

**CareerSource Brevard (CSB)**  
Executive Committee Meeting (teleconference)  
March 19, 2020

**MINUTES**

**Members in Attendance:** Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Nancy Heller.

**Members Absent:** Paula Just, Mike Menyhart,

**Staff in Attendance:** Marci Murphy, Lyn Sevin

**Guests:** None

Susie Glasgow called the meeting to order at 10:00am.

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

**Action Items:** None.

**Discussion/Information Items:**

COVID-19 Update

Marci Murphy reported on the following:

- The President of CSB is attending daily update meetings with the State of Florida, Department of Economic Opportunity and other Local Workforce Boards.
- CSB has created a Steering Team to monitor COVID-19.
- The Career Centers are currently open to the public from 10am to 2pm Monday through Thursday, and 8am to 12pm on Fridays. It is anticipated that the Centers will be closed to the public in the near future.
- Staff is in the process of training for virtual services.
- Staff will be required to sign a Teleworking Policy today prior to working from home.
- The Centers are experiencing high traffic for Reemployment Assistance (RA) and staff are guiding them to the DEO website which is the only way to file for RA. There is currently a 2 hour wait to get through via telephone. CSB's main focus is to help customers access RA.
- The situation will be reviewed again on Monday.
- All board members will receive CSB press releases and Career Center closings via email.
- Conference calls will be scheduled as and when needed.

Committee members suggested rotating staff, and having more than one dial in number for short term spike in unemployment. Also suggested that if someone on staff tests positive, all staff go home and the building be professionally decontaminated, at which point staff could return.

**Adjournment:**

The meeting adjourned at 10:30am.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

4/8/2020  
Date

(signature on file)  
Susie Glasgow

4/8/2020  
Date