

CareerSource Brevard
Board of Directors Meeting
November 14, 2017

MINUTES

Members in Attendance: Patricia Stratton (Chair), Daryl Bishop, Colleen Browne (via teleconference), William Chivers, Dale Coxwell (via teleconference), Susan Glasgow, Nancy Heller, Robert Jordan, Traci Klinkbeil (via teleconference), Travis Mack, Mike Menyhart, Linda Miedema (via teleconference), Wayne Olson (via teleconference), Ronald Taibl.

Members Absent: Shawn Beal, Desmond Blackburn, Debra Greco, Paula Just, Jennifer Kenny, Terry Schrupf, Kevin Smith, Lynda Weatherman.

Staff Present: Jana Bauer, Denise Biondi, Judy Blanchard, Jennifer Lasser, Rick Lepre, Don Lusk, Richard Meagher, Stephanie Mosedale, Marci Murphy, Lyn Sevin, James Watson, Jeff Witt.

Career Center Staff Present: Caroline Joseph-Paul, Bob Knippel, Jessica Mitchell, Aaron Smith, Kristine Wolff.

Guests: James Finch, DEO (via teleconference), Racquel McIntosh, Grau & Associates.

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:00am by Patricia Stratton.

Public Comment: There was no public comment.

Presentations:

Program Year 2016-2017 Audit Report

Racquel McIntosh from Grau & Associates gave a presentation on the status of the audit. Ms. McIntosh noted CSB had a clean audit with no findings and remains a low risk audit. Approval of the Audit was tabled to the next meeting of the Board of Directors when a final copy will be presented.

DEO Annual Review

James Finch from Department of Economic Opportunity gave a presentation on CSB's performance for Program Year 2016-2017. There was brief discussion on CSB's standing compared to other regions. It was suggested that the President send a link from DEO on the Economic Security Report.

Action Items:

Bylaws

Changes to CSB's Bylaws as recommended by the new Governance/Finance Committee were presented. Mike Menyhart made a motion to approve the changes contingent on legal review. After discussion the motion was withdrawn and voting tabled until the final copy of the Bylaws with legal approvals are presented for approval at the next board meeting.

Consent Action Items:

Patricia Stratton opened the floor for discussion and approval on the Board of Director meeting minutes. Motion to approve the Board of Director meeting minutes for August 22, 2017 made by Robert Jordan and seconded by Susie Glasgow. Motion passed unanimously.

Committee Chair Reports:

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on October 19, 2017.

Mike Menyhart gave a report on the Career Center Committee meeting held on September 14, 2017.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on October 30, 2017.

Information Items:

Information items included the Governance/Finance Committee structure, hurricane updates, Channel 2 news update, economic community impact, attracting hidden talent, career center standards, grow the resources of the board, financial reports and committee meeting minutes. There was discussion on the hurricane recovery process and members requested a list of hurricane projects currently underway. Staff said that CSB had not been awarded the Disability Employment Initiative Grant but was awarded the Soft Skills Pilot Grant and the Nursing Career Pathways Training Grant. There was also discussion on the Titusville Career Center and suggestions on reaching out to local universities. Members were also informed that they will be receiving CSB's Annual Report via email.

Other Business;

Ms. Murphy reported that staff member Nancy Waldhour had received the Champion Award and Advocate of the Year Award at the recent Florida Workforce Summit. The Partner of the Year Award went to Jeff Arnott with Brevard Adult Education.

Robert Jordan expressed his appreciation to CSB staff for their service to the community, and he also thanked the board members for their willingness to provide input at board meetings.

William Chivers was congratulated on being awarded Business Leader of the Year.

There being no further business, the meeting was adjourned at 9:38am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

12/11/2017
Date

(signature on file)
Patricia Stratton

11/27/2017
Date