

MINUTES OF THE MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA
BYLAWS REVIEW COMMITTEE

October 5, 2021

A virtual meeting of the Bylaws Review Committee of CareerSource Flagler Volusia was called to order at 10:00 a.m., on the 5th day of October 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.

Mr. John Wanamaker Chaired the meeting and Ms. Jennifer Gosling served as Recording Secretary.

The following Committee members were present:

Ms. Courtney Edgcomb, President – United Way Volusia-Flagler Counties
Mr. Arthur Loeffler, CFO – Dynamic Engineering Innovations
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions - CareerSource Flagler Volusia
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Mr. Wanamaker welcomed the Committee and advised that the first matter of business was a review of the changes to the Bylaws. Ms. Ann Lesizza briefly explained a few changes which included the addition of a Treasurer to the Board Officers and a sentence regarding conflicts of interest since most of the verbiage surrounding the procedure for conflicts will be moved to a policy. Mr. Wanamaker asked the Committee if there were any further modifications that needed to be made. Aside from a misspelling to be corrected, the Committee agreed the draft of the Bylaws was complete.

Ms. King asked Ms. Lesizza to explain the next steps. Ms. Lesizza responded that the draft of the Bylaws will be sent to the full Board for review. She advised that the Board is given a minimum of thirty days to review the draft, and then it will be brought to the November 12th Board meeting for approval.

Ms. King requested that a Board terms policy be drafted and presented at the November Board meeting for review and discussion. She asked if the Committee would

like to assist staff with creating the policy. The Committee agreed. A question was raised on whether the Board terms should be included in the Board Composition policy that was sent to the Department of Economic Opportunity for review. Ms. King responded that the Board terms policy would be more of a procedural outline for how CareerSource Flagler Volusia will implement the changes over the next eight years. Another question was raised on whether the Board would turn over in November or by the fiscal year. Ms. King advised that for the first couple of years, Board Officers would change in November and Board membership would end by the fiscal year. She stated that if there is an issue with Board Officers remaining on the Board past their membership, it may need to be adjusted. The Committee discussed meeting again prior to the Executive Committee.

The Committee asked what the policy was for Board absences and whether it was enforced. Ms. King replied that the rule was a member could be removed from the Board after three unexcused absences. She advised that attendance will be a consideration when writing the policy to determine Board member terms. Suggestions were given to continue tracking absences, noting whether absences were excused, and to attach those reports to agendas to increase accountability. Ms. King advised that she would add an item to the upcoming Executive Committee meeting agenda to discuss Board attendance further.

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

Recording Secretary