

CareerSource Brevard (CSB)
Executive Committee Meeting
February 5, 2018

MINUTES

Members in Attendance: Susie Glasgow (via teleconference), Paula Just (Chair), Patty Stratton (via teleconference), Travis Mack (via teleconference), Mike Menyhart (via teleconference).

Members Absent: Daryl Bishop, Robert Jordan.

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

Guests: None

Paula Just called the meeting to order at 4:06pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for October 30, 2017 made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

Discussion/Information Items:

Rockledge Relocation Analysis

Staff reviewed the analysis to determine cost savings to relocate the Rockledge center versus remaining in the current location when the lease expires in February 2019. Staff developed requirements to use when looking at other locations to include a reduction in annual costs and location. Working with several realtors, one location was found that met most of the parameters required by CSB. Unfortunately the square footage was higher than needed and the build out costs were estimated at \$300,000-\$500,000. In an effort to reduce current costs, staff negotiated with the current landlord to reduce costs by \$81,000 over three years. The facilities analysis resulted in the following conclusions: 1) The amount of facilities costs we are paying in Rockledge is fair market value 2) There are not any properties within our requirements that could reduce our costs 3) Staff was able to negotiate additional cost savings with the current landlord.

Annual Board Retreat

Ms. Murphy gave an overview of the Agenda for the Annual Retreat on February 20. She said that breakfast will be served at 8:00am and the Board meeting will begin at 8:30am. The meeting is expected to end by 10:30am. Year in Review presentation and training on the requirements of Form 1: Statement of Financial Disclosure will be given. Ms. Murphy encouraged attendance as the Audit and Bylaws will be presented for approval.

Contractor Performance Report

Ms. Murphy explained that the CSB Workforce Operations contract is cost reimbursement for direct program costs, however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Payment of withheld profit uses a performance measurement model. She said that the Contractor had succeeded in meeting or exceeding the performance criteria and was paid all withheld costs. She also discussed her pleasure in working with the new contractor. They are innovative, have a large presence locally, give good feedback and are easy to work with.

Media Update

Ms. Murphy gave an update on the job placement issues from Regions 14 and 15 reported in the news media. She said that the Department of Economic Opportunity (DEO) and CareerSource Florida (CSF) are currently auditing those Workforce Boards and, in the meantime, CSF has created a task force to determine steps needed to prevent this happening again. She reassured members that CSB contracts with an independent monitoring firm, along with monitoring by DEO. There was discussion on monitoring and addressing media enquiries.

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.

Adjournment:

Paula Just adjourned the meeting at 4:46pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

2/7/2018
Date

(signature on file)
Paula Just

(2/7/2018)
Date