

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE COMMITTEE

February 17, 2022

The meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 17th day of February 2022 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. Nancy Bradley 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 Committee members were present:

Ms. Mary Jo Allen, Chief Nursing Officer – Halifax Health
Ms. Nancy Bradley, Administrator – Daytona College
Ms. Denise Breneman, Development Manager, NE Region – Special Olympics Florida
Dr. Aubrey Long, Owner – Long's Global Business Enterprises, Inc.
Dr. Kent Sharples, President – CEO Business Alliance
Ms. Cheryl Tanenbaum, CAO – Intracoastal Bank
Mr. Tyrone Walker, HR Director – AO Precision

The following guests were present:

Ms. Kimberly Grey, Florida Operations Director – Eckerd Connects
Mr. Charles Howell, Vice President-Business Development & Technology –
CareerSource Flagler Volusia
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. Trish McGetrick, Outreach & Special Projects Manager – CareerSource Flagler
Volusia
Ms. Donna Runge, 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.
Mr. Mack Thomas, Program Manager – Eckerd Connects
Mr. Brian Willard, Program Director – Road to Success
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Item and Discussion	Vote	Abstain
<p><u>Approval of the Minutes</u></p> <p>The Committee reviewed and unanimously approved the October 28, 2021 meeting minutes.</p>	APPROVED	
<p><u>March Board Meeting Agenda & Speaker</u></p> <p>The Committee reviewed the March 25, 2022 Board meeting agenda. Ms. Robin King advised that the Department of Economic Opportunity (DEO) would present their annual performance review via the web. To ensure that enough time is allotted for their presentation, Ms. King recommended making DEO the sole guest speaker for the meeting. The Committee concurred.</p>		
<p><u>Policy Review</u></p> <p>Ms. Bradley advised that the policies sent to the Committee in the agenda packet would be presented at the March Board meeting for approval. She asked the Committee to reach out to Ms. Ann Lesizza or Ms. Robin King if they have any questions.</p>		
<p><u>Monitoring Outcomes</u></p> <p>Ms. Christine Sikora presented the preliminary results of the fiscal and programmatic monitoring that took place in October 2021. She noted that several programs had no findings and there were less findings overall when compared to last year. Ms. Sikora reported that a corrective action plan was submitted to DEO which addressed all issues noted. She stated that DEO's report at the March Board meeting would provide a more in-depth look at the outcomes of their monitoring.</p>		
<p><u>Business Development Committee Report</u></p> <p>Mr. Tyrone Walker reported on the activities and discussions at the February 11th Committee meeting. He advised that Dr. Aubrey Long would be focusing on his role as a Board Officer, and Ms. Mary Jo Allen would be taking his place as Co-Chair for the Committee.</p>		

<p><u>President & CEO's Updates</u></p> <p>Ms. King reported that the Career Centers will be fully open to the public beginning in March. She advised that the State's unemployment verification system ID.me continued to be a major issue for customers. Ms. King stated that local workforce development boards have asked the State for an easier method of retrieving 1099 forms for customers.</p> <p>Ms. King requested that any Committee members who serve on the Board contact her if they anticipate using workforce services in the coming year. She stated that she would begin drafting master agreements soon.</p> <p>The Committee was provided an update on the Linkages to Equitable & Enhanced Access to Prosperity (LEEAP) program grant. The grant provides entrepreneurial training to zip codes 32114 and 32110, and the Spring Hill area of DeLand. Ms. King advised that Mr. Charlie Howell is currently in the process of becoming a Master Facilitator so that CareerSource Flagler Volusia can train others in the community as facilitators.</p> <p>Ms. King discussed the Board terms. Instead of having members come off the Board early, she recommended inactive members who do not wish to renew their terms be removed first. The Committee agreed.</p>		
<p><u>Other Comments</u></p> <p>Ms. Bradley asked if there were any comments or other business from the Committee. No comments were made.</p>		
<p><u>CEO Evaluation</u></p> <p>Ms. King provided the Committee with data on performance measures, staff internal survey results, and her activities throughout the year. Ms. King and all staff except for the recording secretary were asked to leave the room while the Committee discussed compensation. Dr. Kent Sharples presented information on competitive wages for President & CEOs, both locally and</p>		

<p>among neighboring regions. He recommended a five percent increase to Ms. King’s compensation. The Committee discussed Ms. King’s performance over the last year and agreed that the increase was merited.</p> <p>Ms. Bradley called for a vote to approve the five percent increase to Mr. King wages which passed unanimously.</p>	APPROVED	
<p><u>Profit-Sharing</u></p> <p>Dr. Sharples reviewed the profit sharing and recommended increasing employer match from four percent to five percent. Ms. Bradley called for a vote to approve Dr. Sharples’ recommendation for the one percent increase to profit sharing. The vote passed unanimously.</p>	APPROVED	