

CareerSource Brevard
Board of Directors Meeting
May 18, 2023

MINUTES

Members in Attendance: Shawn Beal (virtual), Mary Jane Brecklin (virtual), Colleen Browne, Randall Fletcher (virtual), Lloyd Gregg (Chair), Nancy Heller (virtual), Art Hoelke (virtual), Brian Jaskiewicz, Traci Klinkbeil (virtual), Karen Locke, Nuno Mana (virtual), Mike Menyhart (virtual), Wayne Olson, Amar Patel, Cordell Rolle (virtual), Monica Shah (virtual), Holly Tanner (virtual) and Lynda Weatherman (virtual).

Members Absent: Frank Abbate, Karen Houston, and Kirsten Patchett.

Staff Present: Marci Murphy, Jeff Witt, Holly Paschal, Thomas LaFlore, Lynn Hudson, Marina Stone (virtual), Caroline Joseph-Paul (virtual), Chakib Chehadi (virtual), Erma Shaver (virtual), Kristine Wolff (virtual), Amberstar Bush (virtual), Joy Bartlett (virtual), Melissa Janssen (virtual), Sally Patterson (virtual), Marvetta Kaye Gordon (virtual), and Lisa Fitz-Coy (virtual).

Guests: Shawn Brown (virtual), Daniel Harper (virtual), Yvette McCullough (virtual), Kathryn Nelson (virtual), and Valerie Peacock (virtual).

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

Public Comment: There was no public comment.

Presentations:

DEO Annual Performance Presentation

Shawn Brown, Valerie Peacock, Yvette McCullough, and Daniel Harper of Department of Economic Opportunity (DEO) presented an overview of Brevard County's performance for program year 2022-2023, Florida's workforce system funding, oversight, and service delivery for Program Year 2022-2023. Yvette McCullough presented a financial monitoring finding and states that the finding has been resolved. Shawn Brown concluded the DEO presentation and stated that Brevard did well overall.

Job Seeker Recognition

CSB Career Counselor, Michael Mijon recognized job seeker Izaiaha Smith for his accomplishments in the Young Adults NextGen Program.

Florida's Workforce System Transformation Plan

Marci Murphy informed the board that they will be receiving an email soon from the Board Secretary with instructions to complete the Financial Disclosure Form 1 as well as instructions to complete the mandatory Board training which is an annual training and offered online by THMP. Ms. Murphy also shared that she attended the grand opening of Acadian Contractors and congratulated Board member, Nuno Mana on Acadian Contractors grand opening and thanked them for being part of Brevard County's business community. Ms. Murphy shared that CSB's VP of Operations, Jana Bauer resigned, and James Watson has been promoted as the VP of Operations as of May 15, 2023.

Marci Murphy shared the presentation, "Florida's Workforce System Transformation Plan Phase III Alignment Initiative", and focused on the three pillars of realignment which are: The alignment and consolidation of local workforce development boards, System-wide improvements for customer consistency and better leveraging of public funds, and Regional planning to further strengthen workforce system alignment with education and economic development and optimize opportunities for regional economic growth. Ms. Murphy discussed each pillar in detail with the Board.

Action Items:

PY 2023-2024 Proposed Budget

Lynn Hudson presented the PY 2023-2024 Budget of \$10,474,000 which was previously reviewed and approved by

the Finance Committee. Amar Patel asked if the budget will be able to sustain due to inflation, and Marci Murphy explained that expected increases have been built in the budget. Motion to approve the PY 2023-2024 Budget for submittal to the Brevard Board of County Commissioners and grant the President authority to add or increase budget items as additional funds become available throughout the program year made by Mike Menyhart and seconded by Amar Patel. Motion passed unanimously.

WIOA DW to Adult Transfer Request

Lynn Hudson reviewed the WIOA DW to Adult Transfer Request with the Committee. Marci Murphy and Lynn Hudson explained that prior to two years ago, moving funds from DW to Adult was moved without having to get approval, however, for the past two years, we must bring this request for approval. Motion to approve the WIOA DW to Adult Transfer Request made by Brian Jaskiewicz and seconded by Amar Patel. Motion passed unanimously.

Board Officer Reappointments

Marci Murphy explained that due to the merger, and Per CSB's By-laws, Section C. Election of Officers of the Board, second paragraph, it states, "In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions." Due to the merger, the President is requesting that instead of electing new officers starting July 1, 2023, the officers that are currently elected, remain in their positions for another two-year term or until the board dissolves whichever comes first. Ms. Murphy explained that Florida Statute allows for the Board Chairperson to serve for four years. Motion to approve the Board Officer Reappointments for another two years or until the board dissolves, whichever comes first was made by Amar Patel and seconded by Nancy Heller. Motion passed unanimously.

Bylaws Modification for Board Member Term

Marci Murphy explained to the Board, that due to the merger with region 11, CareerSource Flagler/Volusia, and the creation of a new board, there are several areas that need addressing. The timeline for creation of a new board is estimated at occurring within 12-24 months. Appointments and Reappointments of the existing board members must fall in line with CareerSource Brevard's By-laws. Per CSB's By-laws, Section E. Term of Directorship, it states that Directors shall serve three (3) year terms and can be re-appointed subject to Board approval and may serve no more than 8 consecutive years. The President is requesting modification to the By-laws to align with Florida Statute 445.007(2)(a) which does not require a three (3) year term limit allowing board members to stay until the board dissolves or 8 years, whichever comes first, as stated in Attachment A showing the modification. Amar Patel asked if other regions are doing the same with their Bylaws, and MS. Murphy stated she is not aware of other regions By-laws procedures, but will inquire with other regions. Motion to approve modification to the By-laws to align with Florida Statute 445.007(2)(a) made by Monica Shah and seconded by Brian Jaskiewicz.

Related Party Contracts

Art Hoelke indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Knight Enterprises Management LLC and CSB. Motion to approve Related Party Contract with Knight Enterprises Management LLC in an amount not to exceed \$50,000, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously with Art Hoelke abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Mary Jane Brecklin indicated before the meeting that she had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Health First and CSB. Motion to approve Related Party Contract with Health First in an amount not to exceed \$50,000, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously with Mary Jane Brecklin abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Mike Menyhart indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Migrandy Corporation and CSB. Motion to approve Related Party Contract with Migrandy Corporation in an amount not to exceed \$50,000, made by Shawn Beal and seconded by Brian Jaskiewicz. Motion passed unanimously with Mike Menyhart abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Cordell Rolle indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Rolle IT LLC and CSB. Motion to approve Related Party Contract with Rolle IT LLC in an amount not to exceed \$50,000, made by Amar Patel and seconded by Mike Menyhart. Motion passed unanimously with Cordell Rolle abstaining. The Related Party Contract will be sent to

the Department of Economic Opportunity for approval.

Monica Shah indicated before the meeting that she had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Southeast Petro Distributors Inc. and CSB. Motion to approve Related Party Contract with Southeast Petro Distributors Inc. in an amount not to exceed \$25,000, made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously with Monica Shah abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Amar Patel indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Brevard Achievement Center and CSB. Motion to approve Related Party Contract with Brevard Achievement Center in an amount not to exceed \$50,000, made by Brian Jaskiewicz and seconded by Nancy Heller. Motion passed unanimously with Amar Patel abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Brian Jaskiewicz indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Space Coast Intelligent Solutions and CSB. Motion to approve Related Party Contract with Space Coast Intelligent Solutions in an amount not to exceed \$50,000, made by Wayne Olson and seconded by Karen Locke. Motion passed unanimously with Brian Jaskiewicz abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Consent Action Items

Consent action item presented included Board of Director meeting minutes for February 16, 2023. Marci Murphy explained that all Consent Action Items would be approved after review of each item.

Staff reviewed Selection of Key Industries and Ms. Murphy explained how the data is collected. The list is updated annually to keep abreast of what is happening in the local community and most of the identified industries represent those which offer the best promise for overall economic growth.

CSB's agreement with DEO entered on May 15, 2021, requires CSB to annually adopt a schedule of operations for the upcoming state fiscal year. Schedule of Operations and Holiday Closings were presented.

Marci Murphy explained the process for development of the Regional Targeted Occupations List (RTOL) which CSB is required to produce on an annual basis. The list shows RTOL for PY 2023-2024. The RTOL is used by EFSC and Brevard Schools.

Motion to approve the Consent Action Items to include Board of Director meeting minutes for February 16, 2023, Selection of Key Industries, Career Center Schedule of Operations, and Regional Targeted Occupations List was made by Karen Locke and seconded by Nancy Heller. The motion passed unanimously.

Committee Chair Reports

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on January 10, 2023.

Nancy Heller gave a report on the Career Center Committee meeting held on January 24, 2023.

Colleen Browne gave a report on the Finance Committee meeting held on February 6, 2023, and May 1, 2023.

Information Items:

Information items presented included Grow the Resources of the Board, Primary Indicators of Performance, Third Quarter Contract Performance, Letter Grade Status, Quarterly Multimedia Outreach, Financial Reports, Committee meeting minutes, and Presentations at Committee meetings.

Other Business:

There being no further business, the meeting was adjourned at 9:40am.

Submitted by,

Reviewed by,

(Signature on file)
Holly Paschal

5/18/2023
Date

(Signature on file)
Lloyd Gregg

5/18/2023
Date