

CareerSource Brevard
Board of Directors Meeting
February 20, 2020

MINUTES

Members in Attendance: Frank Abbate (via teleconference), Shawn Beal, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Susan Glasgow (Chair), Nancy Heller, Art Hoelke, Robert Jordan (via teleconference), Traci Klinkbeil, Mike Menyhart, Wayne Olson, Amar Patel, Lynda Weatherman.

Members Absent: Daryl Bishop, Lloyd Gregg, Paula Just, Jennifer Kenny, Travis Mack, Linda Miedema, Mark Mullins, Terry Schruppf.

Staff Present: Julie Berrio, Denise Biondi, Megan Cochran, Marvetta Gordon, Clinton Hatcher, Caroline Joseph-Paul, Thomas Laflore, Angie Londono, Don Lusk, Michelle McAlpin, Richard Meagher, Jon Michael, Jessica Mitchell, Marci Murphy, Holly Paschal, Lyn Sevin, Erma Shaver, Gary Sulski, Jeff Witt.

Guests: Mike Alba (Brevard Public Schools), Kristin Bakke (LEAD Brevard), Juanita Jackson (County Manager), Laura Koursaris (VR), John Metcalf (Facilitator), Nancy Peltonen (Greater Palm Bay Chamber), Casey Penn (DEO) (via teleconference), Jennifer Sugarman (Cocoa Beach Chamber).

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:01am by Susie Glasgow.

Public Comment: There was no public comment.

Presentations:

Casey Penn gave a presentation on CSB's Performance for PY 2018-2019. There was brief discussion on internal controls.

Action Items:

Audit Report

This item was moved to later on the agenda so that Grau & Associates, who were not in attendance, could call into the meeting.

Related Party Contract

Staff presented a Related Party Contract with Quality Labor Management, LLC and Affiliated Companies (QLM) and a CareerSource Brevard employee. Motion to approve Related Party Contract with QLM in an amount not to exceed \$750,000, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

WIOA 4 Year DOL/State Plan

Staff explained that all Local Workforce Development Boards in Florida, including CSB, are required to submit a revised four year plan by March 16, 2020 to meet WIOA guidelines. The most recent revisions were reviewed. Motion to approve the CSB WIOA Plan 2020-2024 and authorize staff to submit the plan to the Board of County Commissioners and CareerSource Florida for review and approval made by Amar Patel. Nancy Heller second and the motion passed unanimously.

Consent Action Items

Motion to approve the Board of Director meeting minutes for November 21, 2019 by Mike Menyhart and seconded by Wayne Olson. The motion passed unanimously.

Committee Chair Reports

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on January 14, 2020.

Nancy Heller gave a report on the Career Center Committee meeting held on January 28, 2020.

Audit Report

Racquel McIntosh from Grau & Associates presented an overview of CSB PY 2018-2019 Audit Report via teleconference. Motion to approve the Independent Auditor’s Report on the financial statements for program year ended June 30, 2019 made by Nancy Heller and seconded by Lynn Brockwell-Carey. Motion passed unanimously.

Marci Murphy gave a report of the Governance/Finance Committee meeting held on February 3, 2020.

Information Items:

Denise Biondi gave a presentation on CSB’s PY 2018-2019 Annual Report.

Information items presented included Sector Strategy Updates, Multimedia Outreach, CAPE Certification, RISE Brevard, Business Use of CSB Business Services, Second Quarter Contractor Performance, Primary Indicators of Performance, CSB’s Fact Sheet, Grow the Resources of the Board, Financial Reports, and Committee meeting minutes. There was discussion on the status of a HUD grant that CSB has applied for which will be awarded at the end of February. The grant will provide \$1,900,970 to train 190 low to moderate income individuals over 3 years in the construction industry.

There being no further business, the meeting was adjourned at 9:00am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

2/26/2020
Date

(signature on file)
Susie Glasgow

2/26/2020
Date