

**Tri-County Consortium Meeting**

July 1, 2024

**MINUTES**

**Members in Attendance:** Commissioner Rob Feltner, Councilman Jake Johansson, and Commissioner Donald O'Brien Jr.

**Call to Order: 2:03 PM**

Introductions were given for those in attendance.

**Action Items:**

**A. Election of Vice-Chair**

The Tri-County Interlocal Agreement, Article III Consortium Members Section 3.3, states that for the first year of the agreement, the Chair shall be from Brevard County and the Vice-Chair shall be chosen from Flagler or Volusia by a simple majority vote.

**Recommendation**

Decide which consortium member shall be Vice-Chair for the period of July 1, 2024 – June 30, 2025.

**Action**

Motion to approve Councilman Johansson as Vice-Chair of the Tri-County Consortium made by Commissioner O'Brien and seconded by Councilman Johansson. Motion passed unanimously.

**B. Consortium Member Length of Term**

Marci Murphy specified that the Tri-County Interlocal Agreement, Article III, 3.2, states that members of the Consortium shall serve for fixed and staggered terms of two (2) years with the exception described herein. The initial Consortium appointments shall be staggered between one (1) and two (2) year terms. The one-year term would be July 1, 2024 – June 30, 2-25 and the two-year term would be July 1, 2024 – June 30, 2026.

**Recommendation**

Decide which consortium member will serve one and two-year appointments.

**Action**

Motion to approve Commissioner O'Brien to serve for one year term and Commissioner Feltner and Councilman Johansson to serve a two-year term made by Commissioner O'Brien and seconded by Councilman Johansson. Motion passed unanimously.

**C. CSBFV Board Membership Nominations**

Approve by unanimous vote each nominee to serve on the CareerSource Brevard Flagler Volusia Board of Directors.

**Recommendation**

Commissioner Feltner suggested to inform the Board of Directors of their length of term in office. Councilman Johansson suggested to make a recommendation to approve all appointments for each of the three counties for each membership category at once.

**Nominations to fill the 20% Labor Organization/Community Based Organization (CBO) requirements:**

**Brevard**

**Sean Beal** (Labor Union Seat) – Two Years. International Brotherhood of Electrical Workers (IBEW) Local 2088, Business Manager/Financial Secretary; **Arthur Hoelke** (Labor Management Apprenticeship Program Seat & Business Seat) – Two Years. Knights Armament Company, General Manager/VP; **Amar Patel** (CBO – Serving Persons with Disabilities) – One Year. Brevard Achievement Center, President/CEO.

**Flagler**

**Erica Flores** – (CBO - Serving Persons with Disabilities) - Two Years. Vincent’s Clubhouse, Executive Director.

**Volusia**

**Elizabeth Albert** (Labor Union Seat) – Two Years. Volusia United Educators, President; **Savannah-Jane Griffin** (CBO – Serving Persons with barrier to employment) – Two Years. The Neighborhood Center of West Volusia, Executive Director.

**Action**

Motion to approve **Sean Beal, Arthur Hoelke, Erica Flores, Elizabeth Albert, and Savannah-Jane Griffin** to serve a two-year term, and **Amar Patel** to serve a one-year term made by Councilman Johansson and seconded by Commissioner O’Brien. Motion passed unanimously.

**Nominations to fill Government/Economic/Community Development:**

**Brevard**

**Lynda Weatherman** – (EDO Seat) – Two Years. EDC of Florida’s Space Coast, President/CEO; **Wayne Olson** – (Vocational Rehabilitation Seat) – One Year. Department of Education Division of Vocational Rehabilitation, Area Director.

**Volusia**

**Lou Paris** – (EDO Seat) – Two Years. Volusia County Government, Director of Economic Development.

**Action**

Motion to approve **Lynda Weatherman** and **Lou Paris** to serve a two-year term, and **Wayne Olson** to serve a one-year term made by Councilman Johansson and seconded by Commissioner O’Brien. Motion passed unanimously.

**Nominations to fill Education and Training:**

**Brevard**

**Dr. Sandy Handfield** – (State College Seat) – Two Years. Eastern Florida State College, Associate Vice President, Academic Affairs; **Colleen Browne** – (Private Education Provider Seat) – One Year. Keiser University, Campus President.

**Flagler**

**Renee Kirkland** – (School System Administering Adult Education Seat) – Two Years. Flagler Technical College, Flagler County Schools, Director.

## **Volusia**

**Amy Locklear** – (State College Seat) – Two Years. Daytona State College, Executive Vice President/Provost; **Tyler Sirois** – (Private Education Provider Seat) – Two Years. Embry-Riddle Aeronautical University, Vice President for External Affairs & Strategic Initiatives.

### **Action**

Motion to approve **Dr. Sandy Handfield, Renee Kirkland, Amy Locklear, and Tyler Sirois** to serve a two-year term, and **Colleen Browne** to serve a one-year term made by Councilman Johansson and seconded by Commissioner O'Brien. Motion passed unanimously.

### **Nominations to fill Business Seats (51% or more):**

## **Brevard**

**Mary Jane Brecklin** – Healthcare – One Year. HealthFirst, System Vice President, HR; **Nuno Mana** - Construction – Two years. Acadian Contractors Inc., East Coast Regional Manager; **Lloyd Gregg** – Aerospace – One Year. PTX Engineering Services, VP Workforce Development; **Michael Menyhart** – Small Business – Manufacturing – One Year. Migrandy Corporation, President. **Cordell Rolle** – Small Business – IT – One year. Rolle IT, LLC, CEO. **Eva Rey**– Construction- Two Years. The Viera Company, Senior Vice President, Community Management & Communications.

## **Flagler**

**Greg Blose** – Small Business - Business/Professional - One Year, Palm Coast – Flagler Regional Chamber of Commerce, President & CEO.

## **Volusia**

**Sara Dougherty** – Small Business – Manufacturing – One Year. Dougherty Manufacturing and Solace Boats, Owner; **John Guthrie** – Healthcare – Two Years. Halifax Health, Vice President of Corporate Communications, Executive Director of Health Communities; **Corrine Heck** – Small Business – IT – One Year. Details Flowers, LLC, CEO/Founder; **Ken Phelps** – Small Business – Business/Professional – One Year. Daytona Regional Chamber of Commerce, Vice President of Resource Development; **Ian Shinnick** – Business/Professional – One Year. Brown & Brown Insurance, Senior Vice President; **John Wanamaker** – Small Business – Construction – One Year. Coldwell Banker Commercial AI Group, Broker/Owner; **Jason Parker** – Healthcare Manufacturing – One Year. B. Braun Medical, Inc., GM/VP.

### **Action**

Motion to approve **Nuno Mana, Eva Rey, John Guthrie** to serve a two-year term, and **Mary Jane Brecklin, Lloyd Gregg, Michael Menyhart, Cordell Rolle, Greg Blose, Sara Dougherty, Corrine Heck, Ken Phelps, Ian Shinnick, John Wanamaker, and Jason Parker** to serve a one-year term made by Councilman Johansson and seconded by Commissioner O'Brien. Motion passed unanimously.

#### **D. CareerSource Brevard Flagler Volusia (CSBFV) By-Laws**

Marci Murphy explained that after the initial agenda packet when out, the Bylaws have been edited. Page five has been edited and states that “Consortium members and alternatives shall not be eligible for appointment to the Board of Directors”.

Motion to approve changes on page five made by Councilman Johansson and seconded by Commissioner O'Brien. Motion passed unanimously.

Motion to approve changes made to the Bylaws on page six with the first edit being, A Director may resign at any time by giving written notice with an effective date to the “Consortium”, and the second edit as “The Consortium may remove a director with or without recommendation of the Board” made by Councilman Johansson and seconded by Commissioner O’ Brien. Motion passed unanimously.

Motion to approve changes made to the Bylaws on page seven with the following change, “The Executive Director” shall assure that CSBFV properly notices all meetings in compliance with Florida Government in the Sunshine Law made by Councilman Johansson and seconded by Commissioner O’ Brien. Motion passed unanimously.

Motion to approve changes made to the Bylaws on page ten with the changes being, The Executive Director will be reviewed annually by the Executive Committee and the Executive Director’s salary and bonuses will be “proposed” by the Executive Committee “and approved by the Consortium”, subject to the limitations on the payment of salary and bonuses as described in WIOA sec. 194(15) and 2 CFR § 200.430, made by Councilman Johansson and seconded by Commissioner O’ Brien. Motion passed unanimously.

Motion to approve changes made to the Bylaws on page 11 with the changes being, “The Executive Committee:”

- May not remove existing officers or Board Directors or elect new officers “(authority to do so is reserved to the Consortium)”.
- May not adopt, repeal, or amend these Bylaws or Articles of Incorporation “(authority to do so is reserved to the Consortium)”.
- May not amend the budget or adopt programs except when time requirements clearly do not permit action by the full Board or the Consortium, “as applicable”, without unduly restricting needed services to the constituency it serves. Motion made by Councilman Johansson, and seconded by Commissioner O’ Brien. Motion passed unanimously.

### **Action**

Motion to approve CareerSource Brevard Flagler Volusia Board of Directors Bylaws as amended made by Commissioner O’Brien and seconded by Councilman Johansson. Motion passed unanimously.

### **E. CSBFV Budget PY24-25**

Review and approve the proposed Program Year 2024-2025 Budget in Attachment 2.

### **Recommendation**

CSBFV CFO, Yvonne Kobrin presented the budget for the PY 2024-2025, and stated that the budget is at a level of \$15,914,340 based on preliminary funding estimates.

Councilman Johansson requested an explanation of the budget cuts from CFO Yvonne Kobrin. Commissioner O’Brien then inquired about the increase in indirect costs for the year. Kobrin clarified that the uptick was attributed to significant legal and accounting expenses arising from the consolidation process but assured that such costs are not expected in the upcoming program year.

Councilman Johansson also sought more details regarding the infrastructure and maintenance costs as well as IT and Network expenses, questioning the reasons behind the reduction compared to the previous year. Jeff Witt, the VP of IT and Facilities, explained that all normal operations are being

maintained. He attributed the savings to consolidation efforts and suggested that there could be further savings as the consolidation process progresses.

**Action**

Motion to approve the Budget for Program Year 2024-2025 made by Commission Johansson and seconded by Councilman O'Brien. Motion passed unanimously.

**F. CSBFV Executive Director's Contract**

Marci Murphy stated that Attachment 3 shows the Compensation Review from HRCC, and Attachment 4 is the Executive Director's Employment Contract.

Councilman Johansson made an edit to paragraph 14a, which now reads, Employee may terminate this contract upon ninety (90) days written notice of resignation to CSBFV "and Consortium". Shannon Wilson, Brevard County Attorney suggested adding in section **21 Notices**, each county address. Motion to approve Executive Director's contract as amended made by Councilman Johansson and seconded by Commissioner O'Brien. Motion passed unanimously.

**G. Process to Hire Legal Council**

Marci Murphy informed that in the Tri-County Interlocal Agreement, Article IV, 4.6, it states, "The Consortium shall approve a process for the LWDB to select general counsel for the new entity. Designation or change of general counsel shall require unanimous approval by the Consortium." Marci Murphy handed out a copy of CareerSource's procurement policy. Marci recommended Widerman Malek Attorney's At Law as general counsel due to the fact that they have been used over the past 6 months to assist in the Interlocal Agreement, Bylaws, Employment Contract and Dissolution documents for CareerSource Brevard.

**Action**

Motion to approve Widerman Malek Attorneys at Law as general Counsel for CareerSource Brevard Flagler Volusia made by Councilman Johansson and seconded by Commission O'Brien. Motion passed unanimously.

**Action**

Motion to approve the usage of CareerSource Brevard Flagler Volusia's procurement process to select general counsel made by Councilman Johansson and seconded by Commission O'Brien. Motion passed unanimously.

**H. Insurance Requirements**

Policies were signed between Bowen, Milette & Britt of Florida, LLC for the period of June 1, 2024, to June 1, 2025, to cover CareerSource Brevard Flagler Volusia.

**Recommendation**

CSBFV recommends continuation of these Insurances with any modifications determined by the Consortium, to go into effect June 1, 2025.

Flagler County Attorney, Al Hadeed recommended the Tri-County Consortium members be included in the General Liability Insurance to incorporate the Directors and Officers. Marci Murphy stated that she will research to ensure the Directors and Officers are included and will present at the next Tri-County Consortium meeting in August.

### **Action**

Motion to approve the Insurance Policies between Bowen, Milette & Britt of Florida, LLC for CareerSource Brevard Flagler Volusia for the period of June 1, 2024, to June 1, 2025, with modifications around general liability insurance for Consortium Members, to be incorporated (if it wasn't before) and reported back at the next consortium, made by Councilman Johansson, and seconded by Commission O'Brien. Motion passed unanimously.

**Public Comments:** Al Hadeed made a comment that the lawyers participated in the consolidation on a weekly basis and stated that it is an amazing feat to be able to do everything that has been done to date. Commissioner Feltner suggested that future meetings should have a section for a board report. Marci Murphy agreed to have the CareerSource Brevard Flagler Volusia (CSBFV) Board Chair create a report to be sent to the Tri-County Consortium.

Councilman Johansson thanked everyone for their participation and for maintaining the high level of service that Volusia Flagler provides and stated that the Volusia County board selections were made carefully and that he would like for the counties to move forward and be agile together. Councilman Johansson asked to be carbon copied when the new board of directors are emailed their confirmation that they've been approved to serve on the board.

Marci Murphy explained that the first CSBFV Board of Directors meeting will be longer than usual due to the mandatory board training.

Commissioner O'Brien stated that he had concerns upon initially learning of the consolidation, but he now believes that Flagler County has been well recognized and thanked the Executive Director, Marci Murphy for her professionalism and stated that he liked the selection of the board members and the expertise that they bring. He also stated he is glad where we're at and looking forward to the future.

Commissioner Feltner stated he appreciates Marci Murphy's leadership and thanked Shannon Wilson for traveling to Volusia County for this meeting.

### **I. Future Meetings**

In the Tri-County Interlocal Agreement, Article IV Consortium Members Section 4.7, it states "The Consortium shall meet from time-to-time as it deems necessary and appropriate, but not less than twice per year, to conduct business as may be necessary." These meetings will be in-person.

### **Recommendation**

The Executive Director recommends the following meeting location:

CareerSource Brevard Flagler Volusia, Daytona Beach Administrative Location  
359 Bill France Blvd. Daytona Beach, FL 32114

The Executive Director recommended four more meetings due to the nature of Florida's workforce system, and in-line with CareerSource Brevard Flagler Volusia Board of Directors meetings. Meetings will be scheduled in August, November, February, and May; the Consortium members agreed.

