

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE COMMITTEE MEETING
OCTOBER 28, 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 28th day of October 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
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
Ms. Cheryl Tanenbaum, Senior Vice President /Chief Financial Officer – Intracoastal Bank
Mr. Tyrone Walker, Consultant – Primerica
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

Ms. Marti Coley, Consultant – PinPoint Results
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
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. 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 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. Ms. Robin King advised that Ms. Marti Coley, Florida Workforce Development Association's (FWDA) Advocate, was in attendance today. Ms. Tanenbaum reordered the meeting's agenda and asked Ms. Coley to speak to the Committee about what is happening at the State level. Ms. Coley advised that Sessions begin either in January or March depending on whether it is an election year; the next Session will begin in

January 2022. She reported that the Committee meetings are currently in progress. Ms. Coley stated that as a former Representative, she was impressed by the agendas and how quickly the Committees are working. She noted that Speaker Sprowls and President Simpson seem very focused on getting the State back to work and strengthening the economy. Ms. Coley reported that contrary to expectations after the pandemic, the State has a surplus budget this year. She discussed what types of projects may be funded with the surplus.

Ms. Coley advised that Ms. King has done a great job in communicating with legislators to educate them on what CareerSource Flagler Volusia does and how it impacts their districts' constituents. As an example of that impact, Ms. Coley stated that local workforce boards jumped in to help the State and the legislators' constituents when the State's Reemployment Assistance division was faced with security breaches, lack of equipment, and other issues that the Department of Economic Opportunity (DEO) is in the process of correcting. Ms. Coley discussed having served in the house together with Mr. Dane Eagle, who is the new Executive Director for DEO. She stated that Mr. Eagle has shown great leadership with his new role and is working to create a better climate of communication between the local workforce boards and his agency.

Ms. Coley advised that the legislative members that represent CareerSource Flagler Volusia's local area are very important. She stated that Mr. Paul Renner was particularly important since he is the Speaker Designate who will assume his role in the Fall of 2022 to preside over the 2023 and 2024 legislative sessions. Ms. Coley discussed cultivating relationships with legislators and discussed donations to their campaigns. A question was raised on the rules for State level donations. Ms. Coley responded the businesses and individuals may donate up to \$1,000. Another question was raised on whether there were restrictions on donations now that legislators are in Committee. Ms. Coley replied that legislators may receive donations while they are in Committee and that donations will be restricted once the session begins on January 14th through the end of April.

Ms. Coley reported that House Bill 1507 that passed in the last session was being developed for implementation. She reported that there were a lot of challenges and that all of the agencies involved have acknowledged those difficulties. Ms. Coley advised that she is engaging with the Department of Education, Department of Economic Opportunity, and CareerSource Florida to find solutions.

Ms. Coley was thanked for her presentation. Ms. Tanenbaum advised that the minutes from the July 15th Executive Committee meeting were included in the agenda packet for review. She asked for a motion to approve the July 15th minutes.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the July 15, 2021 minutes.

Ms. Tanenbaum reminded the Committee that RSM, the previous auditing firm, downsized its operations due to the pandemic, and James Moore & Company was selected to take their place. She called on Ms. Robin King to provide a status update on the audit. Ms. King reported that CareerSource Flagler Volusia has been working with James Moore since they were selected; however, the previous Chief Financial Officer (CFO) did not fulfill any of their requests before she left, which has caused CareerSource Flagler Volusia to be behind schedule. She advised that this was the first year that DEO has held financial and programmatic monitoring

together, which has led to Mr. Dan Laux responding to both the audit and the monitoring simultaneously and in addition to learning his role. Ms. King stated that James Moore has not provided a date for the completed audit; however, it is anticipated to be done sometime in December. She stated that depending on when the audit is completed, either an emergency Executive Committee meeting would be called in December, or it may wait until the February meeting.

Next, Ms. Tanenbaum advised that the REACH Act was signed into legislation a few months ago which introduced some new rules, including term limits for Board members. She stated that the Bylaws for CareerSource Flagler Volusia needed to align with these changes, and a review committee was formed. Minutes from the September 7th and October 5th Bylaws Review Committee meetings were included in the agenda packet along with a draft of the Bylaws. Ms. Tanenbaum called on the Chair of the Bylaws Review Committee, Mr. John Wanamaker, to report on the changes.

Mr. Wanamaker reported that the draft of the Bylaws was updated to align with new legislation, which included updating the Board term limits. Additionally, some pieces of the Bylaws were removed and put into policy. Mr. Wanamaker advised that the draft of the Bylaws was included with the Executive Committee agenda packet for review and stated that the next step would be for the full Board to approve the Bylaws at the Annual meeting. Ms. King advised that the Bylaws Review Committee has also suggested adding a new Treasurer position to the Board Officers. She advised that the Bylaws now stated that a member can be a Board Officer for two years. She asked if the Committee preferred to change the term limits for Board Officers retroactively, which would mean Mr. Bret Schmitz would leave his position as Secretary. The Committee elected to begin the new Board terms at the date of the Reach Act's implementation.

Ms. Tanenbaum asked for a motion to approve the start of the Board Officer's two-year term limits.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the start of the Board Officers' two-year term limits at the date of the Reach Act's implementation.

Ms. Tanenbaum reviewed the Slate of Officers and advised that there was an open position for a new Treasurer position. Ms. King advised that the Treasurer recommendation from staff would be Mr. Arthur Loeffler, who was a member of the Finance Committee and has significant experience in finance. She stated that the goal was to have a more engaged Finance Committee to meet independently to review reports and assist with potential grant opportunities. A motion was made to recommend the Slate of Officers with the addition of Mr. Loeffler as Treasurer to the full Board. Ms. Tanenbaum called for a vote.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee recommended the Slate of Officers for approval to the Board as presented and with Mr. Arthur Loeffler assuming the role of Treasurer.

Next, the Committee reviewed the November 12th Board meeting agenda. Ms. Tanenbaum advised that the meeting would start with the presentation of several awards. Ms. King briefly discussed each award and stated that staff's recommendation for the Partner in Excellence award this year was Ms. Jayne Fifer from the Volusia Manufacturer's Association (VMA). She

explained that Ms. Fifer has been a champion for CareerSource Flagler Volusia and a cheerleader for the manufacturing for many years. Ms. Tanenbaum asked the Committee if they agreed with the selection of Ms. Fifer. The Committee concurred.

Ms. Tanenbaum stated that the Annual Board meeting normally has a full schedule with the annual report and audit presentations. Ms. Tanenbaum asked whether the Committee would like a guest speaker at the meeting since there would not be an audit report. The Committee recommended inviting Ms. Fifer as a guest speaker and then presenting her with the Partner in Excellence award.

Ms. Tanenbaum advised that the Board and Chief Local Elected Officials Orientation Training would conclude at the Annual meeting with the fifth session focusing on Performance Measures and Oversight.

Next, the Committee reviewed the January Board Workshop agenda. Ms. Tanenbaum advised that Ms. King discussed Florida's Sunshine Law with Mr. Al Hadeed, the County Attorney for Flagler County. Ms. King explained that this discussion occurred the Grantee-Subgrantee Agreement was amended. She stated that this change sparked a conversation on Sunshine Law and ethics, and she learned that Mr. Hadeed conducts training for other lawyers in these matters. Ms. King advised that he has offered to provide the same training to the Board. The Committee agreed that Sunshine Law and ethics would be a good topic for the January meeting.

Ms. Tanenbaum asked if there were any other suggested topics for the January Board meeting. A suggestion was made to invite Ms. Coley back to provide an update on the Legislative Session's progress. The Committee agreed. Ms. King asked if the Committee would prefer to hold the January meeting off-site on Thursday late afternoon or Friday morning. The Committee recommended holding a hybrid meeting. Ms. King advised that she would research whether a hybrid meeting could be held offsite. She asked if the Committee would like to hold the November Board meeting as a hybrid as well. The Committee agreed.

Ms. Tanenbaum asked Mr. Matt Nelson to report on the October 7th Career Pathways Committee (CPC) meeting. Mr. Nelson advised that he was present for the first part of the CPC meeting, and Ms. Denise Breneman took over when he had to leave. He asked Ms. Christine Sikora to assist in the Committee report. Ms. Sikora reported that the Committee combined two items, which was a discussion on Diversity, Equity, and Inclusion (DEI) as it related to CareerSource Flagler Volusia's mission and a presentation from two guest speakers who submitted a proposal for LGBTQIA+ staff training. She advised that the Committee discussed creating a workgroup comprised of staff and Committee members to establish a DEI mission for the organization. Ms. Sikora stated that it was decided that the workgroup should meet first to solidify the organization's focus before external resources are brought in to train staff. Ms. King clarified that CareerSource Flagler Volusia is not prepared for training yet. She explained that the DEI Symposium recently held at Daytona State College (DSC) stressed that any successful implementation must involve front line staff. Ms. King stated that CareerSource Flagler Volusia is focused on taking smaller steps, and that it may be too early in the implementation process for staff to fully benefit from the training.

Ms. Sikora advised that the CPC heard from Ms. King on the Reach Act. After Ms. King's updates, the Committee held an in-depth conversation regarding outreach and how to inform

the community of available training with particular attention paid to individuals and business owners who do not use social media. Ms. Sikora advised that with the increase in resignations and the downturn in post-secondary enrollments nationwide, businesses have a greater need for assistance with retention and training. She asked the Committee members to contact her if they have any outreach ideas. Ms. Sikora advised that the CPC Committee heard a report from Mr. Ken Phelps on the YouScience program, which was funded through CareerSource Flagler Volusia's last Request for Proposals. She stated that the first year of the YouScience program was impacted by the pandemic and has recently gained traction.

Ms. Tanenbaum thanked Mr. Nelson and Ms. Sikora for their report and asked Mr. Aubrey Long to report on the September 27th Business Development Committee meeting. Mr. Long reported that the Committee reviewed the content for a new DEI brochure designed to assist businesses with creating their own DEI initiatives. He advised that the Committee discussed whether small businesses had the capacity to implement the same DEI initiatives, and what additional DEI resources could be offered to small businesses.

Dr. Long reported that Ms. King provided the BDC Committee with a report on the grant proposal she was writing for the Linkages to Equitable & Enhanced Access to Prosperity (LEEAP) program. He explained that the LEEAP program was a continuation of the work within selected zip codes and neighborhoods with the highest local poverty rates. He asked Ms. King if the grant has been submitted. She replied that it had. Ms. King stated that the total requested amount was for \$1.9 million over the course of two years. The LEEAP program would provide entrepreneurial mindset training at various sites throughout the targeted areas.

Dr. Long stated that the BDC received an update from Ms. Trish McGetrick on the One Million Cups (1MC) group next. He advised that after taking a break during the pandemic and some organizational restructuring, 1MC had a successful relaunch in the Fall. He stated that the BDC meeting closed with a presentation from Mr. Michael Zaharios on the Volusia County Economic Development survey which offered insight into how businesses and partners receive their information and how they seek the resources they need.

Ms. Tanenbaum thanked Dr. Long for his report. Next, Ms. King reported on the Youth Employment Talent Initiative (YETI) Committee meeting. She reported that the YETI program had a budget of \$216,000 for this year, and that the Committee will be meeting next month to talk about the next steps. Ms. King advised that the next steps would include seeking additional funding by reaching out to local municipalities and businesses that are willing to invest in youth and obtain testimonials from businesses. She asked if there were any Committee members that would assist staff with these next steps. Mr. John Wanamaker volunteered.

Ms. Tanenbaum asked Ms. King to discuss the Rural Initiatives contract between CareerSource Flagler Volusia and the Palm Coast – Flagler Regional Chamber of Commerce. Ms. King advised that CareerSource Flagler Volusia has received more Rural Initiatives funding than expected, and the Palm Coast – Flagler Regional Chamber would be organizing small business program for the amount of \$6,000. Since Mr. Greg Blose is a member of the Board, this meant the contract with the Chamber would be a related-party agreement. She advised that the contract was included in the Executive Committee's agenda packet for review before it goes before the Board for approval in November.

Next, Ms. Tanenbaum stated that since last year, CareerSource Flagler Volusia has been reviewing and updating the Board policies to ensure they align with the Department of Economic Opportunity's (DEO) Grantee-Subgrantee Agreement and the REACH Act. She explained that DEO requires draft policies be sent to them for review before being approved at the local level. Ms. Tanenbaum advised that there were two draft policies included in the agenda packet that are pending DEO approval. She asked Ms. King for a status update. Ms. King replied that the policies are still pending DEO's review. She explained that DEO does not approve the policies; they review them to ensure local policies are aligned with State policy and legislation.

Ms. Tanenbaum opened the floor to other business. Ms. King stated that this was the time of the year that she asks to use unrestricted funds to purchase gift cards for staff. She advised that this year, she would like to make a special request for double the amount usually requested. Ms. King explained that staff have endured an especially difficult year, and management would like to acknowledge their dedication and service. She advised that the funds would be taken from the Ticket to Work program's incentives that staff earned throughout the year. The Committee concurred. Ms. Tanenbaum called for a motion to approve the request for \$200 gift cards for staff.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved \$200 gift cards per staff member paid with unrestricted funds.

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

Recording Secretary