

CareerSource Brevard
Board of Directors Meeting
April 29, 2021

MINUTES

The meeting was held via teleconference during the COVID-19 pandemic.

Members in Attendance: Daryl Bishop, Lynn Brockwell-Carey, Colleen Browne, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Brian Jaskiewicz, Jennifer Kenny, Traci Klinkbeil, Mike Menyhart, Mark Mullins, Wayne Olson, Kirsten Patchett, Amar Patel, Terry Schrumph, Lynda Weatherman.

Members Absent: Frank Abbate, Shawn Beal, Mary Jane Brecklin, Randall Fletcher, William Chivers, Travis Mack, Pamela Reed

Staff Present: Jana Bauer, Judy Blanchard, Thomas LaFlore, Don Lusk, Richard Meagher, Lyn Sevin, Jeff Witt.

C2 Staff Present: Chakib Chehadi, Ahmanee Collins-Bandoo, Crisanta Garza, Marvetta Kaye Gordon, Caroline Joseph-Paul, Bob Knippel, Angelina Londono, Michele McAlpin, Ramsey Olivarez, Sally Patterson, Aaron Smith, Kristine Wolff.

Guests: None

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:00am by Susie Glasgow.

Public Comment: There was no public comment.

Presentations:

Contract staff reviewed the process to select a new One-Stop Contractor and due to the receipt of only one proposal, the Selection Committee recommended the Board move to authorize staff to negotiate and execute a contract for One-Stop Operator Services with C2 Global Professional Services (C2) for the initial one-year period plus three additional one-year option periods for a total of four years. C2 is the incumbent contractor. Negotiation items will include discussions regarding current staff wages, retention and C2's intended plan for accommodating the rise in Florida's minimum wage over the next several years.

Board Members discussed the following concerns:

1. Mr. Hoelke expressed his concerns about not having the RFP to review and not being able to see a grading scale. Answer: The Section Committee reviewed the Proposal during the proposal review period and their recommendations are presented here.
2. Mr. Hoelke expressed his concern that there is no escape clause and wanted to know how CSB is protected if C2 is not meeting performance standards. Answer: The contractor must meet performance criteria in order to receive payment. C2 is the incumbent Contractor and it was noted that there have been no issues of concern during the past 4 years. The escape clause is addressed by execution of the contract on a one-year basis each time. The Contractor is not guaranteed to receive the optional extension years, and the decision to renew the contract is made based on acceptable performance. C2 is also measured on performance on a continuous basis, with performance matrices being provided each quarter to the Career Center Committee and Board.
3. Mr. Hoelke asked if the \$4m is for one year only. Answer: The \$4m is for one year. CSB's budget is approved annually in May of each year.
4. Mr. Hoelke expressed his concern with approving the contract before final negotiations are complete. He said that he would like to review and approve the contract before it is signed. Answer: Ms. Murphy will report to the Board if there are any substantial changes before the contract is formally executed.

5. Mr. Menyhart asked if there were any requirements to select a new vendor for this next contract cycle. Answer: The only procurements required to select a new vendor for the next contract cycle would be for auditing firms.
6. Mr. Patel asked if there were any changes to the RFP that could explain only one bidder. Answer: The only items added to the RFP were virtual services, community based partnerships, and serving special populations. When only one bid is submitted CSB's Contracts Officer follows protocols to ensure due diligence.
7. Ms. Glasgow asked who was the Chair of the Selection Committee: Answer: The Selection Committee did not have a designated chair, however it consisted of 3 board members and 2 board staff. The Committee was facilitated by Don Lusk (Vice-President of Operations) and Jana Bauer (Contracts Officer).
8. Mr. Hoelke asked what were the identified weaknesses of C2 from the Selection Committee. Answer: The Committee identified current staff wages, retention and contractor's plan for accommodating the rise in Florida's minimum wage. These will be addressed during the negotiation process.

Motion to approve the Selection Committee's recommendation to award C2 Global Professional Services, LLC, the contract for the One-Stop Operator and Workforce Services for the initial period of July 1, 2021 through June 30, 2022, plus (3) one-year options made by Mike Menyhart. Motion seconded by Brian Jaskiewicz and passed unanimously.

Motion to approve C2's initial base funding for the initial period in the amount of \$4,231,164 pending successful negotiation made by Lynn Brockwell-Carey. Motion seconded by Lloyd Gregg and passed unanimously.

Motion to authorize the President of CSB to execute negotiated contract and modifications made by Jennifer Kenny and seconded by Mike Menyhart. Motion passed with Art Hoelke opposed. Mr. Hoelke requested that the President bring back any major modifications to the board prior to executing the Contract. Mr. Patel also requested including C2s response to the weaknesses presented by Selection Committee.

Motion to authorize the President notify the Brevard Board of County Commissioners who must approve CSB's selection made by Daryl Bishop and seconded by Kirsten Patchett. If any issues are found the board will be notified prior to final approval and presentation to the County Commissioners. Motion passed unanimously.

Jana Bauer left the meeting at 8:50am.

Action Items:

DEO Grantee/Sub-Grantee Agreement

Staff explained that the agreement between CareerSource Brevard (CSB) and the Florida Department of Economic Opportunity (DEO) was provided to CSB staff on April 9, 2021 and must be returned to DEO with appropriate approvals and acknowledgements by May 15, 2021. The CSB Board of Directors must approve and authorize the chair to execute the document.

DEO also requires the Brevard County Board of County Commissioners in their role of Chief Local Elected Official (CLEO) to acknowledge receipt of the agreement, however they are not a party to the agreement. This agreement is scheduled to go before the Board of County Commissioners on May 4, 2021. The agreement is known as the Grantee-Sub grantee Agreement and its purpose is to establish the federal and state requirements that allow workforce development funding for Brevard County. The current Grantee-Sub grantee agreement was executed in July of 2020. The new agreement goes into effect on May 15, 2021.

The agreement is being revised based on Executive Order 20-44 which directed state agencies to require an annual report detailing total compensation for an entity's executive leadership team, including submission of IRS Form 990, if the entity annually receives 50% or more of their budget from the state or from a combination of state and federal funds. This executive order requires state agencies to update any agreement with entities that meet these criteria, which includes Local Workforce Development Boards. DEO used this opportunity to incorporate other needed changes to the agreement and staff reviewed those changes.

Motion to approve and authorize CSB Chair to execute the agreement and forward it to the Board of County Commissioners to acknowledge receipt of the agreement and then for CSB staff to transmit the document to DEO for approval and execution made by Mike Menyhart. Motion seconded by Terry Schrupf and passed unanimously.

Related Party Contract

Jana Bauer stated before the meeting that she would have a conflict and left the meeting prior to discussion and voting. Staff explained that Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board or an employee of the board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$25,000 must be approved by CSF prior to executing the contract.

Quality Labor Management, LLC & Affiliated Companies (QLM) has been providing CSB staffing services including temporary workers for hurricane recovery since 2017. QLM also provides services to several other workforce boards around the state. QLM was awarded a DEO statewide contract to provide hurricane clean up and restoration. CSB and other workforce boards have found it challenging to find staffing agencies able to accept high-risk occupations such as heavy equipment operators. QLM holds insurance policies that allow high risk occupations. CSB's contract is with the parent company.

Jana Bauer has been a CSB employee since 2015. CSB does not contract directly with the local Brevard entity which is owned by a family member and where her husband is an employee performing a staff recruitment role. CSB has a firewall in place which prevents Jana Bauer from accessing any QLM activities. CSB's monitoring firm also reviews this contract annually.

Amar Patel left the meeting at 8:58am.

Motion to approve contract recommendations for QLM for an amount not to exceed \$3,000,000 from July 1, 2020 through June 30, 2022 to be brought to CareerSource Florida for final approval made by Jennifer Kenny and seconded by Brian Jaskiewicz. Motion passed unanimously.

There being no further business, the meeting was adjourned at 9:02am.

Submitted by,

Reviewed by,

(signature on file)

5/20/2021

(signature on file)

5/20/2021

Lyn Sevin

Date

Susie Glasgow

Date