

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
April 30, 2018

**MINUTES**

**Members in Attendance:** Patty Stratton (Chair), Daryl Bishop, Susie Glasgow, Travis Mack, Mike Menyhart.

**Members Absent:** Robert Jordan, Paula Just.

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

**Guests:** None

Patty Stratton called the meeting to order at 4:00pm.

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

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 5, 2018 made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

**Discussion/Information Items:**

Governance/Finance Committee Summary

Daryl Bishop, Chair of the Governance/Finance Committee reported on the Governance/Finance Committee actions as follows:

1. Desmond Blackburn, Travis Mack, Mike Menyhart, and Wayne Olson were reappointed for a new term pending full Board approval and ratification by the Brevard County Commissioners (BCC).
2. Paula Just, Patricia Stratton, Travis Mack and Robert Jordan were reappointed as Officers of the board for a second term pending full Board approval.
3. Lloyd Gregg, ASRC, and Joe Angelastro, Walmart Distribution Center, were approved to fill the vacant business seats, pending Board approval and BCC ratification.
4. The proposed budget for FY 18-19 was reviewed and recommended to the full Board for approval.

Contractor Performance Report

Ms. Murphy reported on the third quarter contractor performance report. She said that the contractor had succeeded in meeting or exceeding the performance criteria and had been paid all withheld costs. There was discussion on ongoing staff training.

Legislative Workshop

Supporting CSB's efforts this program year to develop and implement a Local, State and Federal Legislative Advocacy Plan to cultivate stronger relationships with our Elected Officials, CSB will be hosting a Legislative Workshop on May 2, 2018. Staff have invited local, state and federal elected officials and their staff to the workshop which is designed to provide information

on the services and programs offered by CSB to employers and job seekers, along with information on the current initiatives underway to support the development of the talent pipeline necessary to ensure the economic prosperity of Brevard County.

PY18-19 Strategic Focus

CSB is continuing to focus on the challenges associated with a low unemployment rate. Steps have already been put into place to address the workforce shortage and an overarching theme of this effort will be “Finding Hidden Talent and bringing more people into the Career Centers and into the Employ Florida Database, where businesses can find the talent they need.” To this end a company-wide brainstorming exercise was conducted with many outstanding outcomes. The next steps will involve Committee action. There was discussion on the use of the OJT program and employed worker training to attain this shortage.

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 discussion on sector partnerships, LPN and CNA training,

Next Executive Committee meeting date

Committee agreed to meet at the end of July to review the president’s goals and approve proposed goals for next year.

**Adjournment:**

Patty Stratton adjourned the meeting at 4:45pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

5/3/2018  
Date

(signature on file)  
Patty Stratton

5/3/2018  
Date