

MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
EXECUTIVE COMMITTEE

July 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 July 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. At the Chair's request, the Recording Secretary called the roll and noted each person present.

The following Committee members were present:

Ms. MaryJo Allen, Chief Nursing Officer, Halifax Health  
Ms. Nancy Bradley, Administrator – Daytona College  
Dr. Aubrey Long, Owner – Long's Global Business Enterprises, Inc.  
Mr. Bret Schmitz, VP of Manufacturing and Supply Chain – Peerbridge Health  
Dr. Kent Sharples, President – CEO Business Alliance  
Mr. Tyrone Walker, HR Director – AO Precision  
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

Ms. Kimberly Grey, Florida Operations Director – Eckerd Connects  
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  
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia  
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions – CareerSource Flagler Volusia  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia  
Ms. Kathy Spencer, Director of Business and Career Services – Case Management, Inc.  
Mr. Brian Willard, Program Director – Road to Success  
Ms. Judy Brown, Assistant Managing Director of Operations – Career Steps, Inc.

Item and Discussion	Vote	Abstain
<p><b><u>Approval of the Minutes</u></b></p> <p>The Committee reviewed and unanimously approved the April 18, 2023 meeting minutes.</p>	APPROVED	
<p><b><u>2021-2022 Financial Monitoring Report</u></b></p> <p>Ms. Bradley reported that the Committee had received the summary of the 21-22 financial monitoring and responses. The summary was a brief overview of the findings. Ms. Bradley called on Ann Lesizza and Dan Laux to review the summary. Ms. Lesizza addressed the Committee members and reported on several of the findings and staff's approach to the responses. Next, Mr. Laux discussed the internal control concerns and processes that have been implemented. Financial policies, which will be brought before the Board of Directors on August 25, 2023, for approval, will be developed or updated to ensure stronger internal controls.</p> <p>Committee members raised questions and discussed training and consulting needs. It was agreed that an external financial monitoring firm should be engaged to review processes and policies and provide any training which might be recommended.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried the Executive Committee instructed staff to seek quotes from a consultant to provide necessary financial monitoring of processes and policies along with training if required.</p> <p>Ms. King reported to the Committee members that, as a result of the monitoring, she had been contacted by the Inspector General's office. They are reviewing procurements for the past three years. Response is due July 28<sup>th</sup>.</p>	APPPROVED	
<p><b><u>Highlights of the Proposed 2022-2023 Budget</u></b></p> <p>Ms. Robin King reported to the Committee on highlights for the 2023-2024 Budget which will come before the Board for approval at the August 25<sup>th</sup> meeting. She reviewed the reduction in funds and the impact for the coming year.</p>		

<p>Ms. King discussed the allocations and cuts in expenses:</p> <p>Allocations:</p> <ul style="list-style-type: none"><li>• WIOA Adult 15.87% reduction</li><li>• WIOA Youth 15.96% reduction</li><li>• TANF 9.88% reduction</li><li>• Opioid Recovery – ends April 1, 2024</li><li>• CDL License funds – ended June 30, 2023</li></ul> <p>Expenses:</p> <ul style="list-style-type: none"><li>• Three layoffs, one moved position and two unfilled positions</li><li>• ITA Cap reduced to \$7,500</li><li>• TANF used to supplement the Youth programs</li><li>• The Youth Employment &amp; Talent Initiative (YETI) removed</li><li>• LEEAP coordinator brought in-house (was a 1099er)</li><li>• Change in supervisory responsibilities for all DEO employees</li><li>• Budget items that we can control, like travel, supplies, etc. have been reduced across the board for all departments, including the corporate office.</li><li>• All training budgets have been reduced, i.e., ITAs, OJTs, CT</li><li>• CEO salary</li></ul>		
<p><b><u>August Board Meeting Agenda &amp; Speaker</u></b></p> <p>The Committee reviewed the draft August Board agenda. Ms. Bradley reported that the recommended speaker for the meeting is Mr. Greg Blose, the President &amp; CEO of the Palm Coast-Flagler Regional Chamber of Commerce and a member of the Board. The Committee accepted the Board Meeting Agenda and speaker as presented.</p>		
<p><b><u>Direct Service Provider Statement of Intent – Waiver &amp; Plan Update</u></b></p> <p>Ms. Bradley addressed the Committee and stated that the Board of Directors had approved CareerSource Flagler Volusia being a Direct Service Provider in order to align services with Brevard and bring the Business Services inhouse. She called on Ms. Christine Sikora to provide additional information.</p> <p>Ms. Sikora addressed the Committee and advised that in order to be a Direct Service Provider, it is necessary to</p>		

<p>amend the Four-Year Plan. She explained that the waiver is asking that we be authorized as a Direct Provider for all services since we don't know, at this time, what services we might need to provide when we consolidate.</p> <p>Ms. Bradley asked for a motion to approve amending the Four-Year Plan. The motion was made, seconded, and unanimously approved.</p>	APPROVED	
<p><b><u>YETI Committee Report</u></b></p> <p>Next, Ms. King discussed the YETI Program. She explained that there are nine providers for this past year and 216 participants, compared to 89 participants in the previous year. Ms. King explained that \$475,000 had been spent on the program, of which 66% was earned by participants. Ms. King reported that due to budget cuts, the YETI program will not be provided this coming year. Hopefully, it can be restarted in the following year.</p>		
<p><b><u>President &amp; CEO's Updates</u></b></p> <p>Ms. King reported on the organization's current status for the State's letter grade. CareerSource Flagler Volusia's 2<sup>nd</sup> quarter percentage was 99.63% and the 3<sup>rd</sup> quarter was 101.6%, the highest ranking workforce board.</p> <p>Next, Ms. King provided a brief consolidation update. She discussed the June 23<sup>rd</sup> staff training and the desire of all staff to be included in the transition.</p> <p>Ms. King reported on the status of the GoGig venture with Volusia County and the website progress – Work Local! worklocaljobs.com. Ms. Sikora stated that she hoped to have something to present at the Alliance4 event on August 4<sup>th</sup>.</p> <p>Ms. King provided an update on the future foundation that she is working on, Skill Investment - skillinvestment.org. She is currently working on the Articles of Incorporation and bylaws. This will be the organization's foundation for the investment account in the future.</p>		

<p><b><u>Other Comments</u></b></p> <p>Ms. Bradley stated that we are navigating some difficult things right now and asked members to contact Ms. King if there were questions, ideas, comments or suggestions they might have.</p> <p>Ms. Bradley advised that the next Board of Directors meeting would be on August 25th.</p> <p>No further business coming before the meeting, it was adjourned.</p>		
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