

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EMERGENCY EXECUTIVE COMMITTEE MEETING
AUGUST 30, 2021

A virtual meeting via Microsoft Teams of the CareerSource Flagler Volusia Executive Committee was called to order at 10:00 a.m., on the 30th day of August 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.

The following members of the Executive Committee were present:

Ms. Nancy Bradley, Administrator – Daytona College, LLC
Ms. Denise Breneman, Development Manager, NE Region – Special Olympics Florida
Mr. Arthur Loeffler, Chief Financial Officer – Dynamic Engineering Innovations
Dr. Aubrey Long, Owner – Long Global Enterprises
Mr. Bret Schmitz, Vice President of Manufacturing & Supply Chain – Peerbridge Health
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Cheryl Tanenbaum, Senior Vice President / Chief Financial Officer – Intracoastal Bank
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

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.
Mr. Mack Thomas, Program Manager – Eckerd Connects
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

The Recording Secretary noted a quorum was present.

Ms. Tanenbaum called the meeting to order and introduced Mr. Dan Laux, the new Chief Financial Officer. She advised the Committee that due to a transition in staff the final budget was not ready for review at the August Board meeting. Ms. Tanenbaum explained that because the budget had to be approved by the local elected officials prior to submission to the Department of Economic Opportunity (DEO), an emergency meeting of the Executive Committee was needed. She called on the Chair of the Finance Committee, Ms. Nancy Bradley, to review the budget.

Ms. Bradley reminded the Committee that they had approved a preliminary budget in April which was ratified by the Board in May. She advised that the final budget which was sent to the members prior to the meeting included a better estimate of the funds carried forward into this year and reflected several initiatives which will be implemented during the year. Ms. Bradley asked Ms. Robin King and Mr. Laux to report on the changes to the budget. Ms. King reported that after further review, the carry forward funds were not as high as initially projected. She advised that CareerSource Flagler Volusia had received the Rapid Response funding which increased by approximately \$100,000 compared to last year. Ms. King discussed the projected Ticket to Work revenue and stated that while the amount was a conservative estimate, she hoped that the amount would be exceeded. She noted that staff may request a withdrawal of \$35,000 from the Corporate Investment account should it be needed this year.

Ms. King reported that there was \$283,000 assigned to the four-year National Emergency Grant (NEG) received for Fostering Opioid Recovery and that at least \$184,000 will need to be carried forward since the grant does not end until April 2024. She advised that one of the adjustments that had to be made to the budget was the removal of the performance incentives and explained that performance incentives have been discontinued. Additional funding must be obtained through competitive grants from CareerSource Florida. Ms. King stated that the Rural Initiative funds have doubled compared to the last few years, and those funds are specifically designated for Flagler County.

Ms. King reviewed the budget further and stated that the only carry forward for next year would be the funds dedicated to the NEG Opioid grant. A question was raised on what the historical use of unrestricted funds has been. Ms. King replied that unrestricted funds were in a Corporate Account and have historically paid for special initiatives of the Board or for items or services that normal allocations cannot be used to fund.

Next, Ms. King went over the expenditures. She advised that there is a variance in the staff and benefits by approximately \$43,000 which was the addition of a new position under the Rapid Response funding. Additionally, there are two anticipated retirements in the year to come. Ms. King stated that staff looked at how much was spent last year by each line item and adjusted the budget accordingly. She noted that the client services budget has increased since the State now allows many support services to be charged to training. A question was raised on the differences of the final budget compared to the preliminary. Ms. King replied that the revenue was projected too high on the preliminary budget and was subsequently adjusted from 9.6 million down to 8.6 million.

The Committee asked what the State's expectations were for the budget. Ms. King replied that most funding streams have a one-year life cycle; Workforce Innovation and Opportunity Act (WIOA) funding has a two-year life cycle. She explained that traditionally, CareerSource Flagler Volusia carried over as much funding as possible; however, both DEO and the Department of Labor have advised that they do not agree with that philosophy and carry forwards have been reduced as a result.

Ms. King advised that once the budget was approved by the Committee, it would be sent to the two Counties for their approval and then to the State. Ms. King noted that she has discussed with Ms. Bradley the possibility of bringing the budget before the Committee throughout the year.

Ms. Bradley asked for a motion to approve the 2021-2022 final budget as presented.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Executive Committee approved the 2021-2022 final budget as presented.

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

Recording Secretary