

MINUTES OF THE ANNUAL MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA
BOARD OF DIRECTORS

November 3, 2023

The meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 3rd day of November 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. Ann Lesizza 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. Mary Jo Allen, MSN, MBA, RN
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 Resources
Dr. Thomas LoBasso, President – Daytona State College
Dr. Aubrey Long, Owner – Long's Global Enterprises, Inc.
Mr. Matthew Nelson, Business Manager – IBEW 756
The Honorable Donald O'Brien, Commissioner – Flagler Board of Commissioners
The Honorable David Santiago, Councilman – Volusia County Council
Mr. Bret Schmitz, Vice President – Peerbridge Health
Dr. Kent Sharples, President – CEO Business Alliance
Mr. John Subers, Director of the Foundation – AdventHealth Palm Coast
Mr. Carlos Valderrama, Manager – Valderrama Partners, LLC
Ms. Helga van Eckert, Vice President Florida Business Operations – Vidya Herbs USA
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
Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Ms. Valerie Uy Ignacio, Digital & Multimedia Director – CareerSource Flagler Volusia
Ms. Judy Brown, Assistant Managing Director of Operations – Career Steps, Inc.
Ms. Christine Sikora, Vice President-Innovative Workforce Solutions – 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, Administrative & Internal Monitoring Director – CareerSource Flagler Volusia
Ms. Trish McGetrick, Outreach & Special Projects Director – CareerSource Flagler Volusia
Mr. Howard Johnson, Data Manager – Eckerd Connects
Mr. Jesse McGee, Workforce Systems Analyst – CareerSource Flagler Volusia
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Donna Runge, DEO Program Administrator – Department of Economic Opportunity
Ms. Sasha Rodriguez, Community and Partners Development Manager – Career Steps, Inc.
Ms. Kathleen Danclair, Career Services Advocate Manager – Case Management, Inc.
Ms. Marci Murphy, President – CareerSource Brevard
Mr. James Watson, Vice President Operations – CareerSource Brevard
Mr. Mack Thomas, Project Manager – Eckerd Connects
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia
Ms. Ashley Ziemann, Project Coordinator – CareerSource Flagler Volusia
Ms. Mandi Howell, IT Technician – CareerSource Flagler Volusia

Item and Discussion	Vote	Abstain
<p><u>Presentation</u></p> <p>Ms. Nancy Bradley advised that the first item on the agenda was the presentation of the 2023 CareerSource Flagler Volusia Workforce Professional Champion, Ms. Marilyn Rubino. She reported to the Board that Ms. Rubino was chosen by her co-workers as the Workforce Professional worthy of recognition. Ms. Rubino, a member of the Career Steps, Inc. team, works in the Palm Coast Career Center as a Customer Service Specialist.</p> <p>Next, Ms. Bradley acknowledged this year's Partners in Workforce Excellence, the CareerSource Flagler Volusia non-Board Committee members. Ms. Bradley stated that CareerSourceFV has a strong network of community members who volunteer to serve on the Committees of the Board. Ms. Bradley mentioned each of those members.</p> <p><u>Career Pathways Committee</u></p> <p>Amy Kelly – Junior Achievement Kim Houghton – Vocational Rehabilitation D. J. Lebo – Early Learning Coalition of Flagler and Volusia Ken Phelps – Daytona Regional Chamber of Commerce</p>		

<p>Theodore Pobst – Division of Blind Services Renee Kirkland – Flagler County Schools-Technical Institute Keri Wagner – DaVita Labs Sherryl Weems – Daytona State College</p> <p><u>Business Development Committee</u> Lawrence Anderson – United Way of Volusia & Flagler Adrienne Barker – SCORE of Volusia/Flagler Dan Baylor – DaVita Labs Robert Cruz – Electrical Training Alliance of Daytona Beach Brad Harris – Volusia County Division of Economic Development Nancy Keefer – Daytona Regional Chamber of Commerce Keith Norden – Team Volusia Shailesh Patel – Dredging and Marine Consultants Eric Remington – DME</p> <p><u>Executive and Finance Committees</u> Derek Triplett – 3D Trip Enterprises, Inc.</p> <p>Ms. Bradley stated that since this is the last year before the merger, the organization wanted to recognize these Committee members for their volunteer service and valuable contributions.</p>		
<p><u>Consent Agenda</u></p> <p>Ms. Bradley stated that the agenda package included the items listed on the consent agenda; the minutes from the August 25, 2023 Board meeting, the 2024 Holiday Schedule and the 2024 Board Meeting dates.</p> <p>Ms. Bradley requested a motion to approve the consent agenda.</p> <p>After motion duly made, seconded, and unanimously approved, the consent agenda was approved as presented.</p>	APPROVED	
<p><u>Financial Updates</u></p> <p>Ms. Bradley called on Ms. Robin King to present the Financial Updates. Ms. King addressed the Board members and called</p>		

<p>attention to a PowerPoint presentation. Ms. King reported that CareerSource Brevard has been named as Fiscal Agent for CareerSourceFV and will be the lead in the consolidation. She highlighted the responsibilities of the Fiscal Agent and discussed the short-term implications. Ms. King stated that we are limited to a 10% administration cap and that paying for an outside fiscal agent as well as an accounting firm to reconcile the books is going to push admin costs to the limit and possibly beyond. She advised that Ms. Marci Murphy, President of CareerSource Brevard was online and available for questions. Ms. Murphy addressed the Board members and reported that they had visited and discussed various functions with the finance staff.</p>		
<p><u>Financial Policies</u></p> <p>Ms. Bradley advised that following the recent financial monitoring, the Florida Department of Commerce had recommended the addition of several new finance policies and a modification to our Procurement Policy. Ms. Bradley stated that the agenda package contained the proposed new policies, developed with the assistance from Powell Consulting, along with a modification to the Procurement Policy to address specific contract criteria.</p> <p>Ms. Bradley requested a motion to approve the Accounting Records Policy, Bank Reconciliation Policy, Credit Card Administration Policy, Prepaid Cards & Bus Pass Policy and the addition to the Procurement Policy setting forth contract criteria and language to be included in all contracts.</p> <p>After motion duly made, seconded, and unanimously carried, the new policies and modification to the Procurement Policy were approved.</p>	APPROVED	
<p><u>Chair's Comments</u></p> <p>Ms. Bradley addressed the Board members and stated that since this was her last meeting as chair, she wanted to thank everybody, especially staff. She said that this is a terrific, wonderful, hard-working entity made up of people who care about each other and about their board, but most of all, about the customers that they serve and the citizens of our two counties.</p> <p>Ms. Bradley said it's been a challenging time and will continue to be challenging as we proceed with the consolidation. She stated that under Robin's leadership, with her executive team,</p>		

<p>she knew that they would continue to do a fantastic job as we go forward.</p>		
<p><u>Executive Committee Report</u></p> <p>Ms. Bradley advised that the minutes of the October 17, 2023 and October 20, 2023 joint meetings of the Executive and Finance Committees were included with the agenda package.</p> <p>Ms. Bradley called for a motion to ratify the actions of the Executive and Finance Committees at the October 17, 2023 joint meeting.</p> <p>After motion duly made, seconded, and unanimously carried, the Board of Directors ratified the actions of the Executive and Finance Committees at the October 17, 2023 joint meeting.</p> <p>Next, Ms. Bradley called for a motion to ratify the actions of the Executive and Finance Committees at the October 20, 2023 joint meeting.</p> <p>After motion duly made, seconded, and unanimously carried, the Board of Directors ratified the actions of the Executive and Finance Committees at the October 20, 2023 joint meeting.</p>	<p>APPROVED</p> <p>APPROVED</p>	
<p><u>Presentation of the 2022-2023 Annual Report</u></p> <p>Ms. Valerie Uy and Ms. Christine Sikora presented the Annual Report highlighting CareerSource Flagler Volusia's commitment and vision for the community's future. Annual Report. The report reviewed the significant milestones and noteworthy contributions to assist local businesses to attract, develop and retain talent. The Annual Report demonstrated how innovation and teamwork have worked hand and hand to ensure the CareerSource Flagler Volusia commitment to excellence.</p> <p>Ms. Bradley called for a motion to approve the 2022-2023 Annual Report.</p> <p>After motion duly made, seconded, and unanimously carried, the Board of Directors approved the 2022-2023 Annual Report.</p>	<p>APPROVED</p>	
<p><u>Election of Officers</u></p> <p>Next on the Agenda was the election of officers. Ms. Bradley called attention to the slate of officers proposed by the Nominations Committee</p>		

<p>The proposed slate of officers:</p> <ul style="list-style-type: none">Chair - Dr. Aubrey LongVice Chair - Ms. Mary Jo AllenTreasurer - Mr. Bret SchmitzSecretary - Mr. Tyrone Walker <p>Ms. Bradley asked for nominations from the floor. No additional nominations being made, Ms. Bradley asked for a motion to approve the proposed slate of officers.</p> <p>Upon motion duly made, seconded, and unanimously carried, the slate of officers as presented was approved.</p>	APPROVED	
<p><u>President & CEO's Comments</u></p> <p>Ms. Robin King addressed the Board members and reported that she had been informed by the Truist Foundation that they have awarded us a \$40,000 grant to replicate what we have been doing with the Flagler County jail. She explained that she had met with the Volusia County Jail staff the day before and commented on the great strides gained over the past few years. Ms. King reported that she had been joined by Volusia's Economic Development at the meeting and that now there are four staff members at the jail working with re-entry. Providing access to the services individuals need that will allow them to walk into a job when they re-enter will help ensure prosperity, which is our number one goal.</p>		
<p><u>Informational Items</u></p> <p>Ms. Bradley called attention to the informational items contained in the agenda package. Included were the Performance Updates, Strategic Imperatives report, and the On-the-Job Training Agreements. Any questions regarding these reports can be directed to the staff.</p>		
<p><u>Next Meeting</u></p> <p>The next Board meeting is scheduled for January 19, 2024.</p>		
<p><u>Adjournment</u></p> <p>There being no further business to come before the meeting, it was adjourned.</p>		