it further.

Ms. Sikora advised that the policy outlined the supportive services provided to customers such as transportation, childcare, work clothes, books, testing and certification fees, and will now include needs related payments as a new supportive service. She explained that needs related payments are paid only to customers that are enrolled in a training program or have accepted enrollment into a training program scheduled to begin within thirty days. Ms. Sikora discussed the eligibility requirements for receiving needs related payments and advised that the amount will not exceed \$195 a week with an annual cap of \$7,800. She explained that since supportive services and needs related payments are attached to training, the payments will count towards CareerSource Flagler Volusia's required yearly training costs. Ms. Sikora reported that the policy was sent to DEO and received their approval. She stated that if approved by the Board, some procedural changes will need to be made. Ms. Sikora stated that she will work with staff to create and implement those procedures.

Ms. King advised that there will be strong internal controls put in place and staff will undergo rigorous training to ensure compliance. She stated that there is a potential for fraud with payments like this, and that CareerSource Flagler Volusia's Finance team would be working with Corporate and Center Management to ensure that procedures and safety mechanisms are in place.

Ms. Tanenbaum asked for a motion to approve the supportive services policy as presented.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the supportive services policy as presented.

Next, Ms. Tanenbaum provided a report of the July 15th Executive Committee meeting. She advised that the Committee discussed the passing of the REACH Act and Ms. King provided a timeline for implementation. Ms. Tanenbaum reported that the Committee was made aware of the procedure for policy changes, and that DEO would be assigning staff to every workforce development board to assist with governance. She stated that after hearing a status update for the final budget, Ms. Sikora reported on the activities of the Alliance⁴. Additionally, Ms. King provided her expectations for the year ahead, which will focus on increasing Customized Training to upskill existing employees and assisting business in retaining their employees. Ms. Tanenbaum advised that staff will be looking to increase outreach this year to job seekers and businesses who may not be on social media through more traditional outreach methods.

Ms. Tanenbaum opened the floor for Board member comments. With no comments made, she asked Ms. King to provide her comments. Ms. King advised that one of the focuses right now was the drive to get more individuals into training programs. She stated that statewide enrollment was down by over seventy-five percent which is largely due to the pandemic, and there was a great opportunity through the school systems to get upskilled individuals back into the workforce. Ms. King reported that some of the ongoing work is determining what credentials are needed by businesses and working with apprenticeship programs. She advised that the Centers continue to be open by appointment only. Ms. King reported that the Centers are providing orientations online and staff are looking at recording a live sessions so that customers can view it at their leisure. She stated that CareerSource Flagler Volusia continues to examine accessibility of services and find new ways to serve individuals remotely.

Ms. Tanenbaum thanked Ms. King for her updates. She advised that there were some informational items included in the agenda packet. She noted that the financial report was not included since staff are waiting to receive the year-end report from the audit.

Ms. Tanenbaum asked if there were any questions on these items. With none being heard, she provided her closing remarks.

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

Recording Secretary