

CareerSource Brevard  
**Board of Directors Meeting**  
May 20, 2021

**MINUTES**

**Members in Attendance:** Daryl Bishop, Mary Jane Brecklin (via teleconference), Colleen Browne, William Chivers, Randall Fletcher (via teleconference), Susan Glasgow (Chair), Lloyd Gregg, Art Hoelke (via teleconference), Brian Jaskiewicz, Jennifer Kenny (via teleconference), Traci Klinkbeil (via teleconference), Travis Mack (via teleconference), Mike Menyhart, Wayne Olson, Kirsten Patchett, Pamela Reed, Lynda Weatherman.

**Members Absent:** Frank Abbate, Shawn Beal, Lynn Brockwell-Carey, Nancy Heller, Mark Mullins, Amar Patel, Terry Schrupf.

**Staff Present:** Marci Murphy, Lyn Sevin, Jeff Witt.

**Staff Present (via teleconference):** Jana Bauer, Joan Belmonte, Denise Biondi, Judy Blanchard, Chakib Chehadi, Ahmanee Collins-Bandoo, Clinton Hatcher, Michelle Jones, Caroline Joseph-Paul, Bob Knippel, Thomas LaFlore, Angelina Londono, Don Lusk, Michele McAlpin, Richard Meagher, Jessica Mitchell, Sally Patterson, Aaron Smith, Kristine Wolff.

**Guests (via teleconference):** Zachary Cooper (Leonardo DRS), Laura Perkins, Erica Dickinson (Burning Glass).

**Call to Order and Roll Call:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:02am by Susie Glasgow.

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

**Presentations:**

Job Seeker Recognition

Joan Belmonte introduced Laura Perkins who was recognized for her success with CSB. Laura recently graduated from Eastern Florida State College (EFSC) with an Associate Degree in Business Administration. CSB also helped her secure a part-time job which allows her to continue her studies.

Employer Recognition

Clinton Hatcher introduced Zachary Cooper of Leonardo DRS and recognized their success with CSB's business services program including partnering in Ask a Recruiter events.

**Action Items:**

Related Party Contracts

Daryl Bishop indicated at the beginning of the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Seacoast Bank and CSB. Motion to approve Related Party Contract with Seacoast Bank in an amount not to exceed \$2,500, made by Mike Menyhart and seconded by William Chivers. Motion passed unanimously with Daryl Bishop abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for information.

Travis Mack indicated at the beginning of the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Valeo Networks and CSB. Motion to approve Related Party Contract with Valeo Networks in an amount not to exceed \$50,000, made by Brian Jaskiewicz and seconded by Daryl Bishop. Motion passed unanimously with Travis Mack abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

### Program Year 2021-2022 Budget

Richard Meagher presented projected Program Year 2021-2022 budget of \$11,633,000 which was previously reviewed and approved by the Finance Committee. Motion to approve the Program Year 2021-2022 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 Wayne Olson. Motion seconded by Lloyd Gregg and passed unanimously.

### Board Member Reappointments

The reappointment of Lloyd Gregg, Mike Menyhart, Mark Mullins, Wayne Olson, Amar Patel, and Travis Mack 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 Daryl Bishop and seconded by Kirsten Patchett. Motion passed unanimously.

### Nomination of Officers

Nominations for Officers of the Board recommended by the Executive Committee were reviewed. Motion to approval Lloyd Gregg to Chair, Mary Jane Brecklin to Vice Chair, and Colleen Browne to Treasurer for PY 2021-2022 and PY 2022-2023 made by Mike Menyhart. Motion seconded by Kirsten Patchett. Motion passed unanimously.

Staff presented Slide Show thanking outgoing board officers and welcoming new officers.

### Career Center Schedule of Operations

CSB's agreement with DEO entered into 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 was presented. Motion to approve the schedule of operations and holiday closings made by Lloyd Gregg. Motion seconded by Mary Jane Brecklin. Motion passed unanimously.

### **Consent Action Items**

Staff reviewed Selection of Key Industries and explained how the data is collected. This year Burning Glass Labor Insight was also included in the data collection. 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.

Staff reviewed the process for development of the Regional Targeted Occupations List (RTOL) which CSB is required to produce on an annual basis. The list shows occupations that CSB thinks will have good outcomes for training dollars. The RTOL is used by EFSC and Brevard Schools and all of EFSC's rapid credentials training systems are on the list.

Motion to approve the Consent Action Items to include Board of Director meeting minutes for February 25, 2021, Selection of Key Industries, and Regional Targeted Occupations List made by Mike Menyhart and seconded by Brian Jaskiewicz. The motion passed unanimously

### **Committee Chair Reports**

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on April 13, 2021.

Jana Bauer gave a report on the Career Center Committee meeting held on April 27, 2021.

Daryl Bishop gave a report on the Finance Committee meeting held on May 10, 2021

Lloyd Gregg left the meeting at 8:46am.

### **Information Items:**

Ms. Murphy reported on Brevard's unemployment numbers, Career Center reopening, and Board Governance Training. The training is offered by US Department of Labor on May 27, 2021 and all Board members were encouraged to attend. Staff will send an email to board members giving them information about attending the board training.

Information items presented included Career Center Activities, Continuous Improvement Performance Initiative, Primary Indicators of Performance, Third Quarter Contract Performance, Quarterly Multimedia Outreach, Grow the Resources of the Board Quarterly Hurricane Recovery Report, Financial Reports, Presentations at Committee meetings and Committee meeting minutes.

There was discussion on the Career Center Activities, Multi-Media Outreach, and Grow the Resources of the Board. Staff said that additional funds were being issued for the Substance Use Disorder Navigator Grant. There was also discussion on unemployment assistance and the difficulty filling job openings. It was noted that beginning June 1 job seekers must start applying for jobs to continue to receive reemployment assistance.

A new Skill Bridge grant for veterans was discussed and Susie Glasgow said that her company has signed the first contract with Skill Bridge. She agreed to send details of the grant to Kirsten Patchett.

There being no further business, the meeting was adjourned at 9:00am.

Submitted by,

Reviewed by,

(signature on file)

5/20/2021

(signature on file)

5/27/2021

Lyn Sevin

Date

Susie Glasgow

Date