

CareerSource Brevard (CSB)
Executive Committee Meeting
May 6, 2019

MINUTES

Members in Attendance: Paula Just (Chair) (via teleconference), Daryl Bishop, Mike Menyhart (via teleconference), Patty Stratton (via teleconference), Robert Jordan (via teleconference).

Members Absent: Susie Glasgow, Travis Mack.

Staff in Attendance: Judy Blanchard, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

Guests: None

Paula Just called the meeting to order at 4:05pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 4, 2019 made by Daryl Bishop and seconded by Patty Stratton. Motion passed unanimously.

Contracts with Board Members

CSB Board Member Daryl Bishop identified the need to abstain from discussion and voting as he is employed by Seacoast Bank who would benefit financially from this transaction. SunTrust Bank has been providing CareerSource Brevard's banking and treasury management services since its incorporation in 1990. During the past four years, CSB's average annual cost for banking services has been \$9,079. Current policies do not require competitive procurements below an annual purchasing threshold of \$10,000, however, Daryl Bishop, a CSB board member and Vice President of Seacoast Bank, offered to provide the same services currently provided by SunTrust at an annual cost of approximately \$2,200, representing a 75% savings to CSB. Motion to recommend the Board of Directors approve Related Party Contract with Seacoast Bank in an amount not to exceed \$2,500 annually, made by Patty Stratton and seconded by Mike Menyhart. Motion passed unanimously with Daryl Bishop abstaining.

Memorandum of Understanding (MOU) - Brevard Board of County Commissioners

The Brevard Board of County Commissioners serve as the Chief Elected Official and CSB is required by the Workforce Innovation and Opportunity Act (WIOA) to enter into a MOU with them. This MOU sets out the required local control for public workforce accountability, appointment of Board Members, fiscal agent designation, planning, Career Center (One-Stop) performance measures and other required or agreed upon roles and responsibilities. This agreement has been in place for many years but was last updated in 2012. With the passage of WIOA in 2014 and other changes, it is necessary to update the document. An updated MOU was presented for review.

Ms. Murphy explained that the MOU was updated to clarify the County's liability. The changes have already been discussed with the County Manager and the County's Attorneys are

reviewing the MOU. There was discussion on disallowed costs and the sequence of liability and it was noted that CSB carries Errors and Omissions Insurance for \$1M.

Motion to recommend approval of the Modifications to the Brevard County MOU, contingent upon modifications received from the County, to the next full Board of Directors made by Mike Menyhart and seconded by Daryl Bishop. Motion passed unanimously.

Discussion/Information Items:

PY 2019-2020 Strategic Focus

Ms. Murphy discussed Brevard's low unemployment rate and said that workforce is a top concern in a tight labor market. She discussed the continuation of the sector strategy business model, finding hidden talent, retention strategies for businesses, events to help with hiring needs, and the social media talent attraction campaign, and requested input from the Committee. Mike Menyhart said that Volusia County were utilizing Boys and Girls Club to help get the word out on manufacturing.

Robert Jordan joined the meeting.

Governance/Finance Committee (GFC) Update

Daryl Bishop gave an update on the GFC which had met earlier in the day. He said that the GFC had approved two new board members, reappointed eight board members, approved three officer nominations, and approved the PY19-20 budget. All action items will be sent to the full Board of Directors for approval.

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. Items discussed included grant funded projects, Rebuild Florida's extension, and the Aerospace Summit being held in June.

Committee Organizational Chart for PY 2019-2020

Ms. Murphy presented the Committee Organizational Chart. Contingent upon board approval Mike Menyhart will Chair the Industry Workforce Committee and Nancy Heller will Chair the Career Center Committee. Lloyd Gregg will be asked to Chair the Governance/Finance Committee.

Adjournment:

The meeting adjourned at 4:40pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

5/16/2019
Date

(signature on file)
Paula Just

5/14/2019
Date