

## **BOARD OF DIRECTORS AGENDA MEETING MINUTES – December 16, 2020**

### **MEETING SUMMARY**

4. Board and Staff Recognitions
5. Declarations of Conflict of Interest
6. Reviewed and Approved Consent Agenda
7. Chair's Report
8. President's Report
9. Open to the Board
10. Open to the Public
11. Adjournment

### **CALL TO ORDER**

Madam Pamela Burchell, Chair, called the meeting to order at 8:00 a.m. The Board recited the Pledge of Allegiance. A quorum was established.

### **MEMBERS PRESENT**

Bob Cenk, Donna Rivett, Commissioner Sean Mitchell, Wayne Teegardin, Jose Capellan

### **MEMBERS PARTICIPATING BY TELECONFERENCE**

Madam Chair Pam Burchell, Pam Houghton, Werner Bols, Larry Hawes, Leslie Kristoff, Dr. Timothy Moore, Wayne Olson, Debbie Perez, Maddie Williams, Helene Caseltine, Christi Shields, Dr. Ginger Featherstone, Pete Tesch,

### **MEMBERS ABSENT - EXCUSED**

Jeannie McCall, Jill Hanson, Angella Williams

### **MEMBERS ABSENT - NON-EXCUSED**

Jim Brann, David Freeland, Wayne Gent (Alisha Seitz), Terrance Moore, Dennis Parker

### **STAFF PRESENT AND PARTICIPATING BY TELECONFERENCE**

Brian Bauer, Tracey McMorris, Lisa Delligatti, Marcelo Dossantos, Tonya Woodworth, Shelly Batton, Karen Nelson, Caren Belowch, Gerard Melville, Alex Aviles, Chris Gavilanez, Theresa Graul, Jill Lanier, Michael McKinney, Alpha Myers, April Patterson, Stacey Schaefer, Jodi Thomas, Victor Melendez

### **GENERAL PUBLIC PARTICIPATING BY TELECONFERENCE**

Scott Amey, Eckerd Youth

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### **AGENDA ITEM #4 – BOARD AND STAFF RECOGNITIONS**

Brian Bauer, President/CEO, recognized and thanked each board member for their service, partnership, and support with CSRC. Several members were recognized.

- **Mr. Bob Cenk**, Homecrete Homes, Inc., for his service as Chair on the Board of Directors.
- **Ms. Carrol Frischkorn**, for her thirty years of service on the Board of Directors.
- **Ms. Donna Rivett**, Dean of Indian River State College, for her 18 years of service on the Board of Directors as designee for the College President.
- **Dr. Edwin Massey**, former President of Indian River State College. for his 30+ years of service to the Board of Directors.

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- **Mr. Wayne Teegardin**, US Retired Army, St. Lucie County Veterans Services, served on the Board of Director's for seven years. He also served as Chair on the Programs and Services Committee.
- **Mr. Jose Capellan**, US Retired Navy, St. Lucie County Veterans Services, who replaced Wayne Teegardin upon his retirement.  
Brian Bauer, President/CEO, recognized new staff members that were hired from June 1, 2019-June 30, 2020. Each staff member shared information about their role with CSRC.
- Alex Aviles, WT/SNAP Career Planner, Indian River County Career Center
- Chris Gavilanez, Center Manager, Martin County Career Center
- Theresa Graul, Youth Projects Specialist, Administrative Office
- Jill Lanier, Disabled Veteran Outreach Program (DVOP), St. Lucie County Career Center
- Michael McKinney, Front Desk Customer Service Specialist, Martin County Career Center
- Alpha Myers, Career Planner I, Indian River County Career Center
- April Patterson, Disabled Veteran Outreach Program (DVOP), St. Lucie County Career Center
- Stacey Schaefer, Front Desk Customer Service Specialist, Indian River County Career Center
- Jodi Thomas, WT/SNAP Career Planner, Ft. Pierce Career Center

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### **AGENDA ITEM #5 – DECLARATIONS OF CONFLICT OF INTEREST**

Debbie Perez, Cleveland Clinic Martin Health, declared a Conflict of Interest on Consent Agenda #7.

### **AGENDA ITEM #6 – CONSENT AGENDA**

Madam Chair asked if anyone opposed or wanted to have further discussion. The consent agenda passed unanimously with no discussion.

### **AGENDA ITEM #7 – REVIEW AND APPROVE THE REVISED BOARD MEMBER RELATED PARTIES TRANSACTIONS FORM PY 2020-2021**

Brian Bauer, President/CEO, presented the Revised Board Member Related Party Transaction Form PY 2020-2021. Due to recent market conditions, it is recommended for the Board to approve an additional \$125,000, not to exceed \$275,00, for on-the-job training opportunities. Madam Chair asked if anyone opposed or wanted to have further discussion. Agenda #7 passed unanimously with Debbie Perez abstaining. No items for discussion.

### **AGENDA ITEM #8 – CHAIR'S REPORT**

Pam Burchell shared her gratitude to all CSRC employees for their roles in keeping the local workforce going during this pandemic. She also informed the members of the Board of Directors of their responsibility to participate/serve on one of the two CSRC committees, Programs & Services Committee, and the Youth Council Committee. Ms. Burchell extended an invitation for board members to consider volunteering to serve on either of the two aforementioned committees and asked that interested members reach out to Brian Bauer, President/CEO or Karen Nelson, Executive Assistant. Responses to the request will be reviewed at the February 12<sup>th</sup> Executive Committee Meeting. Those members who have not yet volunteered, will be assigned to a committee.

### **AGENDA ITEM #9– PRESIDENT'S REPORT**

Brian Bauer, President/CEO, discussed the following events and topics:

1. Mr. Bauer participated in the IRSC final meet-and-greet with candidates to fill the vacancy of the Dean of Workforce and Education Development. Mr. Bauer thanked Dr. Moore and Dr. Welmon for this special invitation.

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2. Mr. Bauer attended the Business Development Board of Martin County – Business and Industry Award luncheon. Mr. Bauer thanked Joan Goodrich, Executive Director of the BDBMC, as well as congratulated the business and award winners.
3. Mr. Bauer shared that the **St. Lucie County Local Delegation will be on January 19, 2021 at 9:30 a.m. at the Indian River State College – Massey Campus - Kight Center**. CSRC will be submitting a form to St. Lucie County and the **deadline is January 8, 2021**. Mr. Bauer added it is very important to have our local board members represented to highlight our partnership and efforts.

### **AGENDA ITEM #10 – OPEN TO THE BOARD**

Helene Caseltine is finalizing the Indian River Chamber of Commerce legislative priorities to their delegation. Ms. Caseltine would like to include CSRC legislatives along with Indian River County legislative priorities. A meeting is scheduled on January 6<sup>th</sup> to discuss government issues and a luncheon is scheduled on January 20<sup>th</sup>. The final approval by the Chamber Board will be on January 25<sup>th</sup>.

Ms. Caseltine shared that Indian River Chamber of Commerce will begin planning the manufacturing boot camp for June 2021. The planning will go forward with all safety protocols set forth.

Brian Bauer, President/CEO, made mention of the Skills Gap Study 2.1 and will begin working with the EDC and other partners.

### **AGENDA ITEM #11 – OPEN TO THE PUBLIC**

No comments were made from the public.

### **AGENDA ITEM #12 - ADJOURNMENT**

There was a motion by Commissioner Sean Mitchell to adjourn the meeting and a second motion was made by Werner Bols. The meeting was adjourned at 8:54 a.m. The next Board of Director's Meeting is scheduled for **February 24, 2021**.

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### **BOARD SECRETARY CERTIFICATION**

I hereby certify these minutes reflect the proceedings by the Board of Directors of CareerSource Research Coast, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.



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Brian Bauer, Board Secretary  
President/CEO

February 24, 2021  
Date

**Board Approved Date: February 24, 2021**