

MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
EXECUTIVE COMMITTEE MEETING

APRIL 23, 2024

The meeting of the CareerSource Flagler Volusia Executive Committee was called to order at 9:00 a.m., on the 23rd day of April, 2024 at the Administrative office of the organization, located at 329 Bill France Blvd., City of Daytona Beach, in the State of Florida, pursuant to written notice fixing said time and place; the same being filed and attached to these minutes.

Dr. Aubrey Long Chaired the meeting and Ms. Ann Lesizza served as Recording Secretary. At the Chair's request, the Recording Secretary called the roll and noted each person present.

The following Committee members were present:

Ms. Mary Jo Allen, Vice President & Chief of Nursing Operations – Health First
Ms. Denise Breneman, Development Manager – Special Olympics Florida
Dr. Aubrey E. Long, Owner – Long's Global Business Enterprises, Inc.
Mr. Bret Schmitz, VP of Manufacturing and Supply Chain – Peerbridge Health
Dr. Kent Sharples, President – CEO Business Alliance
Mr. Derek T. Triplett – 3D Trip Enterprises, Inc.
Mr. Tyrone Walker, HR Director – AO Precision
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were present:

Ms. Robin King, President & CEO – CareerSource Flagler Volusia
Ms. Ann Lesizza, Chief Administrative Officer – CareerSource Flagler Volusia
Mr. John Ferguson, Attorney – Cobb Cole Law Firm
Ms. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Ms. Kathy Spencer, Director of Business and Career Services – Case Management, Inc.
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Ms. Mandi Howell, IT Technician – CareerSource Flagler Volusia
Ms. Janice Beahn, CPA – CFO CareerSource Flagler Volusia
Mr. Howard Johnson, Data Manager – Eckerd Connects
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia
Ms. Donna Runge, Florida Commerce Program Administrator
Ms. Barbara Beaulieu, Lead WIOA Program Specialist – CareerSource Flagler Volusia
Mr. Jeff Witt, Information Technology Director – CareerSource Brevard

| Item and Discussion | Vote | Abstain |
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| <p><u>Welcome and Introductions</u></p> <p>Dr. Aubrey Long welcomed everyone and advised that the meeting was being recorded for minutes.</p> | | |
| <p><u>Approval of the Meeting Minutes</u></p> <p>Dr. Long advised that the minutes of the February 20, 2024 Executive Committee Meeting and the April 11, 2024 Pre-Meeting had been emailed to all the Committee members.</p> <p>Dr. Long called for a motion to approve the February 20, 2024 minutes.</p> <p>Upon motion duly made, seconded and unanimously carried, the minutes of the February 20, 2024 meeting were approved.</p> <p>Next, Dr. Long called for a motion to approve the April 11, 2024 Pre-Meeting.</p> <p>Upon motion duly made, seconded and unanimously carried, the minutes of the April 11, 2024 meeting were approved.</p> | <p>APPROVED</p> <p>APPROVED</p> | |
| <p><u>Draft Board Agenda</u></p> <p>Next, Dr. Long stated that a draft of the May 24, 2024 Board Agenda had been included with the meeting materials and he called on Ms. Robin King to review the Agenda.</p> <p>Ms. King reviewed the Agenda. No additions or deletions were recommended by the Committee.</p> | | |
| <p><u>Review of the 990 Annual Tax Return</u></p> <p>Dr. Long reported that the 2023 990 Tax Return listed on the Agenda for review was not quite ready for today's meeting and a special meeting of the Executive Committee will be called to review the return once completed. The special meeting will be virtual. He advised that the return must be filed no later than May 15, 2024.</p> | | |

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| <p><u>Finance Committee Report</u></p> <p>Mr. Bret Schmitz reported that a meeting of the Finance Committee was held on April 11, 2024 and minutes of that meeting had been forwarded to the Committee members under separate cover. He stated that at the meeting, the CFO, Ms. Janice Beahn reported on the Wagner Peyser allocation and that the funding stream had been depleted by the end of January and continued to go further into the hole each month due to the indirect costs that the fund needed to pay for its fair share of items such as rent, salaries, etc. Mr. Schmitz advised that through the efforts of Ms. Beahn, Florida Commerce has increased our allocation by \$320,000, bringing it up to \$660,566.</p> <p>Mr. Schmitz asked Ms. Beahn if there were any items she would like to discuss. Ms. Beahn addressed the Committee members and advised that she was still working on the outstanding fraudulent payment case.</p> | | |
| <p><u>Dissolution Update</u></p> <p>Dr. Long called on Attorney John Ferguson to report on the status of the dissolution. Mr. Ferguson addressed the Committee and reported that he had met with the attorney for Brevard and they will continue to discuss as the transition progresses. Mr. Ferguson reported that the Interlocal Agreement between the Counties is getting close to being completed. He also reported that once the organization is dissolved, a Board of Directors will need to continue until all matters are concluded.</p> | | |
| <p><u>Other Comments</u></p> <p>Dr. Long advised that the next meeting was the Board of Directors meeting which would be on May 24, 2024.</p> <p>No further business coming before the meeting, it was adjourned.</p> | | |