

MINUTES OF THE MEETING
OF
CAREERSOURCE FLAGLER VOLUSIA
BOARD OF DIRECTORS

January 19, 2024

The meeting of the Board of Directors of CareerSource Flagler Volusia was called to order at 9:00 a.m., on the 19th day of January 2024 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.

Dr. Aubrey Long addressed the meeting and stated that before the roll call he wanted to introduce Councilman Jake Johanssen, Councilman at Large with the Volusia County Council. Dr. Long advised the Board members that Mr. Johanssen is joining the Board as the Volusia County representative. Mr. Johanssen provided a brief background of his service to the community.

Next, 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
Ms. Denise Breneman, Development Manager – Special Olympics Florida
Mr. Cyrus Callum, Director – Volusia County Aviation & Economic Resources
Ms. Courtney Edgcomb, President – United Way Volusia-Flagler Counties
Ms. Dolores Key, Director – Flagler County Economic Development
Dr. Aubrey Long, Owner – Long’s Global Enterprises, Inc.
The Honorable Donald O’Brien, Commissioner – Flagler Board of Commissioners
The Honorable Jake Johanssen, Councilman at Large – Volusia County Council
Mr. Bret Schmitz, Vice President – Peerbridge Health
Dr. Kent Sharples, President – CEO Business Alliance
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
Ms. Angie White, Area Director – Vocational Rehabilitation

The following guests were present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – 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. 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 & Partners Development Manager – Career Steps, Inc.
 Ms. Kathleen Danclair, Career Services Advocate Manager – Case Management, Inc.
 Ms. Marci Murphy, President – 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
 Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
 Mr. James Alvarado, Business Services Manager – CareerSource Flagler Volusia
 Ms. Kimberly Grey, Operations Director - Eckerd Connects
 Mr. Jeff Witt, Information Technology Director – CareerSource Brevard
 Ms. Janice Beahn, CPA Senior Manager – Indelible Solutions

Item and Discussion	Vote	Abstain
<p><u>Consent Agenda</u></p> <p>Dr. Long advised that the Agenda packet included the minutes of the November 3, 2023 Annual Meeting. He requested a motion to approve the minutes.</p> <p>After motion duly made, seconded and unanimously carried, the minutes of the November 3, 2023 Annual Meeting were approved.</p>	APPROVED	
<p><u>Bylaw Amendment</u></p> <p>Dr. Long reported that the corrective action plan to the financial monitoring included the need for an amendment to the bylaws to state the frequency of Finance Committee meetings. He advised that the proposed amendment had been sent to all members on October 17, 2023.</p> <p>Dr. Long requested a motion to approve the amendment to the bylaws.</p>		

<p>After motion duly made, seconded, and unanimously carried, the amendment to the CareerSource Flagler Volusia bylaws was approved as presented.</p>	<p>APPROVED</p>	
<p><u>Addition to the Approved Training Providers & Programs</u></p>		
<p>Dr. Long explained that the training providers and programs for this program year had been approved by the Board at the May 26, 2023 meeting. Staff are requesting the addition of Automation Strategy and Performance, Inc. be added as a training provider for their Emerging Technology Apprentice Program.</p> <p>After discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the addition of Automation Strategy and Performance, Inc. as a training provided for the Emerging Technology Apprentice Program.</p>	<p>APPROVED</p>	
<p><u>Dissolution Information</u></p>		
<p>Dr. Long called on Ms. Robin King to provide information regarding the dissolution. Ms. King addressed the Board and advised that she is currently seeking the services of an attorney to assist with the dissolution and to advise on the steps that need to be taken. Ms. King asked the Board members to advise her regarding any attorneys who have expertise in this area.</p>		
<p><u>Financial Updates</u></p>		
<p>Ms. Robin King introduced Ms. Janice Beahn, Senior Manager with Indelible Solutions. She provided a brief background of Ms. Beahn's experience and advised that Ms. Beahn is the contracted CFO for the Fiscal Agent and that she has been onsite since January 8, 2024.</p> <p>Ms. Beahn addressed the Board members and provided an update of the finance areas she is currently addressing and stated that she is diligently working to establish a budget for the current year.</p>		
<p><u>Program Procurement</u></p>		
<p>Dr. Aubrey Long stated that at the December 14, 2023 Executive Finance Joint Meeting, the 2024 Program Procurement discussion was tabled to provide an opportunity to obtain information regarding the service provider programs for July 1, 2024. He called on Ms. Robin King to provide an update. Ms. King advised that, based on the response from Florida Commerce, the C2 Global agreement with CareerSource Brevard can be amended to expand the services they are currently providing to include the CareerSource Flagler Volusia area through June 30, 2025. Youth service provider contracts, to cover the CareerSource Flagler</p>		

<p>Volusia operating area, must be procured to provide services beginning July 1, 2024 by CareerSource Brevard.</p> <p>CareerSourceFV staff recommended the Board approve:</p> <ul style="list-style-type: none"> • Staff of both boards craft RFP <ul style="list-style-type: none"> ○ Staff of CareerSourceFV write RFP ○ Staff of CareerSource Brevard work with CSFV in authorship of an RFP ○ Staff of CareerSource Brevard issue the RFP • Selected Committees of both boards review and recommend proposals • New board to approve youth proposals <p>Ms. King advised that upon approval, staff will send the outline to Florida Commerce.</p> <p>Dr. Long requested a motion to approve the recommended RFP process for youth provider services.</p> <p>After motion duly made, seconded, and unanimously carried, the Board approved the RFP process as recommended.</p>	<p>APPROVED</p>	
<p><u>Financial Policies</u></p> <p>Dr. Long reported to the Board 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. The policies were approved at the December 14, 2023 Executive Finance Committee Meeting. Since that time, the Department of Commerce has requested several changes to some of those policies. The Agenda package contained the policies with the requested modifications highlighted. The changes to the Procurement Policy have been approved by Commerce.</p> <p>Dr. Long requested a motion to approve the modifications to the policies.</p> <p>After motion duly made, seconded, and unanimously carried, the modifications were approved.</p>	<p>APPROVED</p>	
<p><u>Required Local Positions</u></p> <p>Dr. Long reported that we are required to maintain certain local positions in accordance with the Grantee-Subgrantee Agreement with the Department of Commerce. He explained with several staffing changes, several of the positions needed to be redesignated. The proposed list of local positions:</p>		

<p>Regional Security Officer – Mandi Howell Custodian for Purchased Property & Equipment – Ann Lesizza Personnel Liaison – DEO Merit Staff – Donna Runge Equal Opportunity Officer – Christine Sikora Ethics Officer – Trish McGetrick</p> <p>Dr. Long requested a motion to approve the required local positions as presented.</p> <p>After motion duly made, seconded, and unanimously carried, the required local positions, were approved.</p>	<p>APPROVED</p>	
<p><u>Executive Committee Report</u></p> <p>Dr. Long stated that the minutes of the December 14, 2023 joint meeting of the Executive and Finance Committees had been forwarded to the members with the Agenda package. He requested a motion to ratify the actions of the Executive and Finance Committees.</p> <p>After motion duly made, seconded, and unanimously carried, the actions of the Executive and Finance Committees at the December 14, 2023 meeting were ratified.</p>	<p>APPROVED</p>	
<p><u>Chair’s Comments</u></p> <p>Dr. Long addressed the meeting and stated that he was pleased to hear of the activities of the fiscal agent to date and looked forward to knowing when the Board would have an accurate picture of the finances.</p> <p>Dr. Long asked, with regard to the two employees who became CareerSource Brevard employees on January 8, 2024, what was done to recognize the tenure of the employees? Ms. Marci Murphy provided the comparison of employee benefits and reported that the employees were allowed to carry over their seniority. The difference in benefit plans did not allow for sick time to be transferred.</p>		
<p><u>Highlights</u></p> <p>The Chair called on Ms. Christine Sikora to present the Highlights. Ms. Sikora reported that on January 11th, Ms. Valerie Uy, our Multimedia Director held a training here in our office which was attended by five workforce board regions. They had attended a workshop she presented at the Workforce Summit and requested additional training. Ms. Sikora reported that at the end of the day, each of the attendees had created an online workshop.</p>		

<p>She reported that the next Alliance4 event was being held on February 9th at Daytona State College.</p>		
<p><u>Board Member Comments</u></p> <p>Dr. Long called on the members to provide any comments they might have. Mr. Greg Blose addressed the meeting and provided an update on the Rural Initiative Grant. He explained that Flagler County receives a grant through CareerSourceFV for small business development. Mr. Blose reported that the Small Business Expo, which has been renamed to Spring Fest, will be held on March 2nd. He discussed the monthly business seminars which are held at Daytona State's Palm Coast campus and are free of charge.</p>		
<p><u>President & CEO's Comments</u></p> <p>Ms. Robin King addressed the Board members and stated that she wanted to reiterate what Ms. Sikora had stated, that the staff are continuing to shine. She said that while this is a time of turmoil and uncertainty and they could do the bare minimum and wait to see what happens, they are not. They are doing their jobs and continuing to serve the community to the best of their ability.</p>		
<p><u>Informational Items</u></p> <p>Dr. Long 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 March 22, 2024.</p>		
<p><u>Adjournment</u></p> <p>There being no further business to come before the meeting, it was adjourned.</p>		