

CareerSource Brevard
Board of Directors Meeting
May 19, 2022

MINUTES

Members in Attendance: Mary Jane Brecklin (via teleconference), Colleen Browne (via teleconference), William Chivers, Susan Glasgow, Lloyd Gregg (Chair), Nancy Heller (via teleconference), Art Hoelke (via teleconference), Brian Jaskiewicz, Jennifer Kenny (via teleconference), Traci Klinkbeil (via teleconference), Mike Menyhart, Wayne Olson (via teleconference), Kirsten Patchett, Amar Patel (via teleconference), Pamela Reed (via teleconference).

Members Absent: Frank Abbate, Shawn Beal, Daryl Bishop, Lynn Brockwell-Carey, Randall Fletcher, Mark Mullins, Travis Mack, Terry Schrupf, Lynda Weatherman.

Staff Present: Marci Murphy, Jeff Witt, Holly Paschal, Thomas LaFlore (via teleconference), Denise Biondi (via teleconference), Jana Bauer, Richard Meagher, Lynn Hudson, Caroline Joseph-Paul (via teleconference), and Chakib Chehadi (via teleconference), Aaron Smith (via teleconference), Crisanta Garza (via teleconference), Ramsey Olivarez (via teleconference).

Guests: Candice Simmons (via teleconference) and Daniel Harper (via teleconference).

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:02am by Lloyd Gregg.

Public Comment: There was no public comment.

Presentations:

Partner Recognition

Jana Bauer recognized Wells Fargo for their commitment and support of CSB. Candice Simmons accepted the Partner Certificate on behalf of Wells Fargo.

Daniel Harper of Department of Economic Opportunity (DEO) presented an overview of Brevard County's performance for program year 2021-2022 and Florida's workforce system funding, oversight, and service delivery for Program Year 2021-2022. Mr. Harper shared that CSB did very well on our Indicators of Performance.

Action Items:

Related Party Contracts

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 Nancy Heller and seconded by Susan Glasgow. Motion passed unanimously with Amar Patel abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Travis Mack 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 Vaelo Networks Inc. and CSB. Motion to approve Related Party Contract with Vaelo Networks Inc. in an amount not to exceed \$20,000, made by William Chivers and seconded by Mary Jane Brecklin. Motion passed unanimously with Travis Mack abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval. Travis was not in attendance.

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 and CSB. Motion to approve Related Party Contract with Knight Enterprises Management in an amount not to exceed \$50,000, made by Brian Jaskiewicz and seconded by Susan Glasgow. Motion passed unanimously with Art Hoelke abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval. Art was not in attendance at the time of voting on any action item or consent item.

This action item was added to the agenda. Jana Bauer indicated before the meeting that she had a conflict of interest and needed to abstain from discussions. Staff presented a Related Party Contract with Quality Labor Management, LLC & Affiliated Companies (QLM) and CSB. Motion to approve Related Party Contract with Quality Labor Management, LLC & Affiliated Companies (QLM) in an amount not to exceed \$250,000 made by Susan Glasgow and seconded by Nancy Heller. Motion passed unanimously with Jana Bauer leaving the meeting before the discussion and voting of action items. The Related Party Contract will be sent to the Department of Economic Opportunity for approval. Jana was not in attendance.

PY 2022-2023 Proposed Budget

Richard Meagher presented the PY 2022-2023 Budget of \$10,474,000 which was previously reviewed and approved by the Finance Committee. Motion to approve the PY 2022-2023 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 Jennifer Kenny. Motion passed unanimously.

Board Member Reappointments

The reappointments of Frank Abbate, Shawn Beal, Susan Glasgow, Nancy Heller, Are Hoelke, Jennifer Kenny, Traci Klinkbeil, and Terry Schrupf were presented for approval by the Executive Committee. Motion to approve the recommended reappointments for submission to the Brevard County Commission for approval made by William Chivers and seconded by Brian Jaskiewicz. Motion passed unanimously.

Auditing and Monitoring Contract Awards

Jana Bauer presented Auditing and Monitoring Services Contract Awards and explained the process and system used by the rating team to make their recommendation and informed that six proposals were received. Several board members directed questions to Jana Bauer in regards the process which Ms. Bauer answered. Motion to approve the Rating Team's recommendation to award James Moore & Co., P.L. the contract for Audit Services for the initial period of July 1, 2022- June 30, 2023, plus (4) one-year options, with funding for the initial period not to exceed \$30,500, subject to successful negotiation of the contract and available funding made by Susan Glasgow and seconded by William Chivers.

Motion to approve the Rating Team's recommendation to award Taylor, Hall, Miller & Parker, P.A. the contract for Monitoring Services for the initial period of July 1, 2022-June 30, 2023, plus (4) one-year options with funding for the initial period not to exceed \$50,000, subject to successful negotiation of the contract and available funding made by Mike Menyhart and seconded by Susan Glasgow. Motion passed unanimously.

Consent Action Items

Marci Murphy gave an overview of the items on the Consent Action Items and explained that all would be approved after review of each item.

Ms. Murphy included the Board of Director meeting minutes for February 17, 2022, as the first consent action 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.

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 2022-2023. The RTOL is used by EFSC and Brevard Schools.

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. Susan Glasgow asked if June 19th would be added as a holiday and Marci Murphy informed that she would follow up with the question posed of June 19th as a required federal holiday and report the findings at the next board meeting if this holiday will be added to the operations schedule.

Staff also reviewed the WIOA DW to Adult Transfer that was recommended by the Finance Committee.

Motion to approve the Consent Action Items to include Board of Director meeting minutes for February 17, 2022, Selection of Key Industries, Regional Targeted Occupations List, Career Center Schedule of Operations,

and the WIOA DW to Adult Transfer was made by Nancy Heller and seconded by Mary Jane Brecklin. The motion passed unanimously.

Committee Chair Reports

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on April 19, 2022.

Nancy Heller gave a report on the Career Center Committee meeting held on April 26, 2022.

Colleen Browne gave a report on the Finance Committee meeting held on May 2, 2022.

Information Items:

Marci Murphy gave the president's report. Items covered included Board Member Jennifer Kenny running for Cocoa City Council in district 4. She gave an update on the National Association of Workforce Board (NAWB) which was held in Washington D.C. in April 2022. Lloyd Gregg commented on his experience of attending the conference as extremely informative and shared actions taken by other states to address their workforce issues. Mary Jane Brecklin shared that she also benefitted from the information regarding communication and collaboration by attending the conference. Ms. Murphy shared labor market information and Brevard County statistics to include that Brevard County's unemployment rate is currently at 2.5%, she explained the meaning of Burning Glass' topic of "The Great Reshuffling". Ms. Murphy informed board members that they are required by DEO to complete annual training; she instructed members to send their certificate of completion to the Board Secretary and to be on the lookout for more detailed information soon. She shared an update on Florida Workforce Development Association (FWDA) adding additional seats for each region and informed the members that Colleen Browne has accepted a seat on the association to represent CSB. Ms. Murphy explained the additional roles of Lloyd Gregg and thanked both Lloyd and Colleen for their continued assistance with these additional roles. Ms. Murphy also presented plans for the many Phases regarding the Florida re-alignment of workforce boards stated in the Reimagining Education and Career Help Act (REACH Act) and efforts made by Ms. Murphy to present a white paper of the uniqueness of Brevard County to CareerSource Florida, the assigned contractor Ernst & Young LLP (EY), and our state lobbyist, Marti Coley. Ms. Murphy will continue to keep the board informed of each Phase of the REACH Act.

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

Other Business:

There being no further business, the meeting was adjourned at 9:27am.

Submitted by,

Reviewed by,

(Signature on file)

Holly Paschal

5/19/2022

Date

(Signature on file)

Lloyd Gregg

5/19/2022

Date