

CareerSource Brevard (CSB)
Executive Committee Meeting
May 6, 2024

MINUTES

Members in Attendance: Mary Jane Brecklin, Colleen Browne, Lloyd Gregg (Chair), Mike Menyhart.

Members Absent: Pamela Reed.

Staff in Attendance: Marci Murphy, Holly Paschal, and Jeff Witt.

Guests: None

Lloyd Gregg called the meeting to order at 4:00pm.

Roll Call: Holly Paschal

Public Comments: There was no public comment.

Presentations:
No presentations

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 5, 2024, made by Mike Menyhart and seconded by Mary Jane Brecklin. Motion passed unanimously.

Approval of President's 23/24 Goals & Bonus

Marci Murphy presented the President's Completed Goals for the Program Year 2023-2024 and explained each of the four goals. Ms. Murphy explained the steps that were taken to successfully achieve each of the goals and the outcomes of each goal. Her goals were focused on Goal 1 - Letter Grades, Goal 2- Florida's Workforce Consolidation, Goal 3- Manage the Florida Workforce Alliance Grant, and Goal 4- Manage the Dwyer Project.

Per the President's Incentive Compensation Contract Language, it states, "Employee is eligible for incentive compensation. The incentive compensation fund is a percentage of the Employee's annual base salary at the beginning of the fiscal year. Actual payment of the incentive compensation is based upon attainment of pre-determined goals mutually established by the CSB Executive Committee and the Employee. The target incentive amount is 15%. Each goal is weighted and contains a Threshold Objective (75%), a Target Objective (100%), and a Superior Objective (150%). A Threshold Objective for a goal must be met to receive any kind of incentive compensation for that goal."

Please see the Incentive Table for Program Year 2023-2024 below that was shared with the committee.

Incentive Table 23-24

	Goal 1 (10%)	Goal 2 (40%)	Goal 3 (30%)	Goal 4 (20%)	Total
Threshold 75%	X				
Target 100%				X	
Superior 150%		X	X		
Factor	.75 x10 =7.5	1.5 x40=60	1.5 x30=45	1 x20=20	132.5%
Total Score = 132.5% of 15% = 19.9%					
Incentive (133,848 X .199) = 26,636					



Executive Committee Chair, Lloyd Gregg recommended that the Committee receive a follow up email in July of the President's ending goal results.

Motion to approve the President's Completed Goals for PY 2023-2024 and Incentive Compensation of 19.9% of the President's Annual Base Salary with the option of increasing it to 20.6% if partial Superior (45-49) or 21.4% if full Superior (50 or more) is met on Goal #4 by July 12, 2024, made by Colleen Browne, and seconded by Mike Menyhart. Motion passed unanimously.

Discussion/Information Items:

Finance Committee Report Out

Finance Committee Chair, Colleen Browne gave a report of the Finance Committee meeting activities.

Presidents Report

Marci Murphy announced that we have a new CFO on board. Yvonne Kobrin is a CPA and has worked in the workforce system for numerous years. Her last position was at CareerSource Broward. Ms. Murphy stated Yvonne has stepped in and has done an outstanding job for the last 30 days.

Ms. Murphy informed the committee that there are lots of technical and legal questions we are working through with this consolidation, and we are trying to ensure we are not responsible for the financial issues of CSFV's past, however we will be responsible for this year so next year, which is in less than 60 days, we will be responsible for two closeouts, two audits, and two state monitorings.

Ms. Murphy shared updates on the consolidation, and informed that a new RFP for youth services in Volusia and Flagler Counties was released on April 4th with a bidders' conference that was held in Volusia County on April 17th. A recommendation for

services will be ready the end of May for the new board to vote on. Florida Commerce wants the new board stood up and voting in the new service provider before June 30th.

Ms. Murphy shared that C2 will be assuming one-stop and career services in Flagler and Volusia on July 1st while continuing their services here in Brevard to include Brevard's youth services. She informed that consolidation workgroups have started, and some are well on their way. She also informed the committee that we have hired a consulting firm to review our compensation process, job titles, job descriptions, and salary ranges; they are on track to complete their project at the end of May, and will present at the June 13th board meeting.

Ms. Murphy informed the committee that she is working on the new bylaws for the board with our attorney. She stated that the counties are close to bringing the interlocal agreement (ILA) and the new designation to their county commissions in May. The new designation will be brought before the Brevard Commission tomorrow and quite possibly the ILA, however, the ILA might also occur on May 21.

She also shared that the new region number will be 27, and as of right now, the new name is CareerSource Brevard Flagler Volusia.

Ms. Murphy informed the committee that we're planning an all-staff event in August.

Ms. Murphy shared the Federal and State rules for appointing board members for the new board. She shared that Brevard would have 13 seats, Volusia will have 12 seats, and Flagler will have three seats. She also informed the committee that 51% or more seats must be business board members.

Lastly,

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board.

Adjournment:

The meeting adjourned at 5:00pm.

Submitted by,

Reviewed by,

{Signature on file}

Holly Paschal

5/13/2024

Date

{Signature on file}

Lloyd Gregg, Chair

5/13/2024

Date