

MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
EXECUTIVE COMMITTEE

April 18, 2023

The meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 18<sup>th</sup> day of April 2023 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. Ann Lesizza served as Recording Secretary. The Recording Secretary called the roll and noted those present.

The following Committee members were present:

Ms. MaryJo Allen, Chief Nursing Officer, Halifax Health  
Ms. Nancy Bradley, Administrator – Daytona College  
Ms. Denise Breneman, Development Manager – Special Olympics Florida  
Dr. Aubrey Long, Owner – Long's Global Business Enterprises, Inc.  
Mr. Matthew Nelson, Business Manager – IBEW 756  
Mr. Bret Schmitz, VP of Manufacturing and Supply Chain – Peerbridge Health  
Mr. Tyrone Walker, HR Director – AO Precision  
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia  
Ms. Ann Lesizza, Chief Administrative Office – CareerSource Flagler Volusia  
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
Mr. Charlie Howell, Vice President – Business Development & Technology – CareerSource Flagler Volusia  
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions – CareerSource Flagler Volusia  
Mr. Dan Laux, Chief Financial Officer – CareerSource Flagler Volusia  
Ms. Trish McGetrick, Outreach & Special Projects Manager – CareerSource Flagler Volusia  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia  
Ms. Donna Runge, Program Administrator – Department of Economic Opportunity  
Ms. Kathy Spencer, Director of Business and Career Services – Case Management, Inc.  
Mr. Mack Thomas, Program Manager – Eckerd Connects  
Mr. Howard Johnson, Data Manager – Eckerd Connects

Ms. Sasha Rodriguez, Community & Partners Development Manager – Career Steps, Inc.

Item and Discussion	Vote	Abstain
<p><b><u>Approval of Minutes</u></b></p> <p>Following the Welcome and Introductions, Ms. Nancy Bradley requested a motion to approve the minutes of the February 28, 2023 meeting minutes. She stated that the minutes had been included with the agenda package for the meeting.</p> <p>Upon motion duly made, seconded, and unanimously approved, the minutes of the February 28 meeting were approved.</p> <p>Ms. Bradley stated that also included in the agenda package were the minutes of the March 9, 2023 Compensation Committee meeting.</p> <p>Mr. Bret Schmitz provided a report on the action of the Compensation Committee. Following his report, Ms. Bradley requested a motion to approve the recommendation of the Compensation Committee.</p> <p>Upon motion duly made, seconded, and unanimously approved, the recommendation of the Compensation Committee was approved.</p>	<p>APPROVED</p> <p>APPROVED</p>	
<p><b><u>Board Meeting Agenda &amp; Speaker</u></b></p> <p>Ms. Bradley stated that a draft agenda for the May 26<sup>th</sup> Board meeting had been included in the agenda and requested that Ms. Robin King review the agenda.</p> <p>Ms. King mentioned that our regional targeted occupations list and training providers and programs will be presented for approval. She stated that staff have reached out to Board members who anticipate using our services for on-the-job training and customized training in the coming year and those related party agreements will be presented to the Board for approval.</p> <p>Next, Ms. King advised that DEO will be presenting the annual performance report at the meeting. She reported that, after discussion with the Chair and Vice Chair, a</p>		

<p>speaker to consider might be Ms. Adrienne Johnston, the new president of CareerSource Florida. Ms. King advised that Ms. Johnston had already spoken to several other boards across the state specifically around the realignment. She would be speaking remotely. The Committee concurred that Ms. Johnston would be an excellent speaker to have at the Board meeting.</p> <p>Ms. King stated that another item that will be on the agenda for the Board is the review of the preliminary budget. She stated that a budget, based on the information available today, will be reviewed by the Finance Committee later this week and presented to the Board for approval. The final budget will be presented at the August Board meeting and submitted to the counties and the state for approval.</p>		
<p><b><u>New Board Member Application</u></b></p> <p>Ms. Bradley called attention to the application of Mr. John Subers for Board of Directors membership. Ms. Robin King provided a brief review of Mr. Subers' qualifications.</p> <p>Ms. Bradley requested a motion to approve Mr. John Subers for membership on the Board of Directors.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, Mr. Subers was approved as a member of the Board of Directors.</p>	APPROVED	
<p><b><u>Joint Career Pathways and Business Development Committee Meeting Report</u></b></p> <p>Ms. Mary Jo Allen reported on the joint meeting of the Career Pathways and Business Development Committees. The Committees discussed several items that affect the organization; one of which was bringing the Business Services Unit in-house. This action would be a good fit based on the impending consolidation. She reported that the Committees also talked about the Request for Proposals process that will be approaching.</p> <p>Ms. Robin King addressed the Committee and explained that we would be required to become a direct service provider in order to bring Business Services in-house. Ms. King stated that she would like the approval to be a direct service</p>		

<p>provider expanded beyond Business Services in the event that we needed to step in during any part of the transition so we could cover operations on a temporary basis if needed. Ms. King briefly reviewed the logistics around becoming a direct service provider.</p> <p>Ms. Allen stated that it was the recommendation of the joint Committees to bring the Business Service Unit in-house.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Executive Committee approved the Statement of Intent to Request Permission to Serve as a Direct Service Provider.</p>	<p>APPROVED</p>	
<p><b><u>Consolidation Implementation Update</u></b></p> <p>Ms. Robin King provided a report to the Committee on the Consolidation. She stated that there is a request for proposals for Phase Three. The contract would be to oversee and assist implementation of newly realigned and consolidated workforce boards.</p> <p>She reported that she and Ms. Marci Murphy, President of CareerSource Brevard, had met with an attorney from Grey Robinson's office to discuss writing the interlocal agreement, which they have done for other regions. Ms. King advised that the firm would also be able to write up by laws, articles of incorporation and file the 501(c) 3 if we choose.</p> <p>Additionally, Ms. King advised that she had met with Attorney Scott Simpson, who had been recommended by Jim Rose. Mr. Simpson did the merger of SMA and ACT. State law comes into play when two entities merge. He advised that the two entities would be dissolved. We would not be able to maintain our current Workforce Development Board.</p> <p>Next, Ms. King reviewed the organization's unrestricted funds; the source of the various funds and what was committed. Ms. King explained that she talked with Mr. James Halleran from James Moore concerning the tax implications. A suggestion was made to establish a foundation. Ms. King discussed moving the unrestricted funds to United Way's Community Foundation. Ms. King provided a brief description of the Foundation and said that Ms. Courtney Edgcomb, President of United Way, would be attending the Finance Committee meeting to discuss the</p>		

<p>fund and the investments. Ms. King talked about a neutral third-party having access to ensure the funds are handled properly. She suggested the Committee consider Ms. Barbara Girtman, a former member of the Board. Having the foundation would take the money off our books and keep it available for our community and our mission.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Committee approved moving the current Corporate Investment funds to a donor-advised fund with United Way and selecting a third-party non-Board member to oversee the fund.</p> <p>Ms. King presented a chart on the proposed timeline and projected costs associated with the transition that she and Ms. Murphy had drawn up and sent to CareerSource Florida. She discussed some of the costs of the transition and stated that the state would be expected to provide funds to cover the expenses. Ms. King advised that in order to accomplish this transition properly would take about three years.</p> <p>During the first year, starting July 2024, the governance structure would need to be created. Creation of the new entity that would receive the allocations, an interlocal agreement, a new consortium of three counties to designate the fiscal agent and administrative entity, appointment of a new board and creation of a 501(c)3. These tasks would need to be accomplished in order to receive funding allocations for the 2025-2026 program year.</p> <p>Ms. King continued to discuss the funds needed for the transition and that they are requesting that these funds have no strings attached. She continued to review the many topics surrounding the implementation.</p>	<p>APPROVED</p>	
<p>No further business to come before the meeting, it was adjourned.</p>		