

CareerSource Brevard (CSB)
Executive Committee Meeting
October 30, 2017

MINUTES

Members in Attendance: Daryl Bishop, Robert Jordan (via teleconference), Paula Just (Chair), Patty Stratton (via teleconference), Travis Mack (via teleconference), Mike Menyhart.

Members Absent: Susie Glasgow

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

Guests: None

Paula Just 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 July 31, 2017 made by Mike Menyhart and seconded by Robert Jordan. Motion passed unanimously.

Discussion/Information Items:

Hurricane Process Overview

The President gave an overview of the actions that CSB is required to take when a Hurricane strikes. These actions depend upon declarations made by the Federal, State, and Local Governments and the services include helping residents file for disaster unemployment compensation, staffing disaster recovery centers, hiring staff to administer the food stamps program, placing the unemployed in jobs to restore the community damaged by a hurricane, and support for businesses through social media campaigns. It was noted that CSB worked with DCF to hire 65 workers to assist 127,000 individuals receive disaster food stamps in Brevard County after Hurricane Irma. Other activities following a hurricane included assessing and repairing damage to the three CSB facilities. CSB was recognized recently at the State level for the speed at which each center was up and running and for the assistance given to DCF for hiring workers to assist in the disaster food stamp process.

President's Goals

The President presented updates on her annual goals approved at the August 2017 Board Meeting. These included sector strategies, legislative advocacy One-Stop Operator services and the Marketing Plan. Ms. Murphy asked for feedback on the status of her goals and the committee said that she was making good progress on her goals and they had no issues with her outcomes thus far.

Governance/Finance Committee

The President reviewed the new Governance/Finance (GF) Committee's responsibilities which are as follows:

- Review CSB financial reports to maintain fiscal oversight. Financials will no longer be addressed at the Executive Committee unless there is an issue or decision that needs review or approval.
- Select Board of Director training. This year's training will be Florida Sunshine Laws and Financial Interest Forms.
- Select candidates for board membership prior to Board approval.
- Review the Bylaws. It was noted that the Bylaws have already been reviewed by the GF Committee and, after legal review, will be sent to the Board of Directors for approval and the County Commission for ratification.

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 various grants and the President said that three grants were pending. They are the Soft Skills Pilot Grant, the Nursing Career Pathways Training Proposal, and the Jobs Wall Pilot Grant.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2016. There was discussion on sending staff to Colorado to train other workforce staff as a fee for service.

Vendor Payment Report:

The Vendor Payment report from October 1, 2016 through December 32, 2016 was reviewed.

Other Business:

Workforce Summit

The President said that Jeff Arnott, Brevard County Schools, received the Partner of the Year Award at this year's Summit. Staff member Nancy Waldhour received the workforce Professional Champion Award and the Workforce Advocate Award. CSB was also recognized for its efforts during the recent hurricanes.

Media

WESH channel 2 will be interviewing Marci Murphy, Lynda Weatherman, and Frank Dibello for a story on how Brevard County bounced back after shuttle retirement.

Adjournment:

Paula Just adjourned the meeting at 4:54pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

11/3/2017
Date

(signature on file)
Paula Just

11/3/2017
Date