

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
February 1, 2021

**MINUTES**

The meeting was held via teleconference during the COVID-19 pandemic.

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

**Members Absent:** Daryl Bishop

**Staff in Attendance:** Denise Biondi, Thomas LaFlore, Don Lusk, Marci Murphy, Lyn Sevin, Jeff Witt.

**Guests:** None

Susie Glasgow called the meeting to order at 4:00pm.

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

**Presentations:**

Thomas LaFlore gave a presentation on Quarter Two 2020 Job Fair and Recruiting Events. There was discussion on Paychecks to Patriots and it was noted that the event was promoted to veterans but was open to everyone.

Denise Biondi gave a presentation on Outreach covering the period July-December 2020.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for November 2, 2020 made by Mike Menyhart and seconded by Lloyd Gregg. Motion passed unanimously.

Board Member Nomination

A recommendation/application of Pamela Reed, CEO, Kindred Hospital to fill a business seat vacated by Robert Jordan was reviewed. Motion to approve Pamela Reed as a new board member to be presented at the next full Board of Directors for approval made by Nancy Heller and seconded by Lloyd Gregg. Motion passed unanimously. After approval by the Board of Directors, Ms. Reed's nomination will be sent to the Brevard County Commissioners for approval.

**Discussion/Information Items:**

President's Report

Marci Murphy reported on the following:

1. Brevard County's unemployment rate for December was 4.8% compared to Orlando 7.2% and Florida 6.1%. CSB is focusing on helping lower earners impacted by the pandemic find employment and training. CSB is also focused on increasing the number of jobseekers utilizing CSB's services. It was noted that local companies are still struggling to retain the high earning workforce.

2. Presented at the January 7 Legislative Delegation and reminded legislators who we are and what we are doing.
3. The Brevard Recovery Works grant has been extended to March 2022 and the State has given CSB an additional \$600,000.
4. Workforce Lobbyist has indicated that the Governor would like the DEO & DOE to work more closely together.
5. Talks had halted on the \$2M Workforce Recovery Training grant when it was discovered that CSB could not meet some of the grant requirements. After much negotiation, DEO agreed to change the requirements and CSB is going forward with grant.

Finance Committee Update

Lloyd Gregg gave an update on the Finance Committee which had met earlier in the day. Items reviewed at the meeting included approval of minutes, approval of updates to payroll/procurement policy, and review of financial, monitoring and audit reports.

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.

Quarterly Hurricane Report

Staff shared status and resources used for CSB's Hurricane Recovery Program and worksite and restoration activities, along with a breakdown of costs. Staff said that CSB were recently notified that DEO is offering an additional \$5M for Hurricanes Irma to be spent by the end September 2021 which CSB will use as there are still many projects to work on. There was discussion on the impact of the pandemic on worksite projects, training and certification timelines, and the challenges in finding construction workers.

Other Business

A Special Board of Directors meeting has been scheduled for April 29, 2021. The purpose of the meeting is to approve the selection of the One Stop Operator. The Ratings Team will be a mix of board members and board staff.

**Adjournment:**

The meeting adjourned at 5:00pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

2/5/2021  
Date

(signature on file)  
Susie Glasgow

2/4/2021  
Date