

# Consent Item 1

## APRIL 30, 2020, EXECUTIVE COMMITTEE MEETING MINUTES

In accordance with Article VII, Section 7.3, of the approved bylaws, the corporation is required to keep correct and complete books and records of accounts and shall keep minutes on the proceedings of the board of directors.

### FOR CONSIDERATION

**Approval of April 30, 2020, Executive Committee Meeting Minutes, to include any modifications or changes noted by the board.**

**DRAFT MINUTES  
CAREERSOURCE FLORIDA  
EXECUTIVE COMMITTEE MEETING  
April 30, 2020**

**CALL TO ORDER**

Chairman Kevin Doyle called the meeting of the CareerSource Florida Executive Committee to order at 9:01 a.m. ET on April 30, 2020.

**CHAIRMAN'S WELCOME & REMARKS**

Chairman Doyle stated this meeting will assist in preparing a budget proposal for the 2020-2021 fiscal year. He acknowledged Governor Ron DeSantis for his singular focus on leading Florida through an unprecedented global pandemic.

**ROLL CALL**

A quorum was present with the following Executive Committee members in attendance:

Chairman Kevin Doyle  
Brittany Birken  
Tim Center  
Rose Conry  
Duane De Freese  
Arnie Girnun

Elli Hurst was not able to participate.

Additional members of the board participating were:

Mike Myhre  
Chancellor Henry Mack

**MISSION MOMENT**

Chairman Doyle introduced CareerSource Florida's Senior Director of Communications and Board Relations Victoria Heller. Ms. Heller highlighted some of the outreach work the CareerSource Florida communications team does to support the efforts of the dedicated people on the front lines of Florida's local workforce development boards to connect job seekers with education, training and employment opportunities. Victoria introduced Managing Director Emily Read with the Moore Agency to provide additional details on CareerSource Florida's Help is Here campaign.

The Help is Here campaign launched on April 6, 2020. Since the launch, the campaign has generated a 4.76 percent social media engagement rate, which is very high by industry standards; 31,259 website hits, also a significant number; and 15 local workforce development boards have chosen to localize the campaign to expand outreach in their areas.

**CONSENT AGENDA**

Chairman Doyle introduced the consent items.

## **Consent Item 1: April 2020 Executive Committee Meeting Minutes**

### **Consent Item 2: CareerSource Florida Fiscal Year 2019-2020 Strategic Initiative Expenditures**

**Motion:** Rose Conry

**Second:** Tim Center

Chairman Doyle opened the floor for discussion and corrections. Hearing none, Chairman Doyle opened the floor for public comment. Hearing none, he called for a vote. The motion passed. None were opposed.

### **Action Item: Career and Professional Education (CAPE) Act**

In February, the board approved 218 recommended industry certifications for the 2020-2021 year. During the meeting, the Board of Directors received important feedback on several certifications currently offered to students that were not initially recommended by the CAPE review team for inclusion on the 2020-2021 list. Additional information prompted a subsequent review by the CAPE review team. Some additional certifications are being recommended as part of a one-year transition process. Chairman Doyle invited CareerSource Florida Vice President of Strategic Policy and Performance Mary Lazor and board member Chancellor for Career and Adult Education Henry Mack to explain the action item.

The CAPE review team recommends approval of an amendment to the previously approved 218 certifications to include 18 additional certifications for a period of one year for a total of 236 certifications.

Chancellor Mack reiterated the 18 industry certifications being sought for approval are only effective for the one-year transition period and will expire next summer.

**Motion:** Tim Center

**Second:** Rose Conry

Chairman Doyle opened the floor for discussion and corrections. Then Chairman Doyle opened the floor for public comment. Hearing none, he called for a vote. The motion passed. None were opposed.

Arnie Girnun asked the board to take a vote on additional funding for areas that have been severely affected by economic impacts of the COVID-19 pandemic. After consulting with CareerSource Florida COO and CFO Andrew Collins and several local workforce development board executive directors, Mr. Girnun recommended the board set aside \$1 million to directly fund projects to the areas of the state most dramatically impacted by the COVID-19 pandemic.

Chairman Doyle asked Mr. Girnun and Mr. Collins to discuss more specific details on how the funding would be invested and then have Mr. Collins provide recommendations. Chairman Doyle requested that Mr. Collins address the request for funding during his update to the board.

## **2020-2021 WORKFORCE SYSTEM FUNDING**

Mr. Collins stated the Training and Employment Guidance Letter (TEGL) for program year 2020 was received and due to a lag in the official labor market data there is a decrease in WIOA funds for next year. Program year funding for 2020 WIOA adult funding is decreasing by 8.83 percent, dislocated worker funding is decreasing by 2.43 percent and youth funding is decreasing by 8.79 percent. Overall this represents a 6.51 percent decrease in WIOA funding for the state of Florida.

A Notice of Funding Availability (NFA) was released from the Department of Economic Opportunity to all 24 local workforce development boards in the amount of \$11.9 million. The funds stem directly from the national dislocated worker grants with the intent of providing temporary jobs to assist with humanitarian aid, cleanup, and restoration activities due to the current COVID-19 pandemic.

Chairman Doyle recommended CareerSource Florida and the Department of Economic Opportunity work to make additional funds available for local workforce development boards that apply for immediate assistance for individuals and businesses significantly impacted by COVID-19.

**Motion:** Arnie Girnun

**Second:** Rose Conry

Chairman Doyle asked if there was any discussion. Brittany Birken requested that CareerSource Florida to be mindful of individuals with barriers to employment. Chairman Doyle then opened the floor for public comment. Hearing none, he called for a vote. The motion passed. None were opposed.

### **COVID-19 RESPONSE**

Michael Zehr with HBW Resources provided a federal CARES Act Update. Michael Myhre provided an update on the response by the Florida Small Business Development Center Network to COVID-19 economic impacts on small businesses. CareerSource Florida President and CEO Michelle Dennard provided an update on several CareerSource Florida COVID-19 response initiatives. Dr. Jerry Parrish with the Florida Chamber Foundation updated the board on the statewide economic impact of the global pandemic.

### **COMMITTEE DISCUSSION – COVID-19 RESPONSE AND RECOVERY EFFORTS**

Terrie Ard with Moore facilitated a recap of the CareerSource Florida Board of Directors survey of local workforce development board responses to the following questions:

- **Relieve** – *What additional COVID-19 response measures can Florida's workforce system take to provide immediate relief to people and businesses?*
- **Restart** – *What measures can we take to restart critical sectors?*
- **Recover** – *What measures should be taken to ensure continued recovery of Florida businesses?*
- **Reimagine** – *How can we reimagine Florida's economy to make it more diversified, resilient for the long term and attract new opportunities?*

Ms. Ard and her team will prepare a report based on the discussion that will be provided to President Dennard for consideration in the development of the new fiscal year budget recommendations.

## **PARTNERS' PERSPECTIVE**

Chairman Doyle invited the Florida Workforce Development Association President Robin King to provide and update on the local workforce development board activities. Ms. King provided an update detailing best practices within the local workforce development boards, including specific solutions and responses to COVID-19 related issues.

## **NEXT STEPS**

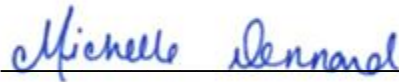
Chairman Doyle asked that President Dennard and the professional team conduct an analysis of state and federal laws and regulations pertaining to the responsibilities of a state board and recommend a policy that outlines the responsibilities of CareerSource Florida as well as the role of the professional team that supports our board.

## **OPEN DISCUSSION/ PUBLIC COMMENT**

Chairman Doyle asked if there were any comments or questions from the public. No comments were made. Hearing none, he adjourned the meeting.

## **BOARD SECRETARY CERTIFICATION**

In accordance with Article VII, Section 7.3, I hereby certify that these minutes reflect the proceedings by the Board of Directors of CareerSource Florida, have been reviewed by the Executive Committee, and approved or approved with modifications which have been incorporated herein.



Michelle Dennard  
Board Secretary

8/26/2021

Date