

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

DECEMBER 14, 2023

The meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 2:30 p.m., on the 14th day of December, 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.

Dr. Aubrey Long 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. Denise Breneman, Development Manager – Special Olympics Florida
Mr. Cyrus Callum, Director – Volusia County Aviation & Economic Resources
Dr. Aubrey E. 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
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. Marci Murphy, President – CareerSource Brevard
Ms. Lynn Hudson, Finance Director – CareerSource Brevard
Mr. Garrick Wright, Program Director – CareerSource Florida
Mr. Thomas LaFlore, Vice President Industry Relations – CareerSource Brevard
Mr. James Watson, Vice President Operations – CareerSource Brevard
Ms. Denise Bondi, Vice President – Communications – CareerSource Brevard

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Ms. Jennifer Gosling, Administrative & Internal Monitoring Director – CareerSource Flagler Volusia

Ms. Kathy Spencer, Director of Business and Career Services – Case Management, Inc.

Ms. Judy Brown, Assistant Managing Director of Operations – Career Steps, Inc.

Ms. Trish McGetrick, Outreach & Special Projects Director – CareerSource Flagler Volusia

Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.

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

Mr. Brian Willard, Program Manager – Road to Success

Ms. Mandi Howell, IT Technician – CareerSource Flagler Volusia

Ms. Kathleen Danclair, Career Services Advocate Manager, Case Management, Inc.

Ms. Yvette McCullough, Chief of Financial Monitoring, Florida Department of Commerce

Ms. Ronni Moore, Assistant County Attorney - Flagler County

Ms. Laura Coleman, Assistant County Attorney – Volusia County

Mr. Dalton L. Hall, CPA – Taylor, Hall, Miller, Parker, P.A.

Mr. Terry L. Miller, CAP – Taylor, Hall, Miller, Parker, P. A.

Item and Discussion	Vote	Abstain
<u>Welcome and Introductions</u> Dr. Aubrey Long welcomed everyone and called on Ms. Robin King to discuss the purpose of the meeting and to provide an update regarding the fiscal agent.		
<u>Fiscal Agent Vendor Agreement</u> Dr. Long advised that a copy of the draft Fiscal Agent Vendor Agreement had been included with the Agenda Packet. He called on Ms. Marci Murphy to present the Agreement. Ms. Murphy addressed the Committee members and advised that several items had changed since they received the agreement, and she reviewed the changes. CareerSource Flagler Volusia’s full legal name will be spelled out. In section 3, the word “annual” will be removed and the amount is reduced to \$262,470, assuming the start date of January 8, 2024. Ms. Murphy discussed the addition of a sentence stating that financial policies that need to be changed to tighten controls, create sound financial processes and/or help with future consolidation will be brought to the CareerSource		

<p>Flagler Volusia Executive and Finance Committees for approval.</p> <p>Next, Ms. Murphy mentioned that the Counties will be amending their current Interlocal Agreement. Volusia County has suggested the addition of language to state that the contract is subject to immediate cancellation without penalty in the event the Interlocal Agreement between Flagler and Volusia and CareerSource Flagler Volusia is not amended in a timely manner to avoid having to wait until the Amended Interlocal agreement goes through the Counties for approval.</p> <p>Ms. Robin King added two additional changes that were agreed upon; changing the legal proceedings venue to Volusia County and the other was the correct corporate name in the signature line.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Committees approved the Fiscal Agent Vendor Agreement with the changes discussed.</p>	<p>APPROVED</p>	
<p><u>Fiscal Agent Budget</u></p> <p>Next, Ms. Marci Murphy discussed the Fiscal Agent Budget. Ms. Murphy stated that the budget basically contained the cost of the CFO to June 30, 2024, along with the two CareerSource Flagler Volusia finance staff members. Dr. Long called on Mr. Bret Schmitz to discuss the Fiscal Agent Budget. Mr. Schmitz explained that with the revised budget, we were looking at a shortfall of approximately \$124,000 over what had been budgeted for our Finance Department. He reported on a meeting held earlier that day between Volusia County, CareerSource Flagler Volusia, Florida Commerce, CareerSource Brevard and CareerSource Florida and that CareerSource Florida had agreed to cover the cost of IT consulting for the consolidation, which will free up approximately \$70,000 of the budget shortfall.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Committees approved the Fiscal Agent Budget as presented.</p>	<p>APPROVED</p>	

<p><u>Amendment to the Volusia Flagler Interlocal Agreement</u></p> <p>Dr. Long stated that this amendment amends the Interlocal Agreement between Flagler County, Volusia County and CareerSource Flagler Volusia. The current agreement designates CareerSource Flagler Volusia as the fiscal agent.</p> <p>Dr. Long explained that once approved by the Committee the amendment will go before the Flagler County Commission on December 18, 2023 and the Volusia County Council on January 4, 2024 for their approval. As fiscal agent, CareerSource Brevard will be accountable to the Counties as well as to the CareerSource Flagler Volusia Board.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Committees approved the Fiscal Agent Amendment to the Interlocal Agreement.</p>	<p>APPROVED</p>	
<p><u>Procurement Policy</u></p> <p>Dr. Long called on Ms. Murphy to review the proposed changes to the Procurement Policy. He stated that the changes were included in the Agenda packet. Ms. Murphy addressed the Committee members and reviewed the proposed changes.</p> <p>Dr. Long requested a motion to approve the changes as presented.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Committees approved the changes to the Procurement Policy as presented.</p> <p>Ms. Robin King addressed the Committee and reported that the Florida Department of Commerce had just recently approved the modified Procurement Policy as part of the monitoring response, this updated policy will be sent to them for approval. Once approved, it will be implemented.</p>	<p>APPROVED</p>	

<p><u>Bank Resolution</u></p> <p>Dr. Long stated that a blank bank resolution form was included with the Agenda packet. He explained that the banking documents must be updated to add the Fiscal Agent as signers to the Bank Accounts. The signers on the account will be:</p> <p>Aubrey Long Marci Murphy James Watson Thomas LaFlore Jeff Witt</p> <p>Dr. Long called for a motion to approve the bank resolution, necessary bank documents and the account signers.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Committees approved updating the bank accounts and approved the bank resolution, necessary bank documents and account signers as presented.</p>	APPROVED	
<p><u>2024 Procurement</u></p> <p>Dr. Long reported that the Career Pathways Committee had inquired about the procurement process which normally begins in October. Ms. Robin King addressed the Board and requested the fiscal agent provide a timeline. She explained that we are required to procure services to begin July 1, 2024. Federal law mandates that youth providers be competitively procured. Ms. Marci Murphy stated that she was under the impression that CareerSource Flagler Volusia would be bringing services inhouse. Ms. King explained that Business Services were brought inhouse to better align with Brevard's Business Service team Ms. Murphy offered the possibility of subcontracting through C2 Global, Brevard's current service provider. Ms. King and Ms. Murphy will discuss the issues with the state and CareerSource Florida. Additional information will be provided to the Board at the January 19, 2024 Board Meeting.</p>		

<u>Other Comments</u> Dr. Long advised that the next meeting the next Board of Directors meeting would be on January 19, 2024. No further business coming before the meeting, it was adjourned.		
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