

**NOTICE OF THE ANNUAL MEETING
 OF THE BOARD OF DIRECTORS
 CENTER FOR BUSINESS EXCELLENCE
 329 BILL FRANCE BLVD
 DAYTONA BEACH, FLORIDA**

**9:00 A.M. – 11:00 A.M.
 November 15, 2011**

AGENDA

The Board members are reminded of conflict of interest provisions. In the event of a conflict, please refrain from voting, declare the nature of the conflict and be sure to complete the proper form for recording with the minutes.

**EXECUTIVE
 COMMITTEE**

John Wanamaker, Chair
 Coldwell Banker

Gwen Azama-Edwards
 A-E Enterprises, Inc.

Denise Breneman
 HR Consultant

Joe Brumenschenkel
 MJB Business Consulting

Paul Clare
 Hudson Tool &
 Die Company, Retired

Bob Coleman
 Florida Power & Light,
 (Retired)

Rick Dawson
 Tel-Tron
 Technologies Corp.

Brad Giles
 Giles Electric

David Perryman
 Dade Service Corp.

Ray Salazar
 United Way of Volusia
 and Flagler Counties

Kent Sharples
 CEO Business Alliance

Derek Triplett
 Hope Fellowship Church

Reggie Williams
 Department of Children
 & Families

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- I. 9:00 a.m. – 9:15 a.m. **Welcome and Roll Call**
 - 1. Acknowledge Guests from General Public
 - 2. UCP – Mr. Craig Byrd, President/CEO

- II. 9:15 a.m. – 9:20 a.m. - **Consent Agenda Approval**
Consent Agenda:
 - 1. Board of Directors Meeting Minutes – August 26, 2011..... Page 1
 - 2. Tentative 2012 Board Meeting Dates. Page 8
 - 3. Current Board Member List Page 9
 - 4. Quarterly Financial Report Page 14
 - 5. On-the-Job and Employed Worker Training Agreements Page 15
 - 6. Approved Training Vendors Page 23

- III. 9:20 – 9:30 a.m. **Chair’s Comments**
 Update on State Regional Board Chairs Association and
 Association Committee

- III. 9:20 a.m. – 9:35 a.m. **Annual Audit – Presentation, Mr. William A. Clark, CPA**
 Approval of the Annual Audit Under Separate Cover
 Approval of the 990 Tax Return Under Separate Cover
 Finance Committee Minutes – November 2, 2011 Under Separate Cover

- IV. 9:35 a.m. – 9:50 a.m. **Annual Report – Presentation, Mr. Lou Paris**
 Approval of the Annual Report..... Under Separate Cover

- V. 9:50 a.m. – 10:00 a.m. – **Report and Discussion Training Funds
 and 2011-2012 Budget, Bishop Derek Triplett, Dr. Kent Sharples and Ms.
 Denise Breneman**
 Development & Services Committee Joint Meeting-
 Minutes - November 1, 2011 Under Separate Cover
 Approval of Recommended Budget Modifications

- VI. 10:00 a.m. – 10:15 a.m. **Ormond Beach Survey Report – Mr. Joe Mannarino**

- VII. 10:15 a.m. – 10:25a.m. - **Report and Discussion of Directors & Officers Insurance
 Coverage – Mr. Ken Weibling**



- VIII. 10:25 a.m. – 10:35 a.m. Board Member Contracting Policy**
Clarification of Individual Board Membership Page 27
Approval of Contract Policy Exceptions
- IX. 10:35 a.m. – 10:45 a.m. President’s Comments**
1. Discussion of Regional Workforce Board Issues
2. Report on local hiring
- X. 10:45 a.m. – 10:50 a.m. Business**
1. Nomination of Corporate Officers, Page 31
2. Election of Officers
- XI. 10:50 a.m. – 11:00 a.m. Board Member Comments**
- XII. Adjournment**
Next meeting of the Board is scheduled for January 17, 2012

**MINUTES OF THE MEETING
OF THE
WORKFORCE DEVELOPMENT BOARD
CENTER FOR BUSINESS EXCELLENCE**

August 26, 2011

The Regular Meeting of the Board of Directors of the Workforce Development Board Center for Business Excellence, was called to order at 9:00 a.m., on the 26th day of August, 2011 at the Administrative Office of the organization located at 329 Bill France Blvd., in the 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.

Mr. John Wanamaker Chaired the meeting and Ms. Ann Lesizza served as Recording Secretary. Mr. Wanamaker requested introductions in lieu of calling the roll and the Recording Secretary noted each person present.

The following members were present:

Ms. Gwen Azama-Edwards, President-A-E Enterprises, Inc.
Mr. Doug Baxter, President-Flagler County Chamber of Commerce & Affiliates
Ms. Kim Booker, Attorney at Law-Booker & Associates, P. A.
Ms. Denise Breneman, HR Consultant - Profinders
Mr. Paul Clare, Hudson Technologies, Inc., Retired
Mr. Robert Davis, President-Hotel & Lodging Association
Mr. David Dougherty, CPA-Taxes & Financial Services
Mr. Brad Giles, President – Giles Electric, Inc.
Ms. Milissa Holland, Commissioner – Flagler County Board of Commissioners
Mr. Andy Kelly, Councilman-Volusia County Council
Mr. Dennis Lilly, President/CEO – Vision H.R.
Mr. Matt McEnany, Campus President – Keiser University
Mr. David Perryman, President-Dade Service Corporation
Mr. Ray Salazar, President-United Way of Volusia-Flagler Counties, Inc.
Dr. Margaret Smith, Superintendent – Volusia County Schools
Ms. Diane Snow, former Operations Manager-Repair Resource
Mr. Peter Truslow, President – Edgewater Powerboats
Ms. Janet Valentine, Superintendent – Flagler County Schools
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group
Ms. Amy Wheeler, Owner - Petals
Mr. Reginald Williams, Administrator-Department of Children and Families
Mr. Stephen Williams, Business Manager-IBEW Local Union 756

The following guests were also present:

Dr. Carol Eaton, President – Daytona State College
Ms. Helen Cauthen, President – TEAM Volusia
Ms. Mary Bruno, Associate Vice President-Daytona State College
Ms. Kathy Spencer, Manager – CMI One Stop
Mr. Rick Fraser, President – Center for Business Excellence

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Ms. Robin King, Vice President – Center for Business Excellence
Ms. Ann Lesizza, Director of Administration – Center for Business Excellence
Ms. Jeanne Rademacher, Manager – Tii One Stop
Ms. Velma Lowe, Manager – CSI One Stop
Ms. Sue Hale, Finance Director – Center for Business Excellence
Mr. Lou Paris, Communications Manager – Center for Business Excellence
Mr. Todd Phillips, Insurance Representative – AGIS
Ms. Kate Hall, Insurance Representative – AGIS
Ms. Phyllis Heath, Vocational Rehabilitation
Mr. Charles Howell, Director of Information Systems – Center for Business Excellence
Ms. Lori McMullin, Director of Business Services Operations & Communications –
Center for Business Excellence
Ms. Arva Campbell, One-Stop Manager – Center for Business Excellence
Ms. Christine Sikora, Youth Services Manager – Center for Business Excellence
Ms. Nancy Mills, Projects and Planning Analyst-Center for Business Excellence
Mr. Ted Young, Business Services Manager-Center for Business Excellence
Mr. Julian Lopez, Jr. Assistant Vice President, Merrill Lynch
Mr. Gary Smith, Vice President, Merrill Lynch

Mr. Wanamaker addressed the meeting and inquired if there were any members of the public that had requested an opportunity to speak. No replies were received.

Mr. Wanamaker advised that the first item of business was the Consent Agenda. Mr. Wanamaker reported that the minutes of the June 7, 2011 meeting had been provided with the Agenda package and he called for a motion to approve the minutes.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Minutes of the Meeting, held on June 7, 2011 were approved as presented.

Mr. Fraser called on Ms. Christine Sikora, Youth Services Coordinator, to explain how we are able to provide the breakfast items for the Board meeting. Ms. Sikora reported that the Volusia Halfway House is a Department of Juvenile Justice moderate-risk all-boys program that is located in Daytona Beach. She explained that we have been working with them for about two years, offering the work readiness workshops; resume writing, communication, how to interview, etc. Volusia House operates a culinary arts program, which is offered to participants achieving a designated level. Participants receive their food handler's safety certification, as well as experience in preparing and serving food. All food is prepared from scratch and they have graciously provided and setup all of the food as a way of making the public aware of the program. Ms. Sikora continued to explain that this is work experience that can be included on the youth's resume. She stated that many of the individuals are from other counties other than Volusia and Flagler. This relationship connects the participants with their local One-Stops once they have completed their time.

Mr. Fraser addressed the Board members and expressed his pleasure at the opportunity to introduce two guests that were invited to discuss their visions. Mr. Fraser introduced Dr. Carol Eaton, the new president of Daytona State College. Dr. Eaton reported that this was officially her third week on the job, but that she wanted to discuss a little bit about her experience in working with groups such as the CBE and that she brings and offers the support of working in two different states. She talked about the support that the college provides to the business community to ensure that the workforce training needs are met. Mr. Fraser stated that it is our hope that Dr. Eaton would consider joining the Board, the college has always participated very actively. Mr. Fraser reported that Dr. Eaton had asked for a little time to become familiar with the community and had asked Ms. Mary Bruno to attend the meetings in her stead. Ms. Bruno addressed the Board and stated that she is in charge of CWE; the Center of Workforce Education. She reported that she is looking at how to pull all of the continuing education programs together in an effort to support efforts to get people into the workforce as quickly as possible without all of the red tape that can always accompany the training.

Next, Mr. Fraser introduced the new CEO of TEAM Volusia, Ms. Helen Cauthen. Ms. Cauthen distributed a copy of the mid-year report and discussed an overview of their startup activities. She discussed the fact that TEAM Volusia is an exceptional collaborative effort. Ms. Cauthen reported on the website that is close to being launched and the operational setup. She responded to questions regarding the relationship with the State and the State's new economic development department.

Ms. Robin King next called attention to several reports that were distributed at the meeting, the first report was the staff report on the status of the Strategic Goals and the Achievements. Much of what the Committees had requested dealt with gathering of information. Today's presentations include much of the requested information. Ms. King stated that staff had requested input from the Committees on where to place the priorities. The response from the Committees and the Board basically stated that training is our business. Next, Ms. King called attention to the report "Training Funds Obligated 2011-2012," and stated that as of today, two months into our program year, we are 64% obligated. At the rate that we are going, we will need to do some realigning of the budget that was approved in June. Ms. King advised that the Finance Committee would be meeting to review what funds can be moved. The next report was the Training Report 2010-2011 which shows how many individuals were trained last year, which occupations; whether it was classroom training, on-the-job training, employed worker training. How many were trained last year, how many completed last year and the entered employment rate of those that completed. Ms. King directed attention to the last column; total carryovers. She explained that one of the reasons that our funds obligated rate is so high is because we have made a commitment to those individuals that were enrolled last year that will finish this year.

The next item that Ms. King addressed was the Two-Year Plan that will be submitted to the State in September. At the last Board meeting, held in June, this Board approved the CBE continuing to be the One-Stop Management team; which was approved by the State last Thursday, August

18th. The Two-Year Plan will be available on our web site thirty days for public review and comment. Any comments received will be incorporated into the document before we submit it to the State. There are no significant changes from the previous Plans that have been submitted. The major difference from the prior Plan is that all references to the Recovery Act have been removed. Staff requested approval of the Two-Year Plan.

2. After discussion, upon motion duly made and seconded, the Board unanimously approved the Two Year Plan as presented.

Mr. Julian Lopez, from Merrill Lynch, next addressed the Board members and provided an update on the Corporate Investment Fund and how they have been reacting to the very volatile market. Mr. Lopez presented a brief report and advised the Board that in February there were indications that there would be some rough times ahead. Based on the indications they started to raise cash in the market. Currently, there are no stock positions in the asset allocations of the portfolio because of the bad vibes in the market. Mr. Lopez continued to explain the bond strategies used to ensure low risk and how they will continue to be cautious through the end of the year.

Mr. Fraser called on Todd Phillip, Insurance Representative from AGIS, to address the Board members regarding the organization's fringe benefits. Mr. Phillips advised the Board members that recent legislation has imposed additional reporting requirements to employees. Mr. Phillips advised that AGIS has prepared several communication devices; an employee handbook that incorporates important disclosures and a Summary Plan Description. Each year an employee should receive a Summary Plan Description of their programs. Often, insurance companies produce a handbook to distribute that explains the various benefits. New legislation requires more explicit information be provided to the employees. AGIS has created a "wrap" document to bring all the information into compliance. Because it is a separate plan document; it requires Board approval to add it to the Plan. The Board discussed the desire to amend and restate its Welfare Benefit Plan to include more clearly defined descriptions and the document to provide this information will become a part of the Plan document.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board members approved the restated Welfare Benefit Plan and authorized the President to execute the Plan and take such action as necessary or appropriate to implement this change.

Mr. Fraser addressed the Board members and discussed the policy that requires two-thirds vote of the Board for all contracts with Board members. He stated that this has been a struggle to have enough members to attend the meetings to accomplish the vote. He reported that this policy has changed slightly to require a two-third vote of the members attending the meeting when a quorum has been established. Mr. Fraser explained that Workforce Florida's Board adopted a policy that prohibited regional workforce boards and the State Board from entering into contracts with Board members with noted exceptions. Mr. Fraser discussed the issue of media coverage regarding this matter and reported that there would be a conference call on September 8th to help

clarify the matter. He advised the members that they have been provided with a copy of the policy that came from Workforce Florida. The copy distributed had the exceptions highlighted. A discussion followed and the members addressed concerns and observations. Additionally, the Board requested that more clarification regarding the policy be provided to them to ensure that Board members have a clear understanding of all the issues.

4. After discussion, upon motion duly made, seconded and unanimously carried the Board instructed staff to implement the modifications to the contracting policy adopted by the Workforce Florida, Inc. Board of Directors.

Ms. King called attention to our current OJT and EWT Agreements included in the Agenda package. On-the-Job training is for new hires and Employed Worker Training is for current employees to upgrade their skills so they can continue their employment.

5. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the OJT and EWT Agreements as presented with the exception of the agreements with Flagler County Chamber of Commerce.

Ms. King reported that included in the list is an OJT Agreement and an EWT Agreement with Flagler County Chamber of Commerce. The Recording Secretary reported that Mr. Doug Baxter acknowledged a conflict and completed Form 8B establishing his conflict.

6. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors, with a quorum having been established, and with Mr. Doug Baxter abstaining from the vote, approved the OJT and EWT Agreements with the Flagler County Chamber of Commerce.

Mr. Fraser advised that the CBE funded a survey of Volusia and Flagler County employers concerning the unemployed workforce. Mr. Fraser called on Ms. Lori McMullin to present the information gained from the survey. Ms. McMullin explained that this survey assists businesses to identify the type of workers that are available within the community, their skill sets and how much it will cost a business to employ them. Ms. McMullin stated that the full report is available on our website. She provided a summary of the information in a PowerPoint presentation that will also be available on the website.

Mr. Fraser reported that the CBE joined with the Flagler County Chamber of Commerce in a survey of the business community of Flagler County. Mr. Doug Baxter provided an overview to the Board and stated that Flagler County had never performed a business census until now. With the assistance of two Project HOPE participants, and Mr. Ted Young, they were able to complete 1,510 surveys out of 8,500 businesses. Mr. Baxter briefly reviewed the questions asked and the responses. Mr. Baxter stated that without the support of CBE, they would not have been able to undertake the survey project.

Mr. Fraser advised the Board members that item three under Agenda Item VII, the Ormond Beach survey will not be presented at this time. He stated that a similar survey was completed in

Ormond Beach and Mr. Joe Mannarino was supposed to present it. Mr. Mannarino contacted Mr. Fraser and advised that he felt he needed to present it first to his City Commission before presenting it to our Board. He will discuss the Ormond Survey at the November Board meeting.

Mr. Fraser advised that the Quarterly Financial Report in the Agenda package is for informational purposes that the members can review at their convenience.

The next item on the Agenda was the President's Comments. Mr. Fraser reported to the Board. The first item was the LPGA Partnership and Mr. Fraser stated that he felt this was a unique economic opportunity. He explained that Volusia County, the City of Daytona Beach and the Daytona Beach Regional Chamber partnered with the LPGA for a way to spur economic opportunity. The LPGA has a Futures Tour, a minor league tournament, which has tournaments throughout the Country. The County targeted a few of these tours located near business prospects. Mr. Fraser was asked to be an ambassador on a trip to Syracuse recently. Meetings were scheduled with these businesses that included presentations of Volusia's assets and then the businesses were afforded the opportunity to play in the tournament that afternoon. Mr. Fraser felt that two of the businesses were very interested in visiting Volusia County.

Next, Mr. Fraser discussed the new corporate logo and tag line. Mr. Fraser stated that the logo, which had been previously provided to the Board members, will be rolled out over the next few months.

Mr. Fraser discussed the fact that the U. S. Department of Labor has begun an investigation, as a result of the negative media, of all 24 regional workforce boards in the State of Florida specifically with regard to the board member issue. He advised that they are serving subpoenas on each of the boards to go back to 2005 to look at contracts that boards have had with board members.

Mr. Fraser advised the Board that we used to have a Board newsletter that was mailed to the members periodically. The newsletter was stopped and staff wondered if the Board would like to receive some type of periodic email. The Board indicated that they would like to receive updates via email of important matters.

Next, Mr. Fraser discussed the August 1st Unemployment Compensation changes. Effective August 1st there were legislative changes made in the State of Florida for anyone collecting unemployment compensation; every unemployment claim needed to be made over the internet. Many of the job seekers lack the computer skills necessary. The individuals were instructed to go to a public library or to a one-stop employment center. We have been experiencing high volumes of customers at the one-stop requiring assistance with unemployment. In addition, effective on August 1st legislation mandated that claimants complete a minimum of five job searches per week and if for some reason they cannot complete five in a week, they can come into the one-stop for a service. Mr. Baxter commented that in Flagler there are double the amount of cars and double the amount of people. Ms. King reported that she has meetings

scheduled with the libraries to see what can be done to assist individuals with filing claims. Customers do not understand that we are not
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unemployment office and when they are instructed to go to the one-stop, they expect assistance from staff. Ms. King discussed the difficulties with dealing with this unfunded mandate. Dr. Eaton offered the assistance of the college; she stated that they have a number of computers that can be used by individuals with basic skills. Mr. Matt McEnany advised that Keiser University might be of some assistance as well.

Mr. Wanamaker called for Board member comments. Mr. Giles thanked the Center for Business Excellence for their support of the Local Preference Ordinance. Mr. Fraser commented that the benefit to the CBE would be that the Ordinance would require contractors to post their jobs with us.

Ms. Robin King addressed the Board and stated that about four years ago the Board advised that we would serve youth aging out of foster care. Ms. King thanked Ms. Christine Sikora, Youth Services Coordinator, for her part in obtaining two grants over the past two years. The program that we had last year was Project HOPE. Ms. King thanked Mr. Doug Baxter for using two of the youth to work on the survey that was presented. Mr. Baxter placed the youth into a very professional setting. These two youth gathered the information and one of the youth has been hired by our One-Stop in Flagler.

There being no further business to come before the meeting, it was thereupon adjourned.

Recording Secretary

TENTATIVE
2012 BOARD MEETING DATES

Tuesday, January 17, 2012

Tuesday, March 20, 2012

Tuesday, May 15, 2012

Friday, August 24, 2012

Tuesday, November 13, 2012 Annual Board Meeting

July 1, 2011- June 30, 2012

CENTER FOR BUSINESS EXCELLENCE

BOARD OF DIRECTORS

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Center for Business Excellence
Statement of Expenditures
From 7/1/2011 Through 9/30/2011

	Budget	YTD Actual	Budget Balance	Percent Expended
Expenditures				
Fixed Operating Expenses				
Salaries & Fringe	2,068,651.00	541,369.20	1,527,281.80	26.17%
Audit	28,400.00	0.00	28,400.00	0.00%
Communications	60,000.00	17,006.83	42,993.17	28.34%
Consulting	2,000.00	0.00	2,000.00	0.00%
Depreciation	6,000.00	1,441.50	4,558.50	24.02%
Equipment Rental & Storage	8,950.00	3,569.80	5,380.20	39.88%
Licenses, Software	50,738.00	15,978.36	34,759.64	31.49%
Insurance	32,900.00	18,213.88	14,686.12	55.36%
Miscellaneous	8,000.00	1,243.78	6,756.22	15.54%
Miscellaneous Office Equipment	4,200.00	845.40	3,354.60	20.12%
Postage	12,200.00	2,517.53	9,682.47	20.63%
Rent	468,624.00	107,375.83	361,248.17	22.91%
Repairs & Maintenance	88,000.00	28,781.19	59,218.81	32.70%
Telephones & Utilities	<u>104,900.00</u>	<u>24,221.21</u>	<u>80,678.79</u>	<u>23.08%</u>
Total Fixed Operating Expenses	2,943,563.00	762,564.51	2,180,998.49	25.91%
Variable Operating Expenses				
Board Expenses	3,000.00	774.90	2,225.10	25.83%
Business Meetings	7,600.00	1,595.05	6,004.95	20.98%
Books/Publications/Tapes	2,250.00	0.00	2,250.00	0.00%
Equipment	105,000.00	41,789.18	63,210.82	39.79%
Memberships & Dues	39,500.00	14,553.63	24,946.37	36.84%
One Stop Outreach	54,500.00	6,636.50	47,863.50	12.17%
Printing	9,100.00	0.00	9,100.00	0.00%
Rearrangments	25,000.00	7,952.00	17,048.00	31.80%
Resource Materials	1,000.00	108.63	891.37	10.86%
Supplies	69,300.00	15,739.28	53,560.72	22.71%
Staff Development	39,885.00	4,583.76	35,301.24	11.49%
Staff Travel	45,700.00	12,050.67	33,649.33	26.36%
Strengthening the One Stop	<u>184,431.00</u>	<u>3,937.50</u>	<u>180,493.50</u>	<u>2.13%</u>
Total Variable Operating Expenses	586,266.00	109,721.10	476,544.90	18.72%
Client Services				
Ancillary Services	163,600.00	36,604.39	126,995.61	22.37%
Business Summit				
Business Summit	64,000.00	0.00	64,000.00	0.00%
Business Summit Sponsorships	(20,000.00)	0.00	(20,000.00)	0.00%
Business Summit Registration	<u>(10,000.00)</u>	<u>0.00</u>	<u>(10,000.00)</u>	<u>0.00%</u>
Total Business Summit	34,000.00	0.00	34,000.00	0.00%
Business Training	804,637.40	462,377.61	342,259.79	57.46%
Incentives	29,000.00	3,150.00	25,850.00	10.86%
Prevocational Services	32,000.00	2,558.85	29,441.15	7.99%
Other Support Services	25,040.00	1,176.00	23,864.00	4.69%
Training Materials & Supplies	9,500.00	1,029.40	8,470.60	10.83%
Transportation	664,236.00	199,604.95	464,631.05	30.05%
Tuition, Books & Supplies	<u>1,062,500.00</u>	<u>136,317.28</u>	<u>926,182.72</u>	<u>12.82%</u>
Total Client Services	2,824,513.40	842,818.48	1,981,694.92	29.84%
Contracts				
Career Guidance	321,507.00	70,458.00	251,049.00	21.91%
Case Management	945,254.00	195,056.48	750,197.52	20.63%
Childcare	30,000.00	4,486.70	25,513.30	14.95%
	<u>Budget</u>	<u>YTD Actual</u>	<u>Budget Balance</u>	<u>Percent Expended</u>
Employability Skills Training	579,250.00	74,391.21	504,858.79	12.84%
Youth Contracts	<u>1,052,845.98</u>	<u>186,532.49</u>	<u>866,313.49</u>	<u>17.71%</u>
Total Contracts	2,928,856.98	530,924.88	2,397,932.10	18.13%
Total Expenditures	<u>9,283,199.38</u>	<u>2,246,028.97</u>	<u>7,037,170.41</u>	<u>24.19%</u>

Company Name	Total Unit Cost
8th Continent LLC	\$2,720.00
Total	\$2,720.00
A O Precision Manufacturing LLC	\$1,320.00
A O Precision Manufacturing LLC	\$1,080.00
A O Precision Manufacturing LLC	\$1,200.00
Total	\$3,600.00
Accu-Temp Heating and Air Conditioning	\$800.00
Total	\$800.00
ACI, A division of ISO Claims Inc	\$1,538.40
ACI, A division of ISO Claims Inc	\$960.00
ACI, A division of ISO Claims Inc	\$960.00
ACI, A division of ISO Claims Inc	\$2,000.00
Total	\$5,458.40
Advanced Composite Solutions	\$800.00
Total	\$800.00
Atec Air and Heating Inc.	\$1,080.00
Total	\$1,080.00
Atlantic Chiropractic and Wellness Center	\$800.00
Total	\$800.00
Book Ease LLC	\$820.00
Total	\$820.00
Caiman Management/Hampton Inn	\$1,923.20
Total	\$1,923.20
Center for the Visually Impaired	\$1,345.60
Total	\$1,345.60
Clear View Press	\$910.00
Total	\$910.00
Command Medical	\$4,040.00
Command Medical	\$2,884.80

Command Medical	\$960.00
Command Medical	\$960.00
Command Medical	\$1,200.00
Command Medical	\$1,120.00
Total	\$11,164.80
Contemporary Machinery and Engineering	\$6,729.60
Contemporary Machinery and Engineering	\$1,440.00
Contemporary Machinery and Engineering	\$800.00
Total	\$8,969.60
Dixie Commons Animal Hospital	\$880.00
Total	\$880.00
East Cost Coaching, Inc dba One Hour Printing	\$800.00
East Cost Coaching, Inc dba One Hour Printing	\$1,600.00
Total	\$2,400.00
Energizer Holding Inc	\$1,820.80
Energizer Holding Inc	\$952.00
Total	\$2,772.80
Family Renew Community	\$961.60
Total	\$961.60
Flagler County Abstract	\$1,000.00
Total	\$1,000.00
Flagler County Chamber of Commerce	\$2,594.40
Total	\$2,594.40
Flagler County Clerk of the Circuit Court	\$822.40
Total	\$822.40
Flagler County, Board of County Commissioners	\$2,115.20
Total	\$2,115.20
Germfree Laboratories	\$1,200.00
Total	\$1,200.00
Ghyabi and Associates	\$1,040.00

Ghyabi and Associates	\$1,266.40
Total	\$2,306.40
Golden Lion Café	\$880.00
Total	\$880.00
Habitat for Humanity	\$800.00
Total	\$800.00
Halifax Habitat for Humanity	\$1,153.60
Total	\$1,153.60
Healthy Start Coalition	\$800.00
Total	\$800.00
Honey Baked Ham Co and Café	\$2,194.40
Total	\$2,194.40
Hudson Technologies	\$800.00
Hudson Technologies	\$800.00
Hudson Technologies	\$800.00
Hudson Technologies	\$800.00
Hudson Technologies	\$800.00
Hudson Technologies	\$1,240.00
Hudson Technologies	\$940.00
Hudson Technologies	\$2,400.00
Hudson Technologies	\$2,560.00
Hudson Technologies	\$2,480.00
Hudson Technologies	\$2,720.00
Total	\$16,340.00
International Tool Machine	\$0.00
Total	\$0.00
LSS Second Harvest Food Bank	\$2,460.80
Total	\$2,460.80
Maggie's European Café	\$880.00
Total	\$880.00
Office Divvy	\$800.00

Total	\$800.00
Ormond Beach Chamber of Commerce	\$880.00
Total	\$880.00
Palm Coast Auto Repair	\$1,500.80
Total	\$1,500.80
PARX Group of New York	\$1,148.80
Total	\$1,148.80
PCB Services LLC.	\$1,600.00
PCB Services LLC.	\$1,440.00
Total	\$3,040.00
Politis Law Firm	\$800.00
Total	\$800.00
Prosperity Bank	\$1,538.40
Prosperity Bank	\$800.00
Total	\$2,338.40
Rotomation	\$1,920.00
Total	\$1,920.00
SE Cline Construction	\$800.00
SE Cline Construction	\$800.00
Total	\$1,600.00
Service 1st Inc.	\$960.00
Total	\$960.00
Sign-O-Saurus	\$800.00
Total	\$800.00
Snapt	\$1,000.00
Snapt	\$1,000.00
Total	\$2,000.00
Southern State Management Group	\$808.00
Total	\$808.00
Supreme Steamer	\$640.00
Total	\$640.00

Travel Med USA

\$961.20

Total

\$961.20

Vann Data Services Inc.

\$1,537.60

Total

\$1,537.60

Visiting Angels Senior Home Care

\$960.00

Visiting Angels Senior Home Care

\$1,040.00

Total

\$2,000.00

Total

\$106,688.00

Company Name	Type of Training	Company Match	Total Unit Cost
Center for Visually Impaired	Advanced Grant Training	\$702.38	\$595.00
Total		\$702.38	\$595.00
Command Medical Products	CQT and CQPA Prep Course and Exam	\$498.37	\$498.37
Total		\$498.37	\$498.37
Costa Del Mar	Professional Human Resources	\$666.24	\$520.00
Total		\$666.24	\$520.00
Deland Bakery	Human Resource	\$199.00	\$79.33
Deland Bakery	Human Resource	\$199.00	\$79.33
Deland Bakery	Human Resource	\$199.00	\$79.33
Total		\$597.00	\$237.99
Early Learning Coalition	Human Resources: Laws and Best Practices	\$129.60	\$125.00
Early Learning Coalition	Human Resources: Laws and Best Practices	\$129.60	\$125.00
Early Learning Coalition	Supervisory Training	\$278.84	\$125.00
Early Learning Coalition	Supervisory Training	\$278.84	\$125.00
Total		\$816.88	\$500.00
Energizer Personal Care (Playtex Manufacturing)	CQT and CQPA Prep Course and Exam	\$556.95	\$556.95
Energizer Personal Care (Playtex Manufacturing)	CQT and CQPA Prep Course and Exam	\$556.95	\$556.95
Energizer Personal Care (Playtex Manufacturing)	Team Collaboration and Independence Training	\$2,754.16	\$1,500.00
Energizer Personal Care (Playtex Manufacturing)	Team Collaboration and Independence Training	\$2,754.16	\$1,500.00
Energizer Personal Care (Playtex Manufacturing)	Team Collaboration and Independence Training	\$2,754.16	\$1,500.00
Energizer Personal Care (Playtex Manufacturing)	Team Collaboration and Independence Training	\$2,754.16	\$1,500.00
Total		\$12,130.54	\$7,113.90
Flagler Clerk of Circuit Courts	Professional Human Resources	\$1,250.51	\$520.00

Total		\$1,250.51	\$520.00
Flagler County Chamber of Commerce	Organizational Mgmt Training	\$1,941.17	\$1,300.00
Total		\$1,941.17	\$1,300.00
Flagler County Palm Coast Home Builders Association	Home Builders Executive Officers Council Conference	\$1,387.95	\$425.00
Total		\$1,387.95	\$425.00
Flagler Habitat for Humanity	Website design and maintenance training	\$990.00	\$650.00
Flagler Habitat for Humanity	Website design and maintenance training	\$990.00	\$650.00
Flagler Habitat for Humanity	Florida Recovery and Reinvestment :Housing Strategies Training	\$1,265.44	\$1,175.00
Flagler Habitat for Humanity	Florida Recovery and Reinvestment :Housing Strategies Training	\$1,265.44	\$1,175.00
Total		\$4,510.88	\$3,650.00
Flomet	12 Principles of Lean Manu Training	\$214.29	\$435.58
Flomet	12 Principles of Lean Manu Training	\$214.29	\$435.58
Flomet	12 Principles of Lean Manu Training	\$214.29	\$435.58
Flomet	12 Principles of Lean Manu Training	\$214.29	\$435.58
Flomet	12 Principles of Lean Manu Training	\$214.29	\$435.58
Flomet	12 Principles of Lean Manu Training	\$214.29	\$435.58
Total		\$1,500.03	\$3,049.06
Greg Wynn Financial Services	Financial Communications Training	\$1,153.92	\$750.00
Total		\$1,153.92	\$750.00
Hudson Technologies	Inspector Certification Training	\$556.95	\$556.95
Hudson Technologies	Inspector Certification Training	\$556.95	\$556.95
Hudson Technologies	Inspector Certification Training	\$556.95	\$556.95
Hudson Technologies	Inspector Certification Training	\$556.95	\$556.95
Total		\$2,784.75	\$2,784.75
Port Orange South Daytona Chamber	Mgmt Leadership Development Training	\$1,912.40	\$712.40

Total		\$1,912.40	\$712.40
Preferred Management	Streamlining AR Training	\$135.00	\$135.00
Total		\$135.00	\$135.00
Royal Floridian/Southwind Management Corporation	Online HVAC Training Certification	\$1,368.00	\$509.00
Total		\$1,368.00	\$509.00
The ARC of Volusia	Behavioral Analyst CEU Cert Training	\$438.72	\$314.00
Total		\$438.72	\$314.00
Total		\$32,426.74	\$23,105.47

Training Vendors

The CBE maintains agreements with training vendors who offer programs in a variety of vocational and job skills. Eligible participants of the One-Stop Employment System may receive tuition and supplies for these programs based upon need. The following institutions are included:

School	Address	City	Phone	Web Address
AAA School of Dental Assisting	2415 South French Ave	Sanford	407-324-0960	www.aaasoda.com
Advanced Technology College	1770 Technology Center	Daytona Beach	386-506-4100	http://www.daytonastate.edu/catalog/facts/atc.html
Airline Academy	340 South Beach Street	Daytona Beach	800-798-0202	www.theairlineacademy.com
ALPI	1326 International Speedway Blvd	DeLand	386-624-6912	No website
Angley College	230 North Woodland Boulevard, Suite 310	DeLand	386-740-1215	www.angley.edu
Associated Training Services	5177 W. Homosass Trail	Lecanto	352-628-7675	www.ATSN-Schools.com
Bethune-Cookman University	640 Dr. Mary McLeod Bethune Blvd	Daytona Beach	386-255-1401	www.bethune.cookman.edu/
Brevard Community College	1519 Clearlake Road	Cocoa	321-632-1111	www.brevard.cc.fl.us
Cambridge Institute of Allied Health	1912 Boothe Circle, Suite 200	Longwood	407-265-8383	no website
Central Florida Institute	5411 West Tyson Ave	Tampa	813-832-1806	www.cf institute.com
Commercial Diving Academy of Jacksonville	8137 North Main Street	Jacksonville	888-974-2232	www.cda.edu
Concorde Career Institute	7960 Arlington Expressway, Suite #120	Jacksonville	904-725-0525	www.concorde.edu
Daytona State College	1200 International Speedway Blvd.	Daytona Beach	386-506-3059	www.daytonastate.edu
Daytona College	425 S. Nova R	Ormond Beach	386-267-0565	www.daytonainstituteofmassagetherapy.com/
Dental Careers of Central Florida	4942 W. SR 46, Suite 1038	Sanford	407-320-1700	www.dentalcareersofcentralfl.com

Don Morgan Electrical Academy	790 Commonwealth Boulevard	Port Orange	386-322-6236	www.electricalcareer.net
Embry- Riddle Aeronautical University	600 S. Clyde Morris Boulevard	Daytona Beach	386-226-6000	www.embryriddle.edu
First Coast Technical College	2980 Collins Avenue	St. Augustine	904-547-3282	www.fcti.org
Flagler County Schools	1 Corporate Plaza	Palm Coast	386-446-7612	www.flagler.k12.fl.us
Florida Technical College	1199 S. Woodland Blvd.	DeLand	386-734-3303	www.flatech.edu
Flagler Technical Institute	1 Corporate Drive	Palm Coast	386-446-7612	http://fti.flaglerschools.com
Fortis College	1573 West Fairbanks Avenue, Suite 100	Winter Park	407-843-9828	www.fortiscollege.com
Greater Orlando Dental Assisting School	1012 State Road 436	Casselberry	407-478-0206	no website
Halifax Academy for Caregivers, Inc.	2900 S. Nova Road, Suite 3	South Daytona	386-322-CNAS	www.cnacrashcourse.com
High-Tech Institute	3710 Maguire Blvd.	Orlando	877-903-8367	www.hightechinstitute.edu
J & J Healthcare Institute, Inc.	750 South Orange Blossom Trail, Suite 253	Orlando	407-839-3363	www.jjhi.net
Keiser University	1800 Business Park Blvd.	Daytona Beach	386.274.5060	www.keiseruniversity.com
Lake City Community College	149 S.E. College Place	Lake City	386-752-1822	www.lakecitycc.edu
Lake Tech Health Science Education	2001 Kurt Street	Eustis	352-589-2250	www.laketech.org

Lighthouse Medical Academy	1159 E. Altamonte Dr.	Altamonte Springs	407-339-0087	no website
Lincoln Technical Institute	7275 Estapona Circle	Fern Park	407-673-7406	www.americaschoolofnursing.com
National Training, Inc.	188 College Drive	Orange Park	1-800-488-7364	www.earthmoverschool.com
New Horizons	6933 NW 4 th Blvd	Gainesville	352-248-3202	www.newhorizons.com
New Horizons	7020 A.C. Skinner Pkwy, Suite 180	Jacksonville	904-564-9500	www.newhorizons.com
New Horizons	1221 Lee Road	Orlando	407-210-4206	www.newhorizons.com
Professional Development & Training Institute	532 Mary McLeod Bethune Blvd.	Daytona Beach	386.239.9755	no website
Roadmaster Drivers School	5411 West Tyson Ave	Tampa	800.831.1300	www.roadmaster.com/
Roadmaster Drivers School	1409 Pickettville Road	Jacksonville	800.831.1300	www.roadmaster.com/
Roadmaster Drivers School	6000 Cinderlane Parkway	Orlando	800.831.1300	www.roadmaster.com/
Southern Technical College	2910 South Orlando Drive	Sanford	407-323-4141	www.southerntech.edu
Stetson University	421 N. Woodland Blvd.	DeLand	386.822.7100	www.stetson.edu
Sunshine State Tech	724 S. Orlando Dr.	Sanford	407-878-3952	www.ssticareers.com
TechSkills, LLC	2600 Maitland Center Parkway, Suite 145	Maitland	407-875-2700	www.techskills.com
Truck Driver Institute	P.O. Box 2664	Sanford	407.328.8000	www.drivebigtrucks.com

Tulsa Welding School	3500 Southside Blvd	Jacksonville	1-888-209- 4418	www.weldingschool.com
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The following institution has requested to be added as a Board approved training vendor:

University of Central Florida*	1200 International Blvd, Building 140	Daytona Beach	386-506-4010	www.ucf.com
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Updated: 11/3/11

Workforce Florida, Inc. Contracting Policy

Item II – Prohibition Against A Board Contracting with Its Board Member

No workforce board (Workforce Florida, Inc. or a regional workforce board) shall enter into a contract with one of its own board members, with an organization represented by its own board member or with any entity where a board member has any relationship with the contracting vendor.

At the board’s discretion, the following may be exempted from the above paragraph:

- a) A contract with an *agency* (as defined in s. 112.312(2), including, but not limited to, those statutorily required to be board members) when said agency is represented by a board member and said member **does not personally benefit financially** from such contracts;

s. 112.312(2) defines an agency as:

“Agency” means any state, regional, county, local, or municipal government entity of this state, whether executive, judicial, or legislative; any department, division, bureau, commission, authority, or political subdivision of this state therein; or any public school, community college, or state university.

The Workforce Investment Act of 1998 mandates specific seats on the board:

- One or more representatives of local educational entities-eligible members must include representatives of local educational entities, local school boards, entities providing adult education and literacy activities and postsecondary educational institutions (including representatives of community colleges, where such entities exist.
- There must be at least one representative of organized labor (for a local area in which employees are represented by labor organizations.)
- Two or more members of community-based organizations, including those who represent individuals with disabilities and veterans.
- Two or more members of economic development agencies.
- Additionally, representation must include members from each of the One-Stop partners
 - One adult literacy partner
 - One representative from Vocational Rehabilitation
 - One representative from Senior Community Service Employment Programs
 - One representative of post-secondary education under Carl D. Perkins
 - One representative from the local Department of Children and Families

An example of a contract with an “agency” defined above would be a contract with a community college to provide training.

- b) A contract with a board member or a vendor (when a board member has any relationship with the contracting vendor) when the contract relates to the member’s appointment to the board under Pub. L. No. 105-220, (the Workforce Investment Act of 1998).

This specifically deals with the representatives mentioned above in the One-Stop partner category and is very similar to II (a) above.

- c) A contract with a member receiving a grant for workforces services under federal, state or other governmental workforce programs.

Federal, state or other government workforce program means Incumbent Worker Training, Quick Response Training, Employed Worker Training, On the Job Training, customized training and other One-Stop training provider services. An example would be an OJT agreement with a Board member's company.

- d) A contract between a board and a board member which is not exempted under paragraphs II(a), II(b), or II(c) where the board documents exceptional circumstances and/or need and the board member does not personally benefit financially from the contract.

An example would be a contract for utility services or a property lease. A board member might work for a telephone service company and the workforce board might contract with that telephone service company. The board member does not personally benefit financially from the contract even though he receives a salary from the same company.

In all cases, the board member would need to declare the conflict, abstain from the vote and complete the disclosure form.

RWDB Member	Company	WIA Mandate	Qualifications	Nominating Organization	Term of Appointment
Booker, Kim	Booker & Associates, P.A.	BU	Attorney at Law	West Volusia Chamber	07/01/11- 06/30/14
Dougherty, David	Taxes & Financial Services	BU	CPA	West Volusia Chamber	07/01/11- 06/30/14
Triplett, Bishop Derek	Hope Fellowship Church	CBO	Senior Pastor	Daytona Chamber	07/01/11- 06/30/14
Truslow, Peter	Edgewater Powerboats	BU	President	Volusia Manufacturers	07/01/11- 06/30/14
Holland, Milissa	Flagler County Commission	LEO	Commissioner, District 2	Flagler County	07/01/11- 06/30/14
Breneman, Denise	Profinders	BU	Owner/Manager	Volusia Manufacturers Association	07/01/11- 06/30/14
Dawson, Rick	Tel-Tron Technologies Corporation	BU	President	Volusia Manufacturers Association	07/01/11- 06/30/14
Giles, Brad	Giles Electric	BU	President	Port Orange/South Daytona Chamber	07/01/11- 06/30/14
Rawls, Gregory	Flagler County Department of Economic Opportunity	ED	Executive Director	Flagler County	07/01/11- 06/30/14
Baxter, Doug	Flagler Chamber of Commerce	BU	Executive Director	Flagler County Chamber of Commerce	07/01/11- 06/30/14
Sharples, D. Kent	CEO Business Alliance	BU/ED	President	Team Volusia	07/01/11- 06/30/14
Smith, Margaret	Volusia County Schools	OSPM/EA	Superintendent	Volusia County Schools	07/01/11- 06/30/14
Spar, Andrew	Volusia Teachers Organization	OL	President	Central Florida AFL-CIO	07/01/11- 06/30/14
Azama-Edwards, Gwen	A-E Enterprises, Inc.	BU	President	Daytona Chamber	07/01/11- 06/30/14
Davis, Robert	Hotel Lodging Association of Volusia County/ United Way	BU/OSPM/CBO	President/ Board Member	Hotel Lodging Association of Volusia County/ United Way	07/01/11- 06/30/14
Kelly, Andy	Volusia County Council	LEO/CBOV	County Council Member	Volusia County Council/Volusia County	07/01/11- 06/30/14
McEaney, Matt	Keiser University	EA	Vice President	Keiser College	07/01/11- 06/30/14
Ehlinger, Phil	Department of Economic Development	ED	Director	County of Volusia	07/01/11- 06/30/14
Reed, Dr. Trudie Kibbe	Bethune Cookman University	EA	President	Bethune Cookman	07/01/11- 06/30/14
Wheeler, Amy	Petals	BU	Owner	Flagler County Chamber of Commerce	07/01/11- 06/30/14
Williams, Stephen	International Brotherhood of Electrical Workers	OL	Business Manager	IBEW #756 Central Labor Council - AFL-CIO	07/01/11- 06/30/14
Baucum, Gary	Country Pure Foods	BU	Plant Manager	VMA	7/1/2009-6/30/2012
Brumenschenkel, M. Joe	MJB Consulting	BU	Owner Manager	Volusia Manufacturers Association	7/1/2009-6/30/2012
Bush, Lydia C.	Vocational Rehabilitation	OSPM	Area Director	Vocational Rehabilitation	7/1/2009-6/30/2012

Clare, Paul	Hudson Tool & Die Company (Retired)	BU	Past President	Volusia Manufacturers Association	7/1/2009-6/30/2012
Coleman, Bob	Florida Power and Light (Retired)	BU	Regional Manager for External Affairs	Ormond Beach Chamber of Commerce	7/1/2009-6/30/2012
Valentine, Janet	Flagler County Schools	OSPM/EA	Superintendent	Flagler County Schools	7/1/2009-6/30/2012
Lilly, Dennis E.	Vision H.R.	BU	President & Chief Executive Officer	Ormond Beach Chamber of Commerce	7/1/2009-6/30/2012
Perrynan, David	Dade Service Corporation	BU	President	Volusia Manufacturers Association	7/1/2009-6/30/2012
Reginald Williams	Dept. of Children and Families	OSPM	Circuit Administrator	Dept. of Children and Families	7/1/2009-6/30/2012
Snow, Diane	Repair Resource	BU	Former Operations Manager	West Volusia Chamber of Commerce	7/1/2009-6/30/2012
Wanamaker, John	Coldwell Banker Commercial AI Group	BU	Partner/Broker	West Volusia Chamber of Commerce	7/1/2009-6/30/2012
Bruno, Mary	Daytona State College	OSPM/EA	Associate Vice President	Daytona State College	07/01/11- 06/30/14

Legend Key	
BU	Business (private sector)
CBO	Community Based Organization
CBOV	Community Based Organization (Veteran)
EA	Education
ED	Economic Development
LEO	Local Elected Official
OSPO	One-Stop Partner Optional
OSPM	One-Stop Partner Mandatory
OL	Organized Labor

CENTER FOR BUSINESS EXCELLENCE

2011-2012 Officers
Nominees

Chair	Mr. John Wanamaker
Vice Chair	Ms. Denise Breneman
Secretary	Mr. Reginald Williams