

CareerSource Brevard Flagler Volusia (CSBFV)
Executive Committee Meeting
November 4, 2024

MINUTES

Members in Attendance: Colleen Browne, Lloyd Gregg (Chair), Savannah Griffin, Mike Menyhart, and John Wanamaker (Vice Chair).

Members Absent:): None.

Staff in Attendance: Yvonne Kobrin, Marci Murphy, Holly Paschal, Jim Watson, and Jeff Witt.

Guests: None

Lloyd Gregg called the meeting to order at 4:02pm.

Roll Call: Holly Paschal

Public Comments: None.

Presentations:

Additional Grants

Jim Watson presented additional grants that CSBFV is involved with and a summary on each of the grants and how they impact our community as well as regular formula funding that CSBFV receives. Marci Murphy explained that our funding is based on the unemployment rate, and we typically receive less monies when the unemployment rate is low.

Action Items:

Approval of Executive Minutes

Motion to approve the Executive Committee minutes for September 30, 2024, made by Mike Menyhart and seconded by Colleen Browne. Motion passed unanimously.

Approval of Executive Directors 24/25 Goals & Incentive

Marci Murphy presented the Executive Directors Goals for the Program Year 2024-2025 and explained each of the five goals. Her goals were focused on Goal 1 - Letter Grades, Goal 2- Increase customer traffic in the Volusia and Flagler county's three Career Centers combined. Goal 3- Partner with Dwyer Workforce to expand their CNA program to Volusia and Flagler Counties to augment the talent pipeline in the Healthcare industry while building business partnerships. Goal 4- Redesign the Sector Strategy business model to enhance the success of this strategy over three counties. Goal 5- Implement the designation of a Regional Planning Area.

- Per the Executive Directors Incentive Compensation Contract Language, it states, "Employee is eligible for incentive compensation. The incentive compensation fund is a percentage of the Employee's annual base salary at the beginning of the fiscal year. Actual payment of the incentive compensation is based upon attainment of pre-determined goals mutually established by the CSBFV Executive Committee and the Employee. The target incentive amount is 10%. Each goal is weighted and contains a Threshold Objective (75%), a Target Objective (100%), and a Superior Objective

(125%). A Threshold Objective for a goal must be met to receive any kind of incentive compensation for that goal. See Table 1 for the incentive formula application example. The payment of the incentive compensation will occur in the first pay period following approval by the CSBFV Executive Committee. CSBFV reserves the right to modify, amend or discontinue the Incentive Compensation at any time, and as mutually agreed to, upon thirty (30) days written notice to the Employee specifying the effective date of the modification, amendment or discontinuance, and tendered in accordance with Paragraph 21 – NOTICES.

Approval of Executive Directors 24/25 Goals and Incentive

Motion to approve the Executive Directors Goals for 2024-2025 program year, made by Colleen Browne and seconded by John Wanamaker. Motion passed unanimously.

Executive Director's Report

Marci Murphy asked members if they are planning to attend the board meeting in person on Nov 12th, and then she reviewed the timeframe with the committee. Ms. Murphy solicited the thoughts of the committee as to whether they think we should share the grants presentation with the first board meeting next year; the committee unanimously agreed that the presentation should be shared with all board members.

Ms. Murphy informed the committee that there are currently two open positions on the board; one position is a Union position in Brevard; another position is for a business seat in Flagler. She shared that she will be meeting with both county commissioners this week to discuss these open positions.

Ms. Murphy shared the status of hurricane Milton, and shared that staff delivered a presentation to Volusia County staff. She asked the committee if they had any concerns regarding the presentation of Regional Planning area with Central Florida at the next board meeting. The committee agreed they have no concerns.

Ms. Murphy gave an update on the consolidation and states we are still moving forward, and the new website will be consolidated the first week in January. There are large purchases being made that must be approved by Florida Commerce. Some of those include signage and IT related expenditures.

Finance Committee Report Out

Finance Committee Chair, Colleen Browne gave a report of the Finance Committee meeting activities.

Grow the Resources of the Board

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

Adjournment:

The meeting adjourned at 4:57pm.

Submitted by,

{Signature on file}
Holly Paschal

11/05/2024
Date

Reviewed by,

{Signature on file}
Lloyd Gregg, Chair

11/05/2024
Date