

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
November 1, 2021

**MINUTES**

**Members in Attendance:** Lloyd Gregg (Chair), Mary Jane Brecklin, Colleen Browne, Nancy Heller (via teleconference), Mike Menyhart, Susie Glasgow (via teleconference).

**Members Absent:** None

**Staff in Attendance:** Jana Bauer, Melissa Byers, Marci Murphy, Holly Paschal, Lyn Sevin, Jeff Witt.

**Guests:** None

Lloyd Gregg called the meeting to order at 4:03pm.

**Roll Call**

**Public Comments:** There was no public comment.

**Presentations:**

Melissa Byers gave a presentation on Developing for the Future: Business & Employee Resources. There was discussion on wage requirements for work-based training opportunities and the hospitality industry overview from Burning Glass.

Jana Bauer gave a presentation on the HUD Construction Grant. There was discussion on training providers and the number of participants that had applied for training.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for August 2, 2021 made by Colleen Browne and seconded by Mary Jane Brecklin. Motion passed unanimously.

**Discussion/Information Items:**

Presidents Report

Ms. Murphy reported on closeout of hurricane grants, President's contract updates, health insurance renewals, staff changes, and the Grau draft audit. She also reported that the unemployment rate for Brevard in September was 3.8% which has resulted in a tight labor market and more employers needing to offer sign-on bonuses and higher wages

There was discussion on meeting in person versus virtual, and it was agreed that in person was preferable but Teams meetings should continue to be offered.

Lastly, she shared the EMSI/Burning Glass report. Colleen Browne requested a copy of the report.

Finance Committee Report

Colleen Browne gave a report of the Finance Committee that had met earlier in the day.

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 brief discussion on potential new grants, the Get There Faster Launch IT Program Grant and the Get There Faster Salesforce Academy Program Grant. She also shared that the Healthcare Sector Strategy Addendum 7 was approved.

**Adjournment:**

The meeting adjourned at 5:18pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

11/3/2021  
Date

(signature on file)  
Lloyd Gregg

11/3/2021  
Date