

CareerSource Escarosa

BOARD OF DIRECTORS MEETING SEPTEMBER 15, 2016 MINUTES

Members Present: Larry Strain (Chairperson), Steve Rhodes (Vice-Chairperson), Kathaleen Cole, Dana Mullins, Tina Stewart, and Robert Gravely

Members Participating via Teleconference: Gretchen Clarke (Secretary), Brenda Moorer (Treasurer), and Bill Dagnall

Members Not Participating: Russell Branch, Jamie Bristow, Gracie Parker, Mark Lewellyn, and Katrina Simpkins

Others Present: James Finch – Department of Economic Opportunity, Belinda Todd, Sheila Dunford, and Kathy Karshna – CareerSource Escarosa, Eric Flora – DEO/CareerSource Escarosa, Michelle L. Taylor – Escambia County School District, and Charlin Knight – Santa Rosa County Schools

Chairman Larry Strain called the meeting to order at Santa Rosa Economic Alliance Office (6495 Caroline Street, Milton, Florida), at 11:30 a.m.

Mr. Strain called the roll to confirm those present and/or participating via teleconference.

Mr. Strain made inquiry regarding proper notification of the meeting.

CALL FOR PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES – JULY 21, 2016

The Board reviewed the July 21, 2016 CareerSource Escarosa Board of Directors minutes.

Action Taken: Motion by Bill Dagnall, and seconded by Dana Mullins to approve the July 21, 2016, Board of Directors meeting minutes. Motion carried.

READING OF PUBLIC DISCLOSURES

There were no public disclosures.

PRESENTATION: ANNUAL PERFORMANCE REVIEW

James Finch, who is with the Florida Department of Economic Opportunity, presented Local Workforce Delivery Area (LWDA) 1's annual performance review. Mr. Finch commended LWDA 1 for being in the top ranks of high performers throughout the state.

Mr. Strain introduced and welcomed Ms. Kathaleen Cole to the Board. Ms. Cole represents private-for-profit Training Provider on the CareerSource Escarosa Board of Directors.

Mr. Strain presented Scott Ginnetti, past chairperson of the CareerSource Escarosa Board of Directors, with a plaque of appreciation for his service as Chairperson on the Board. Mr. Ginnetti gave expressions of appreciation for his service on the Board and to the community.

ITEMS FOR CONSIDERATION

FINANCIAL STATEMENTS, JUNE 30, 2016

Escarosa's Statements of Revenues and Expenses, Services Provider Contract Summary, Required Rates, and detailed Financial Statements for the period ending June 30, 2016 were made available to the Board. Replacement pages to the revised Statement of Revenues and Expenditures were presented at the meeting.

Programs with carry over funds to FY 2016-2017 were noted: WIOA Adult - \$296,220, WIOA Youth - \$102,901, and Wagner Peyser - \$20,207.

Escarosa met all its required rates – Administrative, other required rates, and the indirect rate.

Action Taken: Motion by Dana Mullins, and seconded by Robert Gravely that the Board of Directors approve the Financial Statements and related summaries for the period ending June 30, 2016. Motion carried.

FY 2016-2017 BUDGET

Escarosa's proposed line item budget for FY 2016-2017 was made available to the Board. The following was noted: 1) there is an overall increase in funding from 2015-2016 – from \$5,636,416 to \$6,019,495; 2) reductions realized in the SNAP program resulted in staff re-purposing in support of this important program; 3) indirect costs have been managed well by Escarosa's CFO; and 4) FY 2016-2017 budget is designed for continued success and includes flexibility for future items, i.e., short-term training in support of employer needs, economic development opportunities, etc.

It was noted this budget will require approval by both Boards of County Commissioners – Santa Rosa and Escambia Counties.

Action Taken: Motion by Tina Stewart, and seconded by Robert Gravely to approve the proposed Escarosa FY 2016-2017 budget. Motion carried.

REVISION TO PERSONNEL POLICIES

Escarosa's current personnel policy, as written under **P. Accrual of Annual Leave – Hourly and Salary Exempt**, limits new salary exempt employees from maintaining the leave balance offered at employment beyond the fiscal year in which they were hired.

Staff recommended the below revision to section "P:"

"Full-time employees who are salary exempt will receive 120 hours of annual leave on the first day of employment with accrual of additional time at the 10 year seniority rate. These employees will comply

with the 80 hour carry-forward requirement only after they've completed their first full fiscal year of employment.”

Staff also requested the formation of a Personnel Policy Committee. This committee will be tasked to revamp current outdated policies – policy manual in an interest environment. This will allow for Board protection from liabilities. Staff will reach out to members of the Board who will be valuable to the committee. The committee will also be tasked for the procurement of the One Stop Operator.

Action Taken: Motion by Dana Mullins, and seconded by Tina Stewart to approve the recommended change to Escarosa’s personnel policy. Motion carried.

ANNUAL REVIEW OF BY-LAWS

CareerSource Escarosa’s By-Laws require that the document be reviewed annually. The By-Laws were made available to the Board. It was noted minor changes were implemented at the July 21, 2016 Board of Directors special meeting and the Board was asked to bring further suggestions forward.

No suggestions were noted.

Action Taken: Motion by Robert Gravely, and seconded by Bill Dagnall to approve the By-Laws as they stand, with no revisions. Motion carried.

REVISION TO STATE TRAVEL POLICY

CareerSource Escarosa dba Workforce Escarosa, Inc. now operate under the State’s Travel Policy. The Board of Directors is required to approve persons authorized to approve travel. Past action on this item authorized individuals by name to approve travel requests. Staff recommended revising this policy to authorize individuals by positions to approve travel requests – Chief Financial Officer, Executive Directors, and Officers of the Board.

Action Taken: Motion by Dana Mullins, and seconded by Tina Stewart to approve the Board to authorize the positions of Chief Financial Officer, Executive Director, and Officers of the Board to approve travel requests. Motion carried.

THE SUNSHINE LAW

Information on” Sunshine Law 101” was made available to the Board. The Board was encouraged to be conscious of conversation/discussions between two or more Board members regarding CareerSource Escarosa business.


Mr. Krut noted he is looking at a possible Board Retreat in the month of November.

MONITORING REPORTS

A list of monitoring reviews conducted by the Department of Economic Opportunity monitoring team and Escarosa’s in-house monitors were made available to the Board. It was noted these monitoring reviews can be reviewed in detail on CareerSource Escarosa’s website.

Staff was commended for the good job they've done this year.

There being no further business, the meeting was adjourned.



Gretchen Clarke, Secretary
CareerSource Escarosa