

MINUTES OF THE ANNUAL MEETING  
OF  
CAREERSOURCE FLAGLER VOLUSIA  
BOARD OF DIRECTORS

November 12, 2021

The Annual Meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 12<sup>th</sup> day of November 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:

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  
The Honorable Barbara Girtman, Councilwoman – Volusia County Council  
Mr. Arthur Loeffler, CFO – Dynamic Engineering Innovations  
Dr. Aubrey Long, Owner – Long Global Enterprises  
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  
Ms. Angie White, Area Director – Vocational Rehabilitation

The following guests were present:

Ms. Bailey Berman  
Ms. Judy Brown, Innovation and Processes Manager – Career Steps, Inc.  
Ms. Kathleen Danclair, Career Services Advocate Manager – Case Management, Inc.  
Ms. Jayne Fifer, President & CEO – Volusia Manufacturers Association  
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia  
Mr. Charles Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia

Ms. Mandi Howell, Assessment Lab Coordinator – Career Steps, Inc.  
Ms. Robin King, President & CEO – CareerSource Flagler Volusia  
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia  
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.  
Mr. Jesse McGee, Workforce Systems Analyst – Career Steps, Inc.  
Mr. Matt Peguero, Disabled Veteran Outreach Program Specialist – Department of Economic Opportunity  
Ms. Kelly Perkins Clark, Career Planner – Career Steps, Inc.  
Ms. Jeanne Rademacher, Senior Manager of Community Partnerships – United Way of Volusia-Flagler Counties  
Mr. Ricky Rademacher, Assessment Lab Coordinator – Career Steps, Inc.  
Ms. Sasha Rodriguez, Career Planner – Case Management, 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 & Career Services – Case Management, Inc.  
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.  
Mr. Kenneth Torres, Local Veterans Employment Representative – Department of Economic Opportunity  
Ms. Valerie Uy Ignacio, Senior Multimedia Designer – CareerSource Flagler Volusia  
Mr. Brian Willard, Program Director – Road to Success  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Ms. Tanenbaum called the meeting to order and advised that the Annual meeting is the time when a few awards are given. She stated that the first award was the Workforce Professional Champion award, and Mr. Richard Rademacher was selected by his peers to be recognized for his efforts during the pandemic. Ms. Tanenbaum noted that in addition to Mr. Rademacher's programmatic work, which included establishing and keeping the online workshops updated and assisting customers accessing online services, he also became an extension of the IT department and helped staff navigate working remotely. She thanked Mr. Rademacher for his dedication to serving his community.

Ms. Tanenbaum advised that this is the fifth consecutive year that the State has awarded the CareerSource Flagler Volusia Vet Team with the Veterans Incentive Award in recognition for exemplary service to local veterans. She thanked the Vet Team for their dedication.

Next, Ms. Tanenbaum advised that Ms. Jayne Fifer was invited to the meeting as a guest speaker; however, the other purpose for the invitation was to award Ms. Fifer with the 2021 Partner in Workforce Excellence Award. She explained that the Partner in Workforce Excellence Award recognizes a community partner who has exemplified

collaboration and integrity. Ms. Tanenbaum thanked Ms. Fifer for her dedication to local manufacturers. Ms. Fifer thanked the Board for the honor. She briefly discussed her long history with CareerSource Flagler Volusia, manufacturing, and her passion for education. Ms. Fifer advised that she will be semi-retiring from the Volusia Manufacturers Association (VMA) and will be focusing on education more. She stated that VMA provides education grants to local school and has donated over \$300,000 to the schools in order to buy CNC machines and other equipment. Ms. Fifer explained that the VMA Education Program works to inspire young people to seek and prepare for careers in advanced manufacturing, to improve the public's image of the industry, and influence schools to embrace providing students of the lucrative career opportunities in manufacturing.

Ms. Fifer advised that VMA holds the annual Lou Fifer Scholarship Golf Tournament every year to raise money to support manufacturing-related training and educational programs in addition to providing scholarships. She stated that it was the intent of the VMA grant program to provide seed money for manufacturing-related program equipment, and grants range between \$500 and \$1500. Ms. Fifer stated that grant requests are accepted on September 1<sup>st</sup> and February 1<sup>st</sup> on an annual basis. Academies, schools, and colleges may apply for funds by completing the application form on the VMA website. She stated that the grants for young adults through the Lou Fifer Scholarship program provide financial assistance to students enrolled in certificate or degree programs that will lead to employment in the manufacturing sector and can be awarded for direct academic fees and books of up to \$500.

Ms. Fifer discussed the Florida Federation for Advanced Manufacturing Education (FAME) program where participants "earn while they learn" for positions as advanced technology specialists. She advised that this model puts students on a pathway to earn an industry-recognized degree while gaining valuable hands-on experience at a sponsoring company. Ms. Fifer advised that after five semesters, graduates of the program will earn an associate degree and log approximately eight hundred hours at their sponsoring company. She asked the Board to be champions for manufacturing and share VMA's programs with the community.

Ms. Tanenbaum thanked Ms. Fifer for her presentation. Next, Ms. Tanenbaum reviewed the items on the Consent Agenda and requested a motion to approve.

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

Ms. Tanenbaum stated that there were four related-party agreements to review for approval. She advised that Ms. Courtney Edgcomb and Mr. Brad Giles were absent from the meeting today. She informed Mr. Greg Blose that he would need to abstain from voting on the agreement with the Palm Coast-Flagler Regional Chamber. Ms. Tanenbaum stated that the first related-party agreement was an On-the-Job training

(OJT) contract with United Way of Volusia-Flagler Counties and requested a motion to approve.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the OJT contract with the United Way of Volusia-Flagler Counties.

Ms. Tanenbaum advised that there were two Master Services contracts for United Way of Volusia-Flagler Counties and Giles Electric. She asked Ms. King to explain what the Master Services contracts entail. Ms. King explained that previously, any contract with Board members for workforce services were exempt from the prior approval process, and that exemption has been eliminated. She stated that in order for CareerSource Flagler Volusia to respond to Board members whose businesses are in need of training, a new process needed to be implemented to ensure prior approval is received.

Ms. King advised that after reaching out to some of her peers around the State, CareerSource Flagler Volusia was adopting a similar model to what CareerSource Citrus, Marion, and Levy has in place. Ms. King noted that while the funds for these Master Services contracts were not considered an obligation, they would be set aside. She advised that the contracts would permit training and work-based learning contracts not to exceed \$20,000 for the year ending June 30, 2022 and that the actual yearly cost may be less.

Ms. Tanenbaum asked for a motion to approve the Master Services contract for the United Way of Volusia-Flagler Counties.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the Master Services contract with United Way of Volusia-Flagler Counties not to exceed \$20,000 for the year ending June 30, 2022.

Ms. Tanenbaum asked for a motion to approve the Master Services contract for Giles Electric.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the Master Services contract with the Giles Electric not to exceed \$20,000 for the year ending June 30, 2022.

Ms. Tanenbaum advised that the last related-party agreement was for the Palm Coast-Flagler Regional Chamber of Commerce as part of the Rural Initiatives program. Ms. King explained that CareerSource Flagler Volusia is the recipient of funds that are specific to Flagler County since Palatka considered a rural area. She advised that the program would offer entrepreneurial mindset training, speakers, and business expo events. Ms. King stated that the Chamber would be coordinating the program and that the contract provides compensation in the amount of \$6,000.

Ms. Tanenbaum asked for a motion to approve the Rural Initiatives contract for the Palm Coast-Flagler Regional Chamber as presented. Mr. Blose declared his conflict of interest and abstained from the vote.

5. After discussion, upon motion duly made, seconded and carried with Mr. Greg Blose abstaining, the Board approved the Rural Initiatives contract for the Palm Coast-Flagler Regional Chamber as presented.

Ms. Tanenbaum advised that at each Board meeting this year, Ms. King has reviewed one module of the Board Member and Chief Local Elected Officials (CLEO) Orientation training. She stated that Ms. King would be presenting the last module in the series which would discuss performance measures and oversight. Ms. King guided the Board through the last Board and CLEO Orientation training and discussed the performance measures. Ms. Tanenbaum thanked Ms. King and encouraged all Board members and CLEOs to review the Orientation online in its entirety. She advised that a refresher of the entire Orientation would be held annually at the March Board meeting.

Next, the Chair provided her comments. Ms. Tanenbaum advised that this was her last meeting as Chair. She stated that the last couple of years have been a whirlwind with the pandemic, changes in legislation, and businesses opening and closing. Ms. Tanenbaum stated that she was proud of staff for keeping the services going and serving the community through a very difficult time.

The next item on the agenda was to review and approve the revisions of the Bylaws. Ms. Tanenbaum advised that the Board was provided thirty days to review the changes and asked Ms. Ann Lesizza to go over the changes. Ms. Lesizza advised that one of the major changes was to the tenure of Board members. She explained that previously, Board members were appointed to three-year terms. Under the new legislation, Board members can serve up to a maximum of eight consecutive years in two-year staggered increments. Ms. Lesizza stated that much of the verbiage surrounding the section on conflict of interest was removed and put into a separate policy. She stated that at the request of the Bylaws Review Committee, a Treasurer position was added to the Board Officers. Ms. King clarified that the term limits did not apply to government seats.

Ms. Tanenbaum asked for a motion to approve the Bylaws as presented.

6. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the Bylaws as presented.

Next, Ms. Tanenbaum reported on the last Executive Committee meeting. She advised that Ms. Marti Coley, the Advocate for the Florida Workforce Development Association, gave a presentation on some recent legislative changes at the State level and discussed what Board members could do to strengthen their relationships with local representatives. Ms. Tanenbaum stated that the Executive Committee has

recommended that Ms. Coley return for the January Board meeting to provide an update on legislative actions.

Ms. Tanenbaum advised that the Committee was informed that the audit was behind schedule due to the transition of Chief Financial Officers. She stated that additionally, this was the first year that the Department of Economic Opportunity (DEO) has performed the fiscal monitoring at the same time as the programmatic monitoring. Ms. Tanenbaum advised that Mr. Dan Laux and his Finance team were responding to both the audit and monitoring at the same time. She noted that depending on when the audit is completed, an Emergency Executive Committee meeting may need to be called to review and approve the audit. Ms. Tanenbaum advised that after reviewing and discussing the Board agendas for the November and January meetings, reports were heard from the Career Pathways, Business Development, and Youth Employment Talent Initiative (YETI) Committees. A question was raised on whether there were any additional concerns caused by the delay of the audit. Ms. King advised that staff have checked with the State, and there is no deadline to have the audit completed, and the audit plan has been submitted to the State.

Ms. Tanenbaum asked for a motion to ratify the actions of the Executive Committee.

7. After discussion, upon motion duly made, seconded and unanimously carried, the Board ratified the actions taken by the Executive Committee at the October 28, 2021 meeting.

Next, Ms. Tanenbaum called on Ms. Christine Sikora and Ms. Valerie Uy to present the Annual Report. Ms. Sikora and Ms. Uy reviewed the Annual Report in depth and highlighted the key activities throughout last year. Ms. Uy advised that the Financial Information section will be finalized once the annual audit is completed. Once approved, the Annual Report will be made available on the CareerSource Flagler Volusia website.

Ms. Tanenbaum thanked Ms. Sikora and Ms. Uy for their report and asked for a motion to approve the 2020-2021 Annual Report.

8. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2020-2021 Annual Report.

Ms. Tanenbaum opened the floor to Board member comments. The Board commended staff on the activities and services provided in the last year during the pandemic. Ms. Tanenbaum turned the floor over to Ms. King for the President & CEO's comments. Ms. King provided some brief updates. She reported that the lease for the Flagler Career Center has been renewed for one year, and that staff would be looking at other locations over the next year. Ms. King advised that security officers have been reinstated at the Centers, and the State is helping to cover some of those costs. She informed the Board that the State has implemented ID.me to the Reemployment

Assistance application process which requires customers to take a video or photo of themselves and send it as proof of identity. Ms. King advised that CareerSource Flagler Volusia is assisting clients who do not have access to that technology and have been working to inform local libraries of this need so they may assist as well. She stated that after the in-depth discussions surrounding Diversity, Equity, and Inclusion (DEI) which have taken place this year, a new workgroup has been created to involve frontline staff in the creation of company-wide DEI initiatives. Ms. King advised that several members of the Career Pathways Committee have expressed interest in participating in the work group. She stated that meetings with two or more Board members will require notice and minutes to be taken. Ms. King advised that when it is appropriate to involve Board members in the discussion, they will be invited to participate.

Ms. King noted that the significant contributions made by volunteers should not be taken for granted and thanked the Board for voluntarily serving their communities. Ms. King expressed her gratitude to Ms. Tanenbaum for her leadership as Chair and a small token of appreciation was given for Ms. Tanenbaum's service.

Ms. Tanenbaum thanked Ms. King and stated that the next item on the agenda was to review the 2021-2022 Slate of Officers for consideration. The Officers presented were as follows:

Ms. Nancy Bradley – Chair  
Dr. Aubrey Long – Vice Chair  
Mr. Bret Schmitz – Secretary  
Mr. Arthur Loeffler – Treasurer

Ms. Tanenbaum asked if there were any nominations from the floor. No additional nominations were made. Ms. Tanenbaum asked for a motion to approve the 2021-2022 Slate of Officers as presented.

9. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2021-2022 Slate of Officers as presented.

Ms. Tanenbaum stated that included in the agenda packet was a list of tentative Board dates for 2022. The Board in order to not conflict with Team Volusia's event on Thursday evening, the January Board meeting would be held on Friday, January 21<sup>st</sup>. Ms. Tanenbaum asked for a motion to approve tentative Board dates.

10. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2022 Board dates.

Ms. Tanenbaum advised that every year, the Board is asked to certify that they understand what constitutes a Conflict of Interest. She asked the members to sign a copy of the Conflict of Interest Statement and return it to staff. Ms. Tanenbaum stated

that there were some informational items included in the agenda packet for their review which included a copy of the Strategic Imperatives and a performance update.

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

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Recording Secretary