

CareerSource Brevard
Board of Directors Meeting
May 21, 2020

MINUTES

The meeting was held via teleconference during the COVID-19 pandemic.

Members in Attendance: Shawn Beal, Daryl Bishop, Lynn Brockwell-Carey, William Chivers, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Jennifer Kenny, Traci Klinkbeil, Mike Menyhart, Mark Mullins (joined at 8:15am), Wayne Olson, Amar Patel, Terry Schrupf, Lynda Weatherman.

Members Absent: Frank Abbate, Colleen Browne, Robert Jordan, Paula Just, Travis Mack, Linda Miedema,

Staff Present: Jana Bauer, Denise Biondi, Judy Blanchard, Chakib Chehadi (C2), Caroline Joseph-Paul (C2), Thomas LaFlore, Don Lusk, Richard Meagher, Marci Murphy, Lori Robinson, Lyn Sevin, Erma Shaver, Aaron Smith (C2) Jeff Witt, Kristine Wolff (C2).

Guests: Jeff Arnott.

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

Public Comment: There was no public comment.

Presentations:

Marci Murphy thanked retiring board members Robert Jordan, Paula Just and Linda Miedema for serving on the CSB Board of Directors.

Action Items:

Board Member Reappointments

Motion to approve Governance/Finance Committee recommendations for Board membership renewal for Daryl Bishop, Colleen Browne, William Chivers and Lynda Weatherman effective July 1, 2020 for a term of three years and to recommend approval by the Brevard County Commission made by Mike Menyhart and seconded by Nancy Heller. Motion passed unanimously.

Board Member Nominations

At its meeting on May 4, 2020 the Governance/Finance Committee reviewed nominations for board membership and recommended the following candidates:

Kirsten Patchett, Vice President of Human Resources for Embraer in North America was nominated by the Melbourne Regional Chamber of Commerce to fill a business seat. Motion to recommend approval of Kirsten Patchett to the Brevard County Commission made by Terry Schrupf. Motion seconded by Lloyd Gregg and passed unanimously.

Brian Jaskiewicz, President of Space Coast Intelligent Solutions was nominated by the Cocoa Beach Regional Chamber of Commerce to fill a business seat. Motion to recommend approval of Brian Jaskiewicz to the Brevard County Commission made by Nancy Heller. Motion seconded by Mike Menyhart and passed unanimously.

Mary Jane Brecklin, VP, HR Operations of Health First was nominated by the Cocoa Beach Regional Chamber of Commerce to fill a business seat. Motion to recommend approval of Mary Jane Brecklin to the Brevard County Commission made by Mike Menyhart. Motion seconded by Daryl Bishop and passed unanimously.

All nominations will be sent to the Brevard County Commission for approval.

Related Party Contract

Daryl Bishop 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 Seacoast Bank and CSB. Motion to approve Related Party Contract with Seacoast Bank in an amount not to exceed \$2,500, made by Lynn Brockwell-Carey and seconded by Mike Menyhart. Motion passed unanimously with Daryl Bishop abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for information.

Heavy Equipment Leasing Contracts

Staff reviewed the USDOL National Dislocated Worker Grant funding to address rapid employment needs when an emergency or major disaster has occurred and explained the purpose of the funding to create temporary jobs to provide clean-up, demolition, restoration and humanitarian assistance to designated communities. The ability to lease heavy equipment within a short turnaround timeframe is critical to the success of these projects and future projects. CSB is quickly approaching the expenditure threshold with the current vendors, and as a result, a Request for Proposal (RFP) solicitation was recently conducted. The Rating Committee (RC) suggested that staff negotiate with all of the proposers as funding varies each program year. Pending successful negotiations, the RC recommended that CSB award 4-year Indefinite Delivery/Indefinite Quantity contracts (not 5-year as detailed in the agenda brief) to all six vendors, considering the RC ranking from top to bottom but with a caveat of availability versus price to allow flexibility for staff. Motion to approve the RC recommendation to negotiate with each vendor and, pending successful negotiations, to award 4-year ID/IQ contracts to Ahern Rentals, Inc., Herc Rentals, Inc., National Equipment Dealers d/b/a Earthmovers Construction Equipment, Ring Power Corporation, Sunbelt Rentals, Inc., and United Rentals (North America), Inc. to provide a broad range of heavy equipment leasing in support of CSB's disaster-related projects made by Mike Menyhart. Motion seconded by Lloyd Gregg and passed unanimously.

Strategic Plan for 2020-2022

Staff presented CSB's high level plan for the next three years which was created at the Annual Retreat held in February 2020. The Strategic Plan will become strategies and actions under CSB's four committee structures: Career Center Committee, Industry Workforce Committee, Finance Committee, and Executive Committee. These goals and objectives will be discussed and approved by each committee along with additional items that may need to be incorporated due to the pandemic. Motion to approve CSB's Strategic Plan 2020-2022 made by Nancy Heller and seconded by Amar Patel. Motion passed unanimously.

PY2020-2021 Budget

Staff reviewed Governance/Finance Committee's proposed budget for Program Year 2020-2021. Motion to approve the Governance/Finance Committee's proposed budget for PY 20-21 and grant the President the authority to add any currently unfunded options to the budget and/or replace items cut as additional funds become available throughout the Program Year made by Lloyd Gregg. Motion seconded by Wayne Olson. Motion passed unanimously.

Bylaws Modifications

At its Annual Retreat in February 2020 the Board of Directors updated the Strategic Plan for the next three years which necessitated changes to the current Bylaws. Motion to approve the recommended changes to CSB's Bylaws made by Mike Menyhart and seconded by Daryl Bishop. Motion passed unanimously. The Bylaws will be sent to the Brevard Board of County Commissioners for approval.

Consent Action Items

Susie Glasgow opened the floor for discussion and approval on the consent agenda items:

1. Board of Director's Meeting Minutes – February 20, 2020
2. Regional Targeted Occupations List 2020-2021.
3. Selection of Key Industries 2020-2021.

Motion to approve the Consent Action Items by Lynn Brockwell-Carey 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 April 14, 2020 via teleconference.

Nancy Heller gave a report on the Career Center Committee meeting held on April 28, 2020 via teleconference.

Daryl Bishop gave a report on the Governance/Finance Committee meeting held on May 4, 2010 via teleconference.

President’s Report

Marci Murphy gave an update on the following:

- COVID19: Virtual Career Center, back to work plan, costs.
- Future focus
- Space Coast Living article
- New York Times interview

Information Items:

Information items presented included documents approved by the Board of County Commissioners, Grow the Resources of the Board, Primary Indicators of Performance, Third Quarter Contract Performance PY19-20, APG IT Sector Strategy report, Healthcare Sector Strategy report, Quarterly Multimedia Outreach, Financial Reports, Meetings Schedule for PY 20-21, and Committee meeting minutes. Staff reviewed Grow the Resources of the Board and gave an update on current grants.

There being no further business, the meeting was adjourned at 9:05am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

5/26/2020
Date

(signature on file)
Susie Glasgow

5/26/2020
Date