

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE COMMITTEE AND FINANCE COMMITTEE MEETING

OCTOBER 17, 2023

The meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 17th day of October, 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. 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. Donald O'Brien, Commissioner – Flagler County Board of Commissioners
Mr. Bret Schmitz, VP of Manufacturing and Supply Chain – Peerbridge Health
Dr. Kent Sharples, President – CEO Business Alliance
Mr. Derek T. Triplett – 3D Trip Enterprises, Inc.
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Mr. Tyrone Walker, HR Director – AO Precision
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

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. Kimberly Grey, Florida Operations Director – Eckerd Connects
Ms. Jennifer Gosling, Administrative & Internal Monitoring Director – 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.
 Ms. Trish McGetrick, Outreach & Special Projects Director – CareerSource Flagler Volusia
 Ms. Donna Runge, Jobs & Benefits Administrator – Florida Dept. of Commerce
 Mr. Richard Powell, CPA – Powell Consulting
 Ms. Jenn Hale, Program & Monitoring Manager – CareerSource Flagler Volusia
 Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
 Mr. Jesse McGee, Workforce Systems Analyst – Career Steps, Inc.
 Ms. Sasha Rodriguez, Community & Partners Development Manager – Career Steps, Inc.
 Ms. Mandi Howell, IT Technician – CareerSource Flagler Volusia

Item and Discussion	Vote	Abstain
<p><u>Approval of the Minutes</u></p> <p>The Committee reviewed and unanimously approved the July 18, 2023 meeting minutes.</p>	APPROVED	
<p><u>Financial Update</u></p> <p>Ms. Nancy Bradley called on Ms. Robin King to provide the financial update. Ms. King addressed the Committee and advised that Ms. Bradley received a letter via email late Friday regarding the Florida Department of Commerce response to the 2021-2022 Financial Monitoring. Ms. King discussed the letter and the option to name CareerSource Brevard as fiscal agent or to go to cost reimbursement.</p> <p>The Committee members discussed the authority to make the decision. Does the state have the authority to appoint Brevard since the Counties appoint the fiscal agent.</p> <p>Mr. Richard Powell, the financial consultant, reported to the Committee members that there were 12 issues identified. He explained that those issues have been attacked and they have been working the last six weeks to make the corrections. He has performed workforce audits for the past twenty years and stated he believes that given 30 days they would have everything fully resolved. Mr. Powell stated that this is not the condition that would result in this type of reaction. He also stated that this organization has had an ongoing history of clean audits. Mr. Powell stated that this action could have extreme negative impacts to the counties.</p>		

<p><u>Draft November Board Meeting Agenda</u></p> <p>Ms. Nancy Bradley called attention to the draft November Annual Meeting Agenda. Included with the Agenda was the proposed slate of officers: Dr. Aubrey Long – Chair Ms. Mary Jo Allen – Vice Chair Mr. Bret Schmitz – Treasurer Mr. Tyrone Walker – Secretary</p> <p>Next, Ms. Bradley advised that also included was a tentative Board of Directors’ Meeting Schedule and a proposed schedule for Executive Committee meetings.</p> <p>Ms. Bradley called on Ms. Robin King to discuss the 2023 Workforce Partner in Excellence. Ms. King stated that she would like to recognize the non-Board Committee members as the 2023 Workforce Partner in Excellence as a thank you for their volunteer service over the years. The Committee concurred.</p> <p>Ms. Bradley asked if any changes needed to be made to the Agenda, slate of officers, or meeting schedules. No changes were suggested.</p>		
<p><u>Draft January Board Meeting Agenda</u></p> <p>Next, the Committee reviewed the draft January Board Meeting Agenda. No changes were recommended.</p>		
<p><u>Report – Office of Inspector General Project Closure</u></p> <p>Ms. Robin King reported that a copy of the report from the Inspector General regarding the Procurement Practices had been included with the Agenda materials. Several recommendations were made regarding future procurement practices and policies and the need for additional competitive quotes. The investigation was closed with no findings.</p>		
<p><u>Industry Councils – State Policy</u></p> <p>Ms. Bradley called on Ms. Trish McGetrick to discuss the need to add industry consortiums composed of representatives of education and businesses in the</p>		

<p>designated workforce service delivery area. The consortiums must meet quarterly and will not contain members of the Board. Members will be assigned by the Board of Directors Chair. Quarterly meetings are to focus on the specific talent development needs or observations on talent in the local area and the specific education offerings available. Reports are to be published on the local workforce website.</p>		
<p><u>Training vendor addition</u></p> <p>Next, Ms. Christine Sikora discussed the request to add Bethune Cookman University – LPN & CNA Program as a training provider. She explained that they fall under the William L. Boyd special grant program.</p> <p>After discussion, upon motion duly made, seconded and unanimously carried, the Committees approved the addition of Bethune Cookman University – LPN & CAN Program as a training provider.</p>	<p>APPROVED</p>	
<p><u>Business Development & Career Pathways Committee Report</u></p> <p>Ms. Nancy Bradley called on Mr. Matthew Nelson to provide a report on the Joint Meeting of the Business Development and Career Pathways Committees which was held on September 26, 2023. Mr. Nelson reported that due to recent budget cuts, ITAs and OJTs were currently suspended and that CTs were continuing. When ITAs resume, the amount will be reduced from \$7,500 to \$5,000 per individual.</p>		
<p><u>President & CEO's Updates</u></p> <p>Ms. King reported on the organization's status for the State's letter grade. CareerSource Flagler Volusia's grade is A+ receiving a score of 102.41, the second highest score in the state.</p> <p>Ms. King requested authority to order gift cards for staff from unrestricted funds. The Committee agreed.</p> <p>Upon motion duly made, seconded, and unanimously carried the Committees approved the purchase of gift cards for staff from unrestricted funds.</p>	<p>APPROVED</p>	

<p>Ms. King clarified the time for the fiscal agent determination meeting scheduled for October 20th. The members decided to meet virtually at 2:00 p.m.</p>		
<p><u>Other Comments</u></p> <p>Ms. Bradley stated asked members to contact Ms. King if there were questions, comments, or suggestions they might have.</p> <p>Ms. Bradley advised that the next Board of Directors meeting would be the Annual Meeting on November 3, 2023.</p> <p>No further business coming before the meeting, it was adjourned.</p>		