

CareerSource Brevard Flagler
Volusia
Board of Directors Meeting
July 18, 2024

MINUTES

Members in Attendance: Elizabeth Albert (virtually), Gregory Blose (virtually), Mary Jane Brecklin (virtually), Colleen Browne (virtually), Sarah Dougherty, Erica Flores, Lloyd Gregg (Chair), Savannah-Jane Griffin, John Guthrie, Corrine Heck (virtually), Art Hoelke (virtually), Renee Kirkland, Amy Locklear, Wayne Olson (virtually), Lou Paris, Amar Patel (virtually), Ken Phelps, Eva Rey, Cordell Rolle (virtually), Ian Shinnick, Tyler Sirois (virtually), John Wanamaker, and Lynda Weatherman (virtually).

Members Absent: Shawn Beal, Dr. Sandy Handfield, Nuno Mana, Mike Menyhart, Jason Parker,

Staff Present: Denise Biondi, Julie Berrio, John Bonsignore, Chakib Chehadi, Jessica Clements, Ahmanee Collins-Bandoo, Linda Hadley, Mandi Howell, Valerie Ignacio, Lynn Hudson, Melissa Janssen, Deserine McArthur, Caroline Joseph-Paul, Bob Knippel, Thomas LaFlore, Trish McGetrick, Marci Murphy, Holly Paschal, Sally Patterson, Donna Runge, Erma Shaver, Kory Sillerud, Marina Stone, Marc Thompson, Kimberly Weatherby, Jim Watson, Kristine Wolff, and Jeff Witt.

Guests: Kathleen Danclair (virtually), Maritza Peres (virtually), and Harry Richardson(virtually).

Call to Order: The CareerSource Brevard Flagler Volusia (CSBFV) Board Meeting was called to order at 8:32am by Marci Murphy.

Public Comment: There were no public comments.

Introductions: Marci Murphy informed the board members of the seat that each member holds as well as their term in office.

Elizabeth Albert holds a Union seat and term is 2 years.

Shawn Beal holds a Union seat and term is 2 years.

Gregory Blose holds a Business seat and term in one year.

Mary Jane Brecklin holds a Business seat and term is one year.

Colleen Browne holds a Private Education seat and term in one year.

Sarah Dougherty holds a Business seat and term in one year.

Erica Flores holds a Community-Based Organization seat and term is one year.

Lloyd Gregg holds a Business seat and term is one year.

Savannah-Jane Griffin holds a Community-Based Organization seat and term is one year.

John Guthrie holds a Business seat and term is two years.

Dr. Sandy Handfield holds a Community College seat and term is two years.

Corrine Heck holds a Business seat and term is one year.

Arthur Hoelke holds two seats, a Labor Union and Apprenticeship seat and term is two years.

Renee Kirkland holds an Adult Education seat and term is two years.

Amy Locklear holds a Community College seat and term is two years.

Nuno Mana holds a Business seat and term is one year.

Mike Menyhart holds a Business seat and term is one year.

Wayne Olson holds a Vocational Rehabilitation seat and term is one year.

Lou Paris holds an Economic Development Organization seat and term is two years.

Jason Parker holds a Business seat and term is one year.

Amar Patel holds a Community-Based Organization seat which serves people with disabilities and term is one year.

Ken Phelps holds a Business seat and term is one year.

Eva Rey holds a Business seat and term is one year.

Cordell Rolle holds a Business seat and term is one year.

Ian Shinnick holds a Business seat and term is one year.

Tyler Sirois holds a Private Education seat and term is two years.

John Wanamaker holds a Business seat and term is one year.

Lynda Weatherman holds an Economic Development Council seat and term is two years.

Presentations:

A. Board Member Orientation Training

Marci Murphy conducted annual board member orientation training on the following topics: THMP Board Member Orientation

Chapter 1: Introduction

- Welcome—your impact
 - Setting strategic direction
 - Advocate for business and job seekers
 - Solutions to meet local workforce needs
 - Transparency & Ethics
- Structure of Workforce Development System
 - Purpose of system/What it does
 - Regulatory Environment
 - Structure
 - CSF
 - Florida Commerce
 - Local Boards
 - Services to businesses & job seekers
- Board Members
 - How Selected
 - Roles & Responsibilities
 - Appoints President/CEO
 - Strategic Plan
 - Performance Oversight
 - Approves One-Stop Operator
 - Establishes By-laws
 - Fiscal Oversight
 - Transparency/Laws
 - Attending Meetings/Committees
 - Conflict-of-Interest

Chapter 2: Budget & Financial Responsibilities

- Federal/State funding
 - Process of pass-through
- Funding streams
 - WIOA, TANF, WP, SNAP
- Budget-to-actual oversight responsibilities
- Budget-to-actual format
 - Example budget/actual for Board members
 - Specific examples to focus on
 - Other measures
 - ITA expenditures
 - Admin costs

Chapter 3: Auditing & Monitoring

- Purpose/requirements
 - DEO fiscal and programmatic monitoring
 - Annual audit
 - Regional monitoring responsibilities
- Board oversight

Comment: Marci explained that CSB is monitored twice a year by an independent firm and once by Florida Commerce who does programmatic and financial monitoring. CSB is also audited annually with the results presented to the Board for approval.

Questions: None

Chapter 4: Performance Oversight

- State performance measures
 - WIOA common measures
- Expenditure metrics
 - ITA
 - Out-of-School Youth
 - Youth Work Experience
 - Admin
- Other local board measures
- REACH ACT

Chapter 5: Transparency & Ethics

- CSF Ethics & Transparency Policy
- Sunshine Law
 - Meetings
 - Discussions/Gatherings
 - Email, text, social media
 - Exemptions
 - Public comment
- Public Records Law
 - Rule of thumb
 - Examples
- Ethics
 - Conflict of interest
 - CSF policy
 - Exemptions
 - Gifts
 - Statement of Financial Interests

B. Statement of Financial Interests (Form 1)

Marci Murphy explained the Statement of Financial Interests (Form 1) requirements and informed the board of directors of their legal obligations to include the timeline to file and instructions on how to file. Holly Paschal informed the members of those who have already filed their Form 1 from a previous board and informed that they are not required to file another Form 1 or a Form 1F from the previous board they were on.

C. Florida's Government in the Sunshine Law

Marci Murphy explained the Sunshine Law to the Board of Directors.

Nominations/Voting for the Chair, Vice-Chair, and Treasurer

Marci Murphy read the requirements for Officer positions and each member who stated an interest in that position; Lloyd Gregg stated an interest for Board Chair, John Wanamaker stated an interest for Vice-Chair, and Colleen Browne stated an interest for Treasurer.

Marci Murphy asked for any additional nominations from the floor for the Board Chair, there were none. She called for a vote to nominate Lloyd Gregg as Chair for a one-year term. Motion to approve Lloyd Gregg as the Board Chair for a one-year term was made by John Wanamaker and seconded by Ken Phelps. Motion passed unanimously.

Yeas: 23

Nays: 0

Abstentions: 0

Marci Murphy asked for any additional nominations from the floor for the Board Vice-Chair, there were none. She called for a vote to nominate John Wanamaker as Vice-Chair for a one-year term. Motion to approve John Wanamaker as Vice-Chair for a one-year term was made by Ken Phelps and seconded by Greg Blöse. Motion passed unanimously.

Yeas: 23

Nays: 0

Abstentions: 0

Marci Murphy asked for any additional nominations from the floor for the Board Treasurer, there were none. She called for a vote to nominate Colleen Browne as Treasurer for a one-year term. Motion to approve Colleen Browne as Treasurer for a one-year term was made by and seconded by Sarah Dougherty and seconded by Eva Rey. Motion passed unanimously.

Yeas: 23
Nays: 0
Abstentions: 0

Marci Murphy informed the Board of Directors that the past Board Chair is Lloyd Gregg.

Action Items:

Approval of Board of Directors Meeting Minutes

Motion to approve the CSB Board of Directors Meeting minutes for June 13, 2024, made by Colleen Browne and seconded by Wayne Olson. Motion passed unanimously.

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 CSBFV.

Mary Jane Brecklin indicated before the meeting that she had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with Health First and CSBFV.

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 CSBFV.

Mike Menyhart 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 Migrandy Corporation and CSBFV.

Motion to approve Related Party Contract with Brevard Achievement Center and CSBFV, Health First and CSBFV, Knight Enterprise Management and CSBFV, and Migrandy Corporation and CSBFV in an amount not to exceed \$30,000 for each related party contract, made by Ken Phelps and seconded by Lou Paris. Motion passed unanimously with Amar Patel, Mary Jane Brecklin, and Art Hoelke abstaining. Mike Menyhart was not present at this meeting. The Related Party Contracts will be sent to Florida Commerce for approval.

Yeas: 19
Nays: 0
Abstentions: 4

Elizabeth Albert asked if this board is following the format of what is typically done when there is a conflict of interest with a board member. Marci Murphy replied “yes” and informed the board that we are following the requirements that have been in place for many years which have been established by Florida Commerce. She mentioned that as long as she has held this position, all related party contracts sent to Florida Commerce for approval have been approved.

Career Center Schedule of Operations

CSBFV’s agreement with Florida Commerce, requires CSBFV to annually adopt a schedule of operations for the upcoming state fiscal year. Schedule of Operations and Holiday Closings were presented. Motion to approve the Career Center Schedule of Operations was made by Renee Kirkland and seconded by Amy Locklear.

Executive Director’s Report

Marci Murphy informed the board that the interlocal agreement that was signed by Brevard, Volusia and Flagler counties, created a Tri-County Consortium made up of a commissioner from each of the counties. The first meeting of the Tri-County Consortium occurred on July 1, 2024. During the meeting, the Consortium selected by unanimous vote for each of you to sit on this board. The Consortium voted on the Budget for the current year and approved the Bylaws, both of which are in the agenda package. The next consortium meeting is scheduled for August 26th, after that meeting, the meetings will be scheduled on a quarterly basis on a date following our board meetings.

Ms. Murphy informed that future Board meetings will be held quarterly with the next one planned for November, and we will send you all “Save-the-dates” for each of the meetings for the coming year. Meetings usually last about an hour with one meeting per year scheduled as a “retreat”. This year, the retreat will be the November meeting to include a Strategic Planning Session for the Board.

Committees will start meeting the second quarter of the year, and they meet quarterly. As a board member, you will be assigned to a committee. Staff will take into consideration your interest expressed in your board member application. The committees will contain both board members and non-board members.

LMI Session

Ms. Murphy shared that in May, Florida’s Unemployment Rate was 3.3% with Brevard being at 3.0, Flagler 3.6 and Volusia 3.3. Florida was ranked #2 for job growth year over year for number of jobs gained, and 7th with the fastest growth rate year over year tied with Arizona and Texas at 2.3%.

She stated that most of her data comes from Lightcast which is a national leading Labor Market data analytics firm that CSBFV subscribes to. In June, at CSB’s last board meeting, Ms. Murphy talked about AI and the job market and mentioned that she would share the report with board members. She also shared information pertaining to the Cyber-Security industry which she pulled from Lightcast’s Cyber-Security Workforce Analysis & Strategy Report just completed for the Maryland/DC area.

Information Items:

Marci Murphy informed the board that the Bylaws of CSBFV are now complete and operational, and informed the Board that a copy was included in the agenda packet. She explained that the Bylaws were reviewed by several attorneys. She also informed the board that modifications can always be brought to the Tri-County Consortium for review and approval.

Yvonne Kobrin gave an overview of the PY24/25 budget. She informed that the budget is a 28% decrease from last years budget. Ms. Kobrin informed that in the last five years, WIOA, WP, and Welfare Transition Formula Funds has received an overall decrease of approximately 24%. Ms. Kobrin gave a breakdown of each funding stream. Lloyd Gregg stated that 9% is a good budgets percentage for administration/indirect costs. Marci Murphy explained that it is challenging to maintain this budget since inflation is steadily increasing, and at the same time, our funding is steadily decreasing.

Lou Paris made a comment that the implication of receiving more funding is not necessarily good, he referred to the economic state of being from 2008. Marci reiterated that the workforce system receives more funding if the economy is struggling.

Lloyd Gregg encouraged the board to remain positive. He continued to inform the Board of Directors that as board chair, he will ensure that CSBFV will remain at the highest level of ethical standards.

Other Business:

There being no further business, the meeting was adjourned at 11:00am.

Submitted by,

Reviewed by,

(Signature on file)
Holly Paschal, Secretary

07/24/2024
Date

(Signature on file)
Lloyd Gregg, Chair

07/24/2024
Date