

MINUTES OF THE MEETING  
OF  
CAREERSOURCE FLAGLER VOLUSIA  
BOARD OF DIRECTORS

March 25, 2022

The meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 25<sup>th</sup> day of March 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 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-Flagler Regional Chamber  
Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Mr. Bob Davis, President – Lodging & Hospitality Association of Volusia County  
Ms. Courtney Edgcomb, President – United Way Volusia-Flagler Counties  
The Honorable Barbara Girtman, Councilwoman – Volusia County Council  
Dr. Thomas LoBasso, President – Daytona State College  
Mr. Arthur Loeffler, CFO – Dynamic Engineering Innovations  
Dr. Aubrey Long, Owner – Long Global Enterprises  
Ms. Bonnie Madden, Regional Director of Orthopedics – AdventHealth Medical Group  
Mr. Matt Nelson, Business Manager – IBEW 756  
The Honorable Donald O'Brien, Commissioner – Flagler County Board of County Commissioners  
Mr. Bret Schmitz, Vice President – Peerbridge Health  
Ms. Cheryl Tanenbaum, CAO – Intracoastal Bank  
Ms. Helga van Eckert, Director – Volusia County Division of Economic Development  
Mr. Tyrone Walker, HR Director – AO Precision  
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group  
Ms. Angie White, Area Director – Vocational Rehabilitation

The following guests were present:

Ms. Barbara Beaulieu, Lead WIOA Program Specialist – CareerSource Flagler Volusia  
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia  
Mr. Daniel Harper, Senior Management Analyst Supervisor – Department of Economic Opportunity

Ms. Bridget Hernandez, Lead Monitoring Specialist – CareerSource Flagler Volusia  
 Mr. Charles Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia  
 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. Lorin Love  
 Ms. Angie March, Lead Young Adult Program Specialist – CareerSource Flagler Volusia  
 Ms. Trish McGetrick, Outreach & Special Projects Manager – CareerSource Flagler Volusia  
 Ms. Donna Runge, Region 11 Administrator – Department of Economic Opportunity  
 Ms. Christine Sikora, Vice President-Innovative Workforce Solutions – CareerSource Flagler Volusia  
 Ms. Natalie Smith-Wells, Chief Operating Officer – Daytona Beach Housing Authority  
 Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.  
 Mr. Mack Thomas, Program Manager – Eckerd Connects  
 Ms. Valerie Uy Ignacio, Senior Multimedia Designer – CareerSource Flagler Volusia  
 Mr. Brian Willard, Program Director – Road to Success  
 Mr. Charles Williams, Workforce Programs Administrator, Department of Economic Opportunity  
 Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Item and Discussion	Vote	Abstain
<p><b><u>Consent Agenda</u></b></p> <p>The Board approved the consent agenda, which included the minutes from the January 21, 2022 Board meeting and the On-The-Job Training (OJT) and Customized Training (CT) agreements.</p>	APPROVED	
<p><b><u>DEO Annual Performance Presentation</u></b></p> <p>Ms. Bradley introduced Mr. Charles Williams and Mr. Daniel Harper from the Department of Economic Opportunity (DEO). Mr. Williams explained the Primary Indicators of Performance and reviewed CareerSource Flagler Volusia’s performance for Program Year (PY) 2020-2021. He stated that there were sixteen programmatic findings compared to eighteen for the previous year. The financial monitoring resulted in three findings, which was up from zero findings for the year before. Mr. Williams discussed reoccurring issues with Dislocated Worker performance measures locally and throughout the State.</p>		

<p>Ms. King advised that none of the findings were disallowed costs; the majority were administrative in nature. She noted that as soon as the State provided technical assistance for Dislocated Workers statewide, CareerSource Flagler Volusia joined those discussions.</p> <p>Mr. Dan Laux was asked for an update on the annual audit. Mr. Laux reported that the audit was nearly complete. He advised that the Finance team has implemented new processes to ensure the audit and monitoring goes more smoothly next year. The Board discussed rebuilding the Finance Committee now that there was a Treasurer role added to the Board Officers.</p>		
<p><b><u>Board Member and CLEO Orientation Refresher</u></b></p> <p>Ms. King guided the Board and Chief Local Elected Officials (CLEO) through a refresher of the Orientation. Ms. Bradley encouraged all Board members and CLEOs to review the Orientation on the website in its entirety.</p>		
<p><b><u>Policies</u></b></p> <p>Ms. Bradley advised that there were three policies to review. The Board Composition and Board Governance policies were submitted to the State for their review and were accepted.</p>		
<p><b><u>Board Composition Policy:</u></b></p> <p>The Board Composition Policy, which was provided in the agenda package and reviewed by the Department of Economic Opportunity, was unanimously approved.</p>	<p>APPROVED</p>	
<p><b><u>Board Governance Policy:</u></b></p> <p>The Board Governance Policy, which was provided in the agenda package and reviewed by the Department of Economic Opportunity, was unanimously approved.</p>	<p>APPROVED</p>	
<p><b><u>Conflict of Interest Policy</u></b></p> <p>The Conflict-of-Interest Policy, which was provided in the agenda package, was unanimously approved.</p>	<p>APPROVED</p>	

<p><b><u>Related-Party Agreement: Master Services Contract – United Way of Volusia-Flagler Counties</u></b></p> <p>The 2022-2023 Master Services agreement for the United Way of Volusia-Flagler Counties was approved for up to \$30,000. Ms. Courtney Edgcomb abstained from the vote.</p>	<p>APPROVED</p>	<p>Courtney Edgcomb</p>
<p><b><u>Related-Party Agreement: Master Services Contract – Halifax Health</u></b></p> <p>The 2022-2023 Master Services agreement for Halifax Health was approved for up to \$30,000. Ms. Mary Jo Allen abstained from the vote.</p>	<p>APPROVED</p>	<p>Mary Jo Allen</p>
<p><b><u>Fifth Third Bank Resolutions</u></b></p> <p>Ms. Bradley advised that Fifth Third Bank required new resolutions in order to update the change in Board Chairs. The Board approved the new bank resolutions unanimously.</p>	<p>APPROVED</p>	
<p><b><u>WIOA Youth Expenditures</u></b></p> <p>Ms. King reminded the Board that local workforce boards may not keep as much funding in reserve as previously permitted, and that the deobligation policy will be coming back into effect. She advised that the youth funding was being spent quickly; \$450,000 was needed to continue through June, which would result in a shortfall of approximately \$100,000. Ms. King advised that the LEEAP grant would provide some funding through indirect costs.</p> <p>The Board discussed the youth programs for 2022-2023. A motion was made and unanimously passed to not renew the Daytona Beach Housing Authority’s youth contract without cause in order to bring expenditures in line with projected allocations.</p>	<p>APPROVED</p>	
<p><b><u>Executive Committee Report</u></b></p> <p>Ms. Bradley reported on the actions taken at the February 17<sup>th</sup> Executive Committee meeting and asked for a motion to ratify the Committee’s actions. The motion passed unanimously.</p>	<p>RATIFIED</p>	

<p><b><u>Board Member Comments</u></b></p> <p>Ms. Bradley opened the floor to Board member comments. Mr. Greg Blose discussed the Flagler-Palm Coast Chamber’s Small Business Expo event.</p>		
<p><b><u>President &amp; CEO’s Comments</u></b></p> <p>Ms. King advised that CareerSource Flagler Volusia’s internal Diversity, Equity, Inclusion and Belonging (DEIB) group was recently named UNITY and is meeting weekly. She noted that the initiative was scaled back and brought down to the staff level. Ms. King stated that the focus right now is the “belonging” piece; staff are taking inventory of the Centers to ensure that everyone feels welcome.</p> <p>Ms. King discussed House Bill 1507 which states that the Department of Economic Opportunity (DEO) must create an online portal which links all related State resources. Twenty-five percent of DEO’s funding will be held back from DEO, CareerSource Florida, and local workforce development boards until an RFP is issued timely. Additionally, she advised that House Bill 1507 directs workforce boards to hold back ten percent of tuition until a participant finds employment, and it was unclear how that would work with public colleges like Daytona State College. Ms. King advised that CareerSource Florida (CSF) is hiring a consultant to look at the realignment of the local workforce boards and will be looking at what other states have done. She stated that she would have more information after the State meeting on June 9<sup>th</sup>.</p> <p>Ms. King informed the Board that Volusia County Schools (VCS) and Embry-Riddle University (ERAU) were putting together a pilot program for Airframe and Powerplant (A&amp;P) training with Epic Aviation as the third-party trainer. Ms. King advised that VCS and ERAU were asking CareerSource Flagler Volusia for \$200,000 seed funding to develop the program. Questions were raised on Epic Aviation’s qualifications for training young adults and agreed more information would be needed before a decision could be made.</p> <p>Lastly, Ms. King advised that the Centers, which have been open by appointment only since 2020, are now open to walk-in traffic.</p>		

<b><u>Informational Items</u></b>		
Ms. Bradley stated that a programmatic report, financial report, and a copy of the Strategic Imperatives could be found in the agenda packet.		
<b><u>Next Meeting</u></b>		
Ms. Bradley advised that the next Board meeting was scheduled for May 20, 2022.		