

CareerSource Brevard  
**Board of Directors Meeting**  
May 16, 2019

**MINUTES**

**Members in Attendance:** Paula Just (Chair), Shawn Beal, Daryl Bishop, Susan Glasgow, Nancy Heller, Robert Jordan, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Mark Mullins, Wayne Olson, Amar Patel, Patricia Stratton, Lynda Weatherman.

**Members Absent:** Frank Abbate, Joe Angelastro, Colleen Browne, William Chivers, Lloyd Gregg, Terry Schruppf.

**Staff Present:** Jana Bauer, Denise Biondi, Judy Blanchard, Chakib Chehadi, Ahmanee Collins, Marvetta Gordon, Caroline Joseph-Paul, Bob Knipple, Thomas LaFlore, Jennifer Lasser, Don Lusk, Richard Meagher, Jon Michael, Jessica Mitchell, Marci Murphy, Lyn Sevin, Gary Sulski, Jeff Witt, Kristine Wolff.

**Guests:** Lynn Brockwell-Carey, Art Hoelke, Nancy Peltonen, Janice Scholtz, Warren Davis, Scott Tilly, Allen Chehadi.

**Call to Order:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:30am by Paula Just.

**Public Comment:** There was no public comment.

**Presentations:**

Marci Murphy shared a You-Tube video titled “A Day in the life of a Jobseeker”.

Marci Murphy gave a presentation on the outgoing Board Officers and thanked them for their service to CareerSource Brevard and the citizens of Brevard County.

**Action Items:**

Contracts with Board Members

CSB Board Members Daryl Bishop identified the need to abstain from discussion and voting prior to the meeting. Motion to approve Related Party Contract with Seacoast National Bank in an amount not to exceed \$2,500, made by Mike Menyhart and seconded by Travis Mack. Motion passed unanimously with Daryl Bishop abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for information.

Board Member Reappointments

The following board members were recommended by the Governance/Finance Committee to serve another 3-year:

Shawn Beal – Business Manager, IBEW 2088  
Jennifer Kenny – Organizer, IBEW 606  
Traci Klinkbeil – Community Administrator, DCF  
Patricia Stratton – VP & IMCS Program Manager, Abacus Technology Corp.  
Terry Schruppf – President/CEO, Florida Sports & Spinal Rehab  
Susan Glasgow – President/CEO, Kegman Inc.  
Frank Abbate – County Manager, Brevard County Management  
Nancy Heller – Project Director, SCSEP

Daryl Bishop made a motion to approve reappointment of the above members to the full Board of Directors and for ratification action by the Brevard County Commission. Susie Glasgow seconded the motion and motion passed unanimously.

### Nomination of Officers

It was reported that all officer terms are terminating this year and the Governance/Finance Committee recommended the following board members to fill the officer seats:

**Chair** – Susie Glasgow, President/CEO, Kegman Inc.

**Vice Chair** – Daryl Bishop, VP Commercial Banker, Seacoast National Bank

**Treasurer** – Lloyd Gregg, VP/GM, ASRC Federal

Motion to approve the nomination of Susie Glasgow for Chair, Daryl Bishop for Vice Chair and Lloyd Gregg for Treasurer for PY19-20 made by Patty Stratton and seconded by Travis Mack. Motion passed unanimously.

### Board Member Nominations

The Governance/Finance Committee recommended Lynn Brockwell-Carey, Executive Director of Neighbor Up Brevard to fill the vacant seat for community-based organizations representing youth. Ms. Brockwell-Carey was nominated by the Melbourne Regional Chamber of Commerce. The Governance/Finance Committee also recommended Art Hoelke, VP/GM/FSO of Knight's Armament Company to fill the seat vacated by Dale Coxwell representing business and joint labor management apprenticeships. Mr. Hoelke was nominated by the Titusville Chamber of Commerce. Motion to approve the nominations made by Daryl Bishop and seconded by Susie Glasgow. Motion passed unanimously. The nominations will be sent to the Brevard County Commission for ratification.

### Regional Targeted Occupations List

Don Lusk gave an overview of CSB's Regional Targeted Occupations List (RTOL) which is required by the State of Florida and was presented for approval. He explained that the list is used to determine the type of training CSB approves. The RTOL is reviewed yearly and data is collected from various sources. Motion to approve the RTOL for transmittal to the State Department of Economic Opportunity made by Amar Patel and seconded by Robert Jordan. Motion passed unanimously.

### Proposed Budget

The proposed Budget previously approved by the Governance/Finance Committee was presented to the Board for approval. There was discussion on staff reductions, facility cost reductions, and staff bonuses. Members of the board thanked staff for their hard work in applying for and obtaining multiple grants during the previous program year. Motion to approve the proposed budget for PY19-20 and grant the President the authority to add or adjust items to the budget as funds become available throughout the program year made by Robert Jordan. Daryl Bishop seconded the motion and it passed unanimously.

### **Consent Action Items**

Motion to approve the Board of Director meeting minutes for February 14, 2019 and Selection of Key Industries for PY19-20 made by Robert Jordan and seconded by Patty Stratton. The motion passed unanimously.

### **Committee Chair Reports**

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on April 25, 2019.

Mike Menyhart gave a report on the Career Center Committee meeting held on March 12, 2019. There was discussion on the one time customer survey outcomes.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on May 6, 2019. There was brief discussion on the \$10,000 micro purchase policy change.

Amar Patel gave a report on the National Association of Workforce Boards 2019 Forum held in Washington DC attended by Marci Murphy, Judy Blanchard, Don Lusk, Amar Patel, Lloyd Gregg and Susie Glasgow.

### **Information Items:**

Information items presented included information on Financial Disclosure Forms, PY19-20 Meeting Dates, and PY19-20 Strategic Direction and Focus. Updates were presented on CSB's media outreach, IT Sector Strategy, Healthcare Sector Strategy, Soft Skills, Primary Indicators of Performance, Third Quarter Contractor

Performance, Grow the Resources of the Board, Financial Reports and Committee meeting minutes. There was discussion on the requirements for Financial Disclosure, partnerships with community faith based organizations, and increasing CSB's interaction with special populations.

There being no further business, the meeting was adjourned at 9:36am.

Submitted by:

Reviewed by:

(signature on file)

5/29/2019

Lyn Sevin

Date

(signature on file)

5/29/19

Paula Just

Date