

MINUTES OF THE MEETING  
OF  
CAREERSOURCE FLAGLER VOLUSIA  
BOARD OF DIRECTORS

August 25, 2023

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 August 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 each person present.

The following Board members were present:

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. Cyrus Callum, Director Volusia County Aviation & Economic Development  
Ms. Courtney Edgcomb, President – United Way Volusia-Flagler Counties  
Ms. Dolores Key, Director – Flagler County Economic Development  
Dr. Aubrey Long, Owner – Long Global Enterprises  
Mr. Matthew Nelson, Business Manager – IBEW 756  
The Honorable Donald O'Brien, Commissioner – Flagler Board of Commissioners  
Mr. Bret Schmitz, Vice President – Peerbridge Health  
Mr. John Subers, Foundation Director – AdventHealth Palm Coast  
Ms. Helga van Eckert, Vice President–Florida Business Operations – Vidya Herbs USA  
Mr. Tyrone Walker, HR Director – AO Precision

The following guests were present:

Mr. Charles Howell, Vice President-Business Development & Technology – CareerSource Flagler Volusia  
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  
Mr. Judy Brown, Assistant Managing Director of Operations – Career Steps, Inc.  
Ms. Trish McGetrick, Outreach & Special Projects Director – CareerSource Flagler Volusia  
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions – CareerSource Flagler Volusia  
Ms. Mandi Howell, IT Technician – CareerSource Flagler Volusia  
Mr. Howard Johnson, Data Manager – Eckerd Connects

Ms. Judy Brown, Assistant Managing Director of Operations – Career Steps, Inc.  
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
Ms. Donna Runge, Jobs and Benefits Administrator - FloridaCommerce  
Ms. Kathleen Danclair, Career Services Advocate Manager – Case Management, Inc.  
Ms. Sasha Rodriguez, Community & Partners Development Manager – Career Steps, Inc.  
Dr. Sheryl Weems, Associate Vice President – Daytona State College  
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia  
Ms. Kathy Spencer, Director of Business & Career Services – Case Management, Inc.  
Mr. Brian Willard, Program Manager – Road to Success  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

| Item and Discussion  | Vote     | Abstain |
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| <b><u>Consent Agenda</u></b><br><br>The Board approved the consent agenda, which included the minutes from the May 26, 2023 Board meeting, A motion was made, seconded, and the consent agenda passed unanimously.   | APPROVED |         |
| <b><u>Guest Speaker: Mr. Greg Blose</u></b><br>Ms. Nancy Bradley introduced the Guest Speaker, Mr. Greg Blose, President & CEO, Palm Coast – Flagler Regional Chamber of Commerce. Mr. Blose provided the Board members with an overview of the Small Business Grant Program. He explained, using a PowerPoint slide presentation, that the Program included small business seminars at Daytona State College, a Small Business Expo, and an entrepreneur conference. The Program offered small business mentoring and consulting support. Mr. Blose reported to the Board that this Program was provided to the small businesses free of cost thanks to the funds provided by CareerSource Flagler Volusia through the Rural Initiative Grant. The Program was very successful, and he was looking forward to continuing to provide these services. |          |         |
| <b><u>Financial Update</u></b><br><br>Ms. Nancy Bradley explained to the Board members that at this meeting and going forward, a Financial Update will be provided as a standing item. She stated that in the past, the members received a financial update report with the informational items. Mr. Dan Laux addressed the Board members and provided a brief overview of the funding streams and the accounting systems used to record expenditures.   |          |         |
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| <p><b><u>Finance Committee Report</u></b></p> <p>Ms. Bradley advised that the Minutes of the August 10, 2023 Finance Committee meeting were forwarded to the members under separate cover, and everyone should have had an opportunity to review the minutes. Mr. Bret Schmitz addressed the Board members and discussed the review of the 2023-2024 Annual Budget and the recommendation to approve the Budget as presented.</p> <p>Ms. Bradley called for a motion to approve the 2023-2024 Annual Budget.</p> <p>Upon motion duly made, seconded and unanimously carried, the 2023-2024 Annual Budget was approved as presented.</p>   | APPROVED |  |
| <p><b><u>Transfer of Dislocated Worker Funds</u></b></p> <p>Mr. Bret Schmitz advised that the Finance Committee reviewed the request to transfer WIOA Dislocated Worker Funds to Adult. He explained that transfer of amounts exceeding 25% of the allocated funds must be approved by the Board of Directors. Staff are requesting that \$600,000 be transferred to Adult. The Finance Committee is recommending approval.</p> <p>Upon motion duly made, seconded and unanimously carried, the Board approved the transfer of \$600,000 from WIOA Dislocated Worker Funds to Adult.</p>  | APPROVED |  |
| <p><b><u>Related Party Agreements</u></b></p> <p>Ms. Nancy Bradley stated that contracts with Board members must be approved by the Board and forwarded to FloridaCommerce for approval. Ms. Bradley explained that at our last meeting, the Board approved a Master Service Agreement with Halifax Health. Halifax Health has requested some modifications to the General Terms and Conditions, which are made a part of the contract, before entering into the Agreement. The requested changes were included in the agenda packet.</p> <p>After discussion, with Ms. Mary Jo Allen abstaining, upon motion duly made seconded and unanimously carried, the Board approved the modifications to the General Terms and Conditions.</p> <p>Next, Ms. Bradley stated that the agenda packet also included a Master Service Agreement with Vidya Herbs, USA. She explained that Ms. Helga van Eckert is the Vice President of Florida Operations. Vidya Herbs, USA. is a global organization in the production of herbal extracts with a new facility in Bunnell.</p> | APPROVED |  |

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| <p>After discussion, with Ms. Helga van Eckert abstaining, upon motion duly made, seconded and unanimously carried, the Board approved the Master Service Agreement with Vidya Herbs USA.</p>   | APPROVED |  |
| <p><b><u>Executive Committee Report</u></b></p> <p>Ms. Bradley advised that the minutes of the July 18th Committee meeting were included in the agenda packet. She reported that during the Executive Committee meeting, one of the items was the need to amend the Four-Year Plan to allow CareerSource Flagler Volusia to act as a Direct Service Provider during the transition period.</p> <p>Ms. Bradley requested a motion to ratify the actions of the Executive Committee.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Board ratified the actions of the Executive Committee.</p>  | APPROVED |  |
| <p><b><u>Merger Updates</u></b></p> <p>The Chair reported that Minutes of the August 8<sup>th</sup> REACH Act Alignment webinar along with a copy of the Ernst and Young slide presentation were included in the agenda packet. She called on Ms. Robin King to provide a brief update on the Merger.</p> <p>Ms. King advised that she had a one-on-one meeting with three representatives from Ernst &amp; Young, as did Brevard. There was a second session with Local Elected Officials. Mr. Donald O'Brien participated. She explained that they are gathering data at this point to see where we are aligned and where we are different. A checklist should be provided by the end of the month, and by the end of September, we should have an individualized plan that would give us the options.</p> <p>Ms. King reported that we had released a Request for Qualifications and quotes in order to begin determining the costs for the merger, primarily for legal services. She reported that a budget will be developed and brought to the Finance Committee. Ms. King advised that she has been meeting with some of our state representatives to better understand what they would like to see with the merger.</p> |          |  |
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| <p><b><u>Highlights</u></b></p> <p>Next, Ms. Bradley called on Mr. Charlie Howell and Ms. Christine Sikora to provide the Highlights. Mr. Howell reported that for well over a year, we have been talking about the LEEAP program, which includes entrepreneurial mindset training. He stated that as the program is winding down, we wanted to provide some of the observations from the program which was designed to help participants into a better self-sufficiency position. Mr. Howell reviewed the areas which were addressed by the program.</p> <p>Next, Ms. Christine Sikora addressed the Board members and provided a brief report on the Alliance4 event which took place on August 4<sup>th</sup>. She congratulated everyone involved for the sold-out event. Mr. Ken Phelps with the Daytona Regional Chamber of Commerce presented an overview of the You Science program and Mr. Brad Harris, Volusia County Economic Development, provided a report on the Labor Force Status. Ms. Sikora reported that the keynote speaker, Mr. Rabi Sami, Bluefox Enterprises, discussed “The Reality of Retention”, which was very well received. In addition, Mr. Ronnie Mack, with GoodBridge Consulting, facilitated the table discussions. Ms. Sikora stated that the event was very successful, and staff have begun to work on the next Alliance4 event, scheduled to be held on February 9, 2024.</p> |  |  |
| <p><b><u>President &amp; CEO’s Comments</u></b></p> <p>Ms. Robin King addressed the Board members and briefly discussed the areas affected with the lean budget, such as classroom training. She reported that the Executive Committee had instructed her to engage the services of a financial consultant and she had sent a contract to Powell Consulting in Lake City. Ms. King explained that there were several responses to the Request for Qualifications. The pricing was similar with all the respondents, one of the reasons that Powell Consulting was selected because of how quickly they could get up and running.</p>  |  |  |
| <p><b><u>Informational Items</u></b></p> <p>Ms. Bradley called attention to the informational items contained in the agenda package. Included is a performance update, a recent copy of the Strategic Imperatives and the On-the-Job and Customized Training Agreements.</p>  |  |  |
| <p><b><u>Next Meeting</u></b></p> <p>Ms. Bradley advised that the next Board meeting is the Annual Meeting and is scheduled for November 10, 2023. She stated that November 10<sup>th</sup> is the Veteran’s Day holiday and asked the</p>  |  |  |

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| members to consider changing the meeting of November 3 <sup>rd</sup> . Ms. King explained that traditionally the audit is presented at the Annual Meeting. This year, however, the audit field work is being pushed out to the end of November or early December in order to provide the financial consultants an opportunity to conduct their review. The members agreed to move the Annual Meeting to November 3, 2023. |  |  |
| <b><u>Adjournment</u></b><br><br>There being no further business to come before the meeting, it was adjourned.  |  |  |