

CareerSource Brevard
Board of Directors Meeting
August 20, 2020

MINUTES

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

Members in Attendance: Frank Abbate, Daryl Bishop, Mary Jane Brecklin, Colleen Browne, William Chivers, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Brian Jaskiewicz, Jennifer Kenny, Traci Klinkbeil, Mike Menyhart, Wayne Olson, Kirsten Patchett, Amar Patel, Terry Schrupf, Lynda Weatherman, Art Hoelke.

Members Absent: Shawn Beal, Lynn Brockwell-Carey, Travis Mack, Mark Mullins.

Staff Present: Jana Bauer, Julie Berrio, Denise Biondi, Judy Blanchard, Chakib Chehadi, Lisa Fitz-Coy, Chris Garza, Caroline Joseph-Paul, Thomas LaFlore, Angelina Londono, Don Lusk, Richard Meagher, Marci Murphy, Ramsey Oliverez, Lyn Sevin, Jeff Witt.

Guests: None

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:03am by Susie Glasgow.

Public Comment: There was no public comment.

Presentations:

Susie welcomed new board members Kirsten Patchett, Brian Jaskiewicz, and Mary Jane Brecklin.

Thomas LaFlore gave a presentation on Virtual Job Fair. There was discussion on how the virtual job fair compared to in-person events. Thomas said that usually there are 400-500 job seekers at in-person events compared to 263 attendees at the virtual event. He said there were about the same number of employers in attendance at the virtual event.

Jana Bauer gave a presentation on Skill Up Brevard.

Marci Murphy gave a presentation on Employee Recognitions. She thanked Don Lusk, Jeff Witt, and Lori Robinson for 10 years of service, and Jana Bauer for 5 years of service to CSB.

Marci Murphy gave a report on the status of CSB (see Attachment A).

Action Items:

Career Center Schedule of Operations and Holiday Closures

The State of Florida Department of Economic Opportunity (DEO) Agreement with CSB requires CSB to adopt a schedule of operations for the upcoming state fiscal year for approval by the Board. This schedule of operations includes career center daily hours of operation and holiday closures. The proposed schedule was presented for approval and will be placed on CSB's website. There was brief discussion on when the Career Centers will be open to the public. Motion to approve CSB's Schedule of Operations and Holiday Closures made by Mike Menyhart and seconded by Nancy Heller. Motion passed unanimously.

Related Party Contract

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 CSB. Motion to approve Related Party Contract with Health First in an amount not to exceed \$25,000, made by Mike Menyhart and seconded by Lloyd Gregg. Motion passed unanimously with Mary Jane Brecklin abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for information.

Brian Jaskiewicz 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 Space Coast Intelligent Solutions and CSB. Motion to approve Related Party Contract with Space Coast Intelligent Solutions in an amount not to exceed \$50,000, made by Jennifer Kenny and seconded by Mike Menyhart. Motion passed unanimously with Brian Jaskiewicz abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Art Hoelke joined the meeting at 8:48am

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 CSB. Motion to approve Related Party Contract with Brevard Achievement Center in an amount not to exceed \$245,000, made by Nancy Heller and seconded by Daryl Bishop. Motion passed unanimously with Amar Patel abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for approval.

Board Member Nominations

At its meeting on August 3, 2020 the Executive Committee reviewed the nominations for board membership and recommended approval of Randall Fletcher to fill the Community College mandatory seat vacated by Linda Miedema. This candidate was nominated by Eastern Florida State College. Motion to approve the nominations made by Mike Menyhart and seconded by Mary Jane Brecklin. Motion passed unanimously

The Executive Committee also recommended David Stills to fill the business seat vacated by Travis Mack. This candidate was nominated by the Cocoa Beach Chamber of Commerce. Motion to approve the nominations made by Mike Menyhart and seconded by Lloyd Gregg. Motion passed unanimously.

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

President's Goals for PY2020-2021

Marci Murphy reviewed her PY2020-2021 annual goals and thanked the Chair for her assistance in creating them. The goals had been reviewed and recommended for approval by the Executive Committee at the August 3, 2020 meeting. There was brief discussion on metrics. Motion to approve the Executive Committee's recommended goals for the President's for PY2020-2021 made by Daryl Bishop and seconded by Lynda Weatherman. Motion passed unanimously.

Consent Action Items

Motion to approve the Board of Director meeting minutes for May 21, 2020 and June 23, 2020 by Nancy Heller and seconded by Jennifer Kenny. The motion passed unanimously.

Committee Chair Reports

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on July 14, 2020.

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

Daryl Bishop gave a report on the Finance Committee meeting held on August 3, 2020.

Information Items:

Information items presented included Effectiveness of Training, ITA Vendor Evaluation, IT Sector Strategy Updates, Healthcare Sector Strategy Updates, IWC Strategies, CCC Strategies, Contractor Performance, Continuous Improvement, Primary Indicators of Performance, Outreach updates, CSB Fact Sheet, Grow the Resources of the Board, Financial Reports and Committee meeting minutes. There was discussion on the CSB Fact Sheet and staff said they would send an updated copy to members as soon as current information was available.

There being no further business, the meeting was adjourned at 9:16am.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

8/20/2020

Date

(signature on file)

Susie Glasgow

8/20/2020

Date

Presidents Report
8/20/2020

CareerSource Brevard continues to offer services to Brevard's citizens, both jobseekers and businesses during the pandemic. We are remaining with our model of Team A and Team B with each team working virtually one week and in the office the next. Our Career Centers have been open since the end of May with appointment-only services. However, we do take walk-ins if we have the capacity. Just to give you a snapshot, in the first week of August we served 300 people in our centers and 293 with virtual services. Work Search requirements for citizens that are collecting SNAP, WT and RA have been waived by the governor through the end of August. We expect activity to rise when these waivers are lifted. If the governor decides to continue the waiver, it is usually done a few days before expiration of the order.

As we continue to receive our formula funding from the Federal Government which passes through the state to us, we are also running in parallel over 15 additional grants. You can review those in your packet under the "Grow the Resources of the Board" report. There will continue to be opportunities for additional dollars as we are asked to partner with agencies that are receiving pandemic-related funding. One such funding opportunity came in June when County Commissioner Bryan Lober reached out to me and asked if I had any ideas on spending the CARES ACT dollars the county received (approx. 105M) to help small businesses. Given only a few months to spend the dollars, a proposal was written and presented to the Business Task Force and then to the County Commission for \$750,000 to help small businesses rehire their laid off/furloughed workers. A contract was executed with the county with funding available for us through the end of November. We received 160 applications from businesses and are working through them. We went back to the county commission asking for more money to serve more businesses and they authorized an additional 1.5M but placed a \$16.50 cap on wages of employees that the companies want to bring back. The mean wage in Brevard County is \$24.43 and the median wage is \$23.88. CSB will continue to do its best within the limitations given to serve Brevard's small businesses and at the same time bring laid off employees back to work. You will see this as one of my goals for this year.

Looking at RA for Brevard, we've had 51,267 initial COVID-19 related claims from March through July 25th (most recent data we have)...Roughly 18% of the workforce. Brevard's highest claims are in the following sectors: Food & Accommodation, Healthcare, Retail, and the Admin/Support sectors. These are the same top affected sectors for the state of Florida. Current data for job openings and placements are only through April due to a computer upgrade and compatibility issues with the state database Employ Florida – we're hoping for a fix by the end of August. April job placements were down by 60% and job openings down by 40%. These numbers were expected as Florida was in shut down mode during April. I expect these figures to improve moving into May and June. Taking a snapshot of Brevard, there is some good news. Our Unemployment rate went from 12.6 in May to 8.5% in June. July's figures are due out tomorrow. Brevard has one of the most diversified economies in Florida and that should help us.

Finally, I'd like to give a shout out to Lynda Weatherman for securing 25K from Sutton Properties for the Macedonia Education Technology and Career Academy program (METCA). This is a grassroots organization that prepares lower-income and minority health care students and obtains scholarship funds for training in careers such as HHA, CNAs, LPNs and transitioning LPNs to RNs. We've been partnering with METCA in grant-funded talent development initiatives for the last 4 years. This past year alone, 24 of their students have received CSB scholarship resources for either Home Health Aides, CNAs or LPNs. They are an amazing organization that gets results. Thank you again Lynda for being able to secure funding for them!

And That concludes my report.