

CareerSource Brevard (CSB)
Executive Committee Meeting
May 4, 2020

MINUTES

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

Members in Attendance: Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Paula Just, Mike Menyhart.

Members Absent: Nancy Heller

Staff in Attendance: Denise Biondi, Judy Blanchard, Ahmanee Collins-Bandoo, Thomas LaFlore, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

Guests: None

Susie Glasgow called the meeting to order at 4:02pm.

Public Comments: There was no public comment.

Presentations:

Ahmanee Collins-Bandoo gave a presentation on the transition to Virtual Career Center.

Denise Biondi and Thomas LaFlore gave a presentation on Third Quarter Outreach Activities.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 3, 2020 and March 19, 2020 made by Mike Menyhart and seconded by Lloyd Gregg. Motion passed unanimously.

3 Year Strategic Plan

At the Annual Retreat in February the Board of Directors discussed the strategic direction for the organization in the next three years. Staff reviewed the plan for CSB's four committees: Career Center Committee, Industry Workforce Committee, Finance Committee, and Executive Committee. Strategies and actions from the retreat will be discussed and approved by each committee along with additional items that need to be incorporated due to the pandemic. Motion to approve CSB's Strategic Plan 2020-2022 for inclusion on the agenda of the next full Board of Directors made by Paula Just and seconded by Lloyd Gregg. Motion passed unanimously.

President's Report

Marci Murphy gave a report on the following:

- Paula Just will be leaving the Board of Directors at end of June. Ms. Murphy thanked Paula for her guidance and support, not only to CSB but personally. Mary Jane Brecklin will represent Health First on the board pending approval at the next board meeting.
- CSB is planning to open the Career Centers on May 18 with a 50% on/50% off workforce to avoid quarantining the entire staff should an infection occur. No date is scheduled for opening to the public yet and staff will still be working virtually. When the

Centers open it will be by appointment only. Staff will be provided hand sanitizers and face masks. Temperature checks will be done and staff will be encouraged to perform frequent hand washing and social distancing. The janitorial services will be increased and plexiglass guards will be placed at Greeters' desks.

- When customers return we anticipate additional Welfare Transition and SNAP clients to come in to do work requirements which were waived through May. RA has a lot of challenges and staff have been counselling applicants. CS will be putting a plan together in the next few weeks to address the work requirements for RA which go into effect on May 9.
- Data is only available through April 4 but hospitality, retail and healthcare have the highest RA claims. Healthcare will probably recover quickly, but hospitality and retail may have problems recovering.
- Paula Just said that Health First has been focusing on rebuilding community confidence, as there is a lot of apprehension about going back into healthcare settings. She asked the members to share the message that it is safe to come back.
- The draft agreement between CSB and DEO is in the process of being updated and changes were reviewed. Updates will be provided when they are finalized.
- New executive committee duties were reviewed. New duties include governance, bylaws, recruitment and board reappointments.
- The next board meeting will be via teleconference.

Discussion/Information Items:

Documents Approved by the Board of County Commissioners

The Board of County Commissioners approved the following documents at its meeting on 4/21/20:

- CSB Local Plan 2020-2024 – this plan is updated periodically to meet changing economic conditions and workforce needs. It is modified every 2 years.
- Memorandum of Understanding (MOU) for Chief Elected Official (CEO) - this MOU details the relationship between CEO and CSB.
- MOU and Infrastructure Funding Agreement – the MOU covers mandated CSB partners and costs.
- Addendum for the One-stop Operator C2 Global Professional Services – this addendum to the previously approved career service provider contract covers firewalls and internal controls to prevent conflicts of interest. It will be incorporated into future contracts with the one stop provider.

Quarterly Hurricane Recovery Report

Staff shared status and resources used for the CSB Hurricane Recovery Program including grant status, worksite/restoration activities, program costs, and work based training/certifications. There was brief discussion on Hurricane Irma funds.

Governance/Finance Committee (GFC) Update

Daryl Bishop gave an update on the GFC which had met earlier in the day. Items reviewed at the meeting included preliminary budget for board approval, bylaws changes, reappointments, new board members, and officer positions. Susie Glasgow asked if CSB had seen a big increase in SNAP applications. Marci Murphy said she would ask staff and send everyone that information.

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. There was

discussion on the Health Emergency Dislocated Worker Grant and the Community Development Block Grant

Adjournment:

The meeting adjourned at 5:23pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

5/7/2020

Date

(signature on file)

Susie Glasgow

5/7/2020

Date