

MINUTES OF THE MEETING  
OF  
CAREERSOURCE FLAGLER VOLUSIA  
BOARD OF DIRECTORS

May 20, 2022

The meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 20<sup>th</sup> day of May 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  
Mr. Greg Blose, CEO/President – Palm Coast-Flagler Regional Chamber  
Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Ms. Denise Breneman, Development Manager, NE Region – Special Olympics Florida  
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  
Mr. Arthur Loeffler, CFO – Dynamic Engineering Innovations  
Dr. Aubrey Long, Owner – Long Global Enterprises  
Mr. Bret Schmitz, Vice President – Peerbridge Health  
Dr. Kent Sharples, President – CEO Business Alliance  
Ms. Cheryl Tanenbaum, CAO – Intracoastal Bank  
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC  
Mr. Tyrone Walker, HR Director – AO Precision  
Ms. Angie White, Area Director – Vocational Rehabilitation

The following guests were present:

Ms. Katie Crofoot, Director – REACH Office  
Mr. Deane DeLoach, Network Administrator – CareerSource Flagler Volusia  
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia  
Mr. Charles Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia  
Mr. Howard Johnson, Data/EF 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. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.  
 Mr. Ted Pobst, District Administrator – Division of Blind Services  
 Ms. Sasha Rodriguez, Community and Partners Development Manager – 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 & Career Services – Case Management, Inc.  
 Mr. Mack Thomas, Program Manager – Eckerd Connects  
 Mr. Brian Williard, Program Manager – Road to Success  
 Ms. Audrey Turner – Division of Blind Services  
 Ms. Suzann Kenis – Division of Blind Services  
 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 March 25, 2022 Board meeting, the On-The-Job Training (OJT) and Customized Training (CT) agreements, and the Infrastructure Agreements. A motion was made, seconded, and the consent agenda passed unanimously.</p>	APPROVED	
<p><b><u>Training Providers and Programs</u></b></p> <p>Ms. Christine Sikora discussed the training provider list. She reported that once the State finalizes their training provider policy, staff will align their practices accordingly.</p> <p>Ms. Bradley declared a conflict of interest since her company, Daytona College, was a listed training provider. She called for a vote. A motion to approve the training providers and programs for Program Year (PY) 2022-2023 was made, seconded, and passed with Ms. Bradley abstaining from the vote.</p>	APPROVED	Nancy Bradley
<p><b><u>Related-Party Agreement: Rural Initiatives Contract, Mr. Greg Blose, Palm Coast-Flagler Regional Chamber of Commerce</u></b></p> <p>Ms. King advised that last year, the vendors for the Rural Initiatives grant were paid separately. She stated that this caused delays and required a lot of extra coordination from staff. Ms. King advised that in order to streamline the process, she is proposing to make the Palm-Coast Flagler Chamber the pass-through; the Chamber would pay the vendors and CareerSource Flagler Volusia would reimburse the Chamber. She explained that while the overall contract was for \$50,000, the Chamber's \$6,000 outreach piece</p>	APPROVED	Greg Blose

<p>remained unchanged. Ms. King advised that if approved by the Board, the contract would be sent to the State for their approval as well.</p> <p>Mr. Greg Blose declared a conflict of interest as the Chamber's CEO and President and abstained from the vote. Ms. Bradley called for a vote. A motion to approve the Palm Coast-Flagler Chamber's contract in the amount up to \$50,000 was made, seconded, and passed with Mr. Greg Blose abstaining from the vote.</p>		
<p><b><u>Related Party Agreement: Master Services Contract, Mr. Tyrone Walker, AO Precision</u></b></p> <p>Mr. Tyrone Walker declared a conflict of interest as the HR Director for AO Precision and abstained from the vote. Ms. Bradley called for a vote. A motion to approve the Master Services agreement for work-based learning for AO Precision in the amount up to \$30,000 was made, seconded, and passed with Mr. Tyrone Walker abstaining from the vote.</p>	<p>APPROVED</p>	<p>Tyrone Walker</p>
<p><b><u>Guest Speaker: Ms. Katie Crofoot, Director – REACH Office</u></b></p> <p>Ms. Bradley introduced Ms. Katie Crofoot, the new Director of the recently established REACH Office in Tallahassee. Ms. Crofoot discussed some of her office's initiatives and changes coming to the workforce system. Ms. Bradley thanked Ms. Crofoot for her presentation and opened the floor to Board member's questions.</p>		
<p><b><u>Executive Committee Report</u></b></p> <p>Ms. Bradley advised that the minutes of the April 28<sup>th</sup> Committee meeting were included in the agenda packet. She discussed some of the actions taken which included extending the current service provider contracts for one more year. Ms. Bradley reported that the Executive Committee made a recommendation to the Board to approve the 2022-2023 preliminary budget which was the next agenda item.</p> <p>Ms. Bradley called for a vote. A motion to ratify the actions of the Executive Committee was made, seconded, and passed unanimously.</p>	<p>APPROVED</p>	
<p><b><u>2022-2023 Proposed Preliminary Budget</u></b></p> <p>Mr. Dan Laux reviewed some of the changes to the budget for next year which included the LEEAP grant and less carry forward funds.</p>		

<p>He advised expenses were adjusted based on current trends in spending and an increase in staff positions.</p> <p>Ms. Bradley called for a vote. A motion to approve the 2022-2023 preliminary budget was made, seconded, and unanimously passed.</p>		
<p><b><u>Public Comment Policy</u></b></p> <p>Ms. Ann Lesizza advised that there has always been a procedure in place to ensure that the public has an opportunity to be heard; however, there has never been a formal policy in place. She explained that the policy would ensure that the Board, staff, and general public understand the process.</p>	<p>APPROVED</p>	
<p><b><u>Board Member Comments</u></b></p> <p>Ms. Bradley opened the floor to Board member comments. Mr. Greg Blose reported on the success of the Small Business Expo event and thanked CareerSource Flagler Volusia for their partnership.</p>		
<p><b><u>Recent Highlights</u></b></p> <p>Ms. Christine Sikora and Mr. Charlie Howell provided some recent highlights which included information on the LEEAP grant, young adult outreach campaign, and a new performance dashboard. The Board was informed that the Department of Labor Veteran Employment and Training Services Audit took place on May 6<sup>th</sup> and 7<sup>th</sup>. There were no findings, and several best practices were identified during their audit.</p>		
<p><b><u>President &amp; CEO's Comments</u></b></p> <p>At the last Board meeting, a request for funding was discussed. Ms. King reminded them that the request was for a pilot program by Embry-Riddle Aeronautical University (ERAU) in partnership with Volusia County Schools (VCS). She reported that with the transition of a new VCS superintendent, the program has been placed on hold. Ms. King reported that she is holding conversations with VCS on how to strengthen linkages between CareerSource Flagler Volusia, VCS, guidance counselors and student services.</p> <p>Ms. King advised that the staff member who was selected to fill the Rapid Response Coordinator position has started their own business. She advised that CareerSource Flagler Volusia will be searching for a replacement soon.</p> <p>Ms. King clarified that while Mr. Laux reported that the overall budget for 2022-2023 has increased, that was due to the LEEAP</p>		

<p>grant. She advised that the proposed budget was based on the reductions in funding that were received by the State. Ms. King stated that a final budget would be presented to the Board at the August meeting.</p> <p>Ms. King acknowledged a local figure known as “Big John”, who recently passed away. She acknowledged his work with nonprofits and that he was one of the biggest advocates for the local area’s most vulnerable residents.</p> <p>She asked Mr. Howell to acknowledge a couple of retirements. Mr. Howell advised that Mr. Chanh Tran and Ms. Lynda Beach from the IT department would be retiring in June. He recognized their hard work and contributions over the many years they have worked for CareerSource Flagler Volusia.</p>		
<p><b><u>Informational Items</u></b></p> <p>Ms. Bradley stated that a financial report, and a copy of the Strategic Imperatives could be found in the agenda packet.</p>		
<p><b><u>Next Meeting</u></b></p> <p>Ms. Bradley advised that the next Board meeting was scheduled for August 19, 2022.</p>		