

CareerSource Brevard
Board of Directors Meeting
November 15, 2018

MINUTES

Members in Attendance: Paula Just (Chair) (via teleconference), Frank Abbate (via teleconference), Shawn Beal, Daryl Bishop, Colleen Browne (via teleconference), William Chivers (via teleconference), Susan Glasgow, Robert Jordan, Jennifer Kenny, Mike Menyhart, Mark Mullins, Wayne Olson (via teleconference), Terry Schrumph (via teleconference), Patty Stratton (via teleconference), Lynda Weatherman.

Members Absent: Joe Angelastro, Dale Coxwell, Lloyd Gregg, Nancy Heller, Traci Klinkbeil, Travis Mack, Linda Miedema,

Staff Present: Denise Biondi, Judy Blanchard, Wendi Jo Bost, Clinton Hatcher, Jennifer Lasser, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin, Jeff Witt. **Career Center Staff Present:** Julie Berrio, Caroline Joseph-Paul, Bob Knippel, Patrick Mele.

Guests: Jeff Arnott (Adult Ed), Karen Spurlock and Sandy Handfield (EFSC), Racquel McIntosh (Grau & Associates), David Steels (Saalex), Anita Richardson (DEO).

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

Public Comment: There was no public comment.

Presentations:

Business Recognition

Megan Cochran presented Karen Spurlock from Eastern Florida State College who was recognized for her own successful career path and her help in placing CSB clients on nursing scholarships with EFSC.

Caroline Joseph-Paul General Manager of C2GPS presented a Partnership Award to Jeff Arnott, Director of Adult Ed and an Employer of Excellence Award to David Steels of Saalex Solutions for their collaboration and support of CSB programs.

Action Items:

Program Year 2017-2018 Audit Report

Ms. 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. There was brief discussion. Motion to accept the Independent Auditor's Report on the financial statements for the program year ending June 30, 2018 was made by Susie Glasgow, seconded by Lynda Weatherman and passed unanimously.

Paula Just left the meeting at 8:27am.

Contracts with Board Members

CSB Board Members Paula Just, Frank Abbate, Mark Mullins and Linda Miedema identified the need to abstain from discussion and voting prior to the meeting. It was noted that Board Member Linda Miedema was not present at the meeting; however she would have a conflict of interest with the provision of worked based contracts as outlined.

Motion to recommend the Department of Economic Opportunity approve Related Party Contract with Health First in an amount not to exceed \$200,000, made by Robert Jordan and seconded by Susie Glasgow. Motion passed unanimously. Board member Paula Just was not present.

Motion to approve Related Party Contracts with Brevard County Management in an amount not to exceed \$24,900, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously with Frank Abbate abstaining.

Motion to approve Related Party Contracts with Brevard Public Schools in an amount not to exceed \$24,900, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously with Mark Mullins abstaining.

Motion to approve Related Party Contracts with Eastern Florida State College and Eastern Florida State College Foundation in an amount not to exceed \$24,900, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously. Board Member Linda Miedema was not present at the meeting.

Board Member Nominations

Motion to approve prospective Board member Amar Patel to fill the seat vacated by Kevin Smith and to be sent to the Brevard County Board of County Commissioners for ratification was made by Robert Jordan and seconded by Daryl Bishop. Motion passed unanimously.

Consent Action Items

Motion to approve the Board of Director meeting minutes for August 16, 2018 made by Daryl Bishop and seconded by Mike Menyhart. The motion passed unanimously.

Committee Chair Reports

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on October 18, 2018.

Mike Menyhart gave a report on the Career Center Committee meeting held on September 13, 2018.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on November 8, 2018.

Information Items:

Information items presented included updates on Career Center Standards, New Contractor Performance Measures, First Quarter Contractor Performance, Healthcare Sector Strategy, APG IT Sector Strategy, Soft Skills Grant, Quarterly Multimedia Outreach, Rebuild Florida, Grow the Resources of the Board, Financial Reports and Committee meeting minutes. There was brief discussion on the new contractor performance measures, the multimedia outreach plan, Rebuild Florida and Grow the Resources of the Board.

Other Business:

Ms. Marci Murphy said that the CSB Annual Report is almost finished and will be sent to board members via email.

It was noted that board member Ms. Susie Glasgow had been awarded the DOL Hire A Vet Platinum Award. Ms. Glasgow stated that 70% of Kegman employees are veterans.

Ms. Glasgow said she is also chairing the Juvenile Diabetes Walk and asked board members to participate.

Mr. Robert Jordan invited board members to attend his swearing in ceremony at Titusville City Council on November 27 at 11am.

There being no further business, the meeting was adjourned at 9:07am.

Submitted by,

Reviewed by,

(signature on file)

11/15/2018

(signature on file)

11/16/2018

Lyn Sevin

Date

Paula Just

Date