CareerSource Brevard

**Board of Directors Meeting**

February 15, 2024

**MINUTES**

**Members in Attendance:** Frank Abbate (virtual), Mary Jane Brecklin (virtual), Colleen Browne (virtual), Randall Fletcher (virtual), Lloyd Gregg (Chair), Art Hoelke (virtual), Karen Locke (virtual), Nuno Mana (virtual), Mike Menyhart, Wayne Olson (virtual), Amar Patel (virtual), Cordell Rolle (virtual), Holly Tanner (virtual) and Lynda Weatherman (virtual).

**Members Absent:** Shawn Beal, Karen Houston, Traci Klinkbeil, Pamela Reed, and Monica Shah.

**Staff Present:** Marci Murphy, Holly Paschal, Thomas LaFlore, Lynn Hudson, Laura Hutcheson, Melissa Janssen, Lisa Fitz-Coy, Caroline Joseph-Paul (virtual), Kristine Wolff (virtual), Amberstar Bush (virtual), Marina Stone (virtual), James Watson, Erma Shaver (virtual), Kristine Wolff, Lori Robinson, Linda Hadley, Marina Stone, Michelle Jones, Kory Sillerud, Sally Patterson, and Ahmanee Collins-Bandoo.

**Guests:** Zach Arroyo, Janice Beahn (virtual), James Halleran (virtual), and Hector Lopez.

**Call to Order:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:30am by Lloyd Gregg.

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

**Presentations:**

Employer Recognition

Raul Santana recognized employer Brevard County and Brevard County Parks & Recreation for their continuous support of CSB to include sponsoring many CSB events. Zach Arroyo and Hector Lopez with Brevard County accepted the award.

CSB Staff Recognition

Melissa Janssen recognized CSB staff member, Laura Hutcheson for always going above and beyond, and for her continuous contributions to CSB.

Education & Industry Consortium

Thomas LaFlore gave a presentation on the Education & Industry Consortium. Mr. LaFlore explained the purpose and goals of the consortium and thanked leadership for creating a consortium that includes CareerSource Flagler Volusia which supports the consolidation efforts in a positive manner.

Audit Report

James Halleran from James Moore & Co. presented the Independent Auditor’s Report of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ending on June 30, 2023. Mr. Halleran explained the contents of the audit and informed that CSB did not have any findings this year.

**Action Items:**

Audit Report

Motion to accept the Independent Auditor’s report for PY 2022-2023 made by Mike Menyhart and seconded by Mary Jane Brecklin. Motion passed unanimously.

Approval of Board of Directors Meeting Minutes

Motion to approve the Board of Directors Meeting minutes for November 16, 2023, made by Mike Menyhart and seconded by Colleen Browne. Motion passed unanimously.

WIOA DW to Adult Transfer Request

Lynn Hudson reviewed the WIOA DW to Adult Transfer Request with the Committee. Motion to approve the WIOA DW to Adult Transfer Request made by Mike Menyhart and seconded by Mary Jane Brecklin. Motion passed unanimously.

**Reports:**

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on January 16, 2024.

James Watson gave a report on the Career Center Committee meeting held on January 23, 2024.

Colleen Browne gave a report on the Finance Committee meeting held on February 5, 2024.

Marci Murphy shared updates on taking over as fiscal agent for CareerSource Flagler Volusia and updates on the consolidation since the last board meeting in November:

* The fiscal agent agreement was completed, and CareerSource Brevard assumed fiscal agent responsibilities for CSFV on January 8, 2024.
* Ms. Murphy also shared that the county attorneys of Brevard, Flagler and Volusia have started working on the new interlocal agreement that needs to be in place no later than June 30, 2024.

Ms. Murphy states that the IT Director at CSB is now officially working for both regions since CSFV’s IT Director retired.

CSB is working with our Career Center contractor, C2 Global Professional Services (C2 GPS) to modify their contract so they can assume One-Stop Operator and Career Services for Flagler and Volusia on July 1, 2024.

CSB will be going out for an RFP for youth services in Flagler/Volusia counties. Youth Services in Brevard are done by C2.

Ms. Murphy informed that the Board Secretary, Holly Paschal has sent an email with the 2023-2024 refresher board training, and states it takes approximately 40 minutes to complete and requested that the board member send their certificate to the secretary. Ms. Murphy explained that if we don’t have 100% participation, we will get a finding.

Ms. Murphy shared that when the new interlocal agreement gets signed by all three counties, the newly created governance council will be soliciting memberships for the new board. She will keep everyone informed.

**Informational Items:**

**Other Business:**

There being no further business, the meeting was adjourned at 9:26am.

Submitted by, Reviewed by,

{Signature on file} 2/22/2024 {Signature on file} 2/22/2024

Holly Paschal Date Lloyd Gregg, Chair Date