

**CAREERSOURCE ESCAROSA  
BOARD OF DIRECTORS MEETING  
FEBRUARY 25, 2016  
MINUTES**

**Members Participating:** Scott Ginnetti (Chairperson), Larry Strain (Secretary), Robert Gravley, Gretchen Clarke, Brenda Moorer, Dana Mullins, Tina Stewart, Jamie Bristow, Daniel Busse, Charlin Knight, and Steve Rhodes

**Members Not Participating:** Van Mansker (Vice-Chairperson), Russell Branch, Bill Dagnall, and Gracie Parker

The meeting was conducted via teleconference/webinar.

A roll call of board members participating in the meeting was taken by Susan Nelms.

Chairperson Scott Ginnetti called the meeting to order at 11:30 a.m.

**CALL FOR PUBLIC COMMENT**

No public comments were noted.

**APPROVAL OF MINUTES – DECEMBER 17, 2015**

The minutes were reviewed. Jamie Bristow noted the spelling of her name was incorrect.

**Action Taken: Motion by Larry Strain, and seconded by Jamie Bristow to approve the December 17, 2015 Board of Directors meeting minutes with correction to Jamie Bristow's name. Motion carried.**

**READING OF PUBLIC DISCLOSURES**

No public disclosures were noted.

**ITEMS FOR CONSIDERATION**

**RETIREMENT CONTRIBUTION**

Escarosa's Fiscal Year 2015-2016 Budget passed by the Board in September 2015 included a 5% retirement contribution for staff. The retirement contribution is based upon the employee's W2 income for 2015, and of staff eligible to receive it. The contribution may be made any time after January 31, 2016. The amount to support the contribution is \$75,625 and is within the amount originally budgeted and approved by the Board in September.

**Action Taken: Motion by Dana Mullins, and seconded by Jamie Bristow that the CareerSource Escarosa Board of Directors approve the 5% retirement contribution for qualified staff as indicated above, to be paid in March 2016. Motion carried.**

## REVISION TO PERSONNEL POLICIES

Escarosa's Information Technology Department has consisted of a Network Systems Manager and a Computer Specialist for over fifteen (15) years. The Computer Specialist has vacated this position due to health issues.

After review of IT needs and the effects that new technology and software have had on CareerSource Escarosa, it is felt the position of Computer Specialist be upgraded to Computer Analyst, allowing for assistance to the Network System Manager. Previous salary range for the position was \$28,000 to \$40,000. With the additional qualifications for the position, staff recommends increasing the range to \$32,000 to \$48,000 which is equivalent to Career Advisors and the Business Services Representatives.

In addition, Management also reviewed salary ranges for positions and recommend the ranges to be increased to reflect current salary level. The recommendation is due to longevity of staff in these positions. This will not affect current pay and will not increase current salaries, but will be a correction to the Personnel Policies and will bring us into compliance.

**Action Taken: Motion by Steve Rhodes, and seconded by Larry Strain to approve the following recommendations: 1) Amend the Computer Specialist position to a Computer Analyst with a salary range of \$32,000 to \$48,000, 2) Change the salary range for the Network Systems Manager from \$40,000 - \$55,000 to \$50,000 - \$75,000, which is equal to the ranges set for Assistant Directors, and 3) Increase the salary ranges for Specialist positions from \$28,000 - \$40,000 to \$28,000 - \$45,000. Motion carried.**

## INFORMATION ITEM

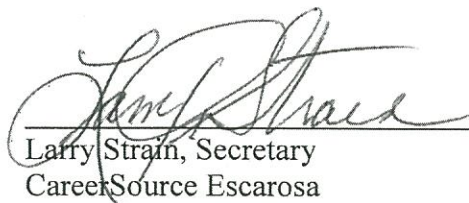
### CAREERSOURCE ESCAROSA WIOA SERVICES PLAN

Mrs. Nelms gave an update on the process of completing CareerSource Escarosa's WIOA Service Plan. The Plan is due into the State no later than April 29, 2016. A working draft has been completed, and will be reviewed internally next week. It will be posted to CareerSource Escarosa's website on February 26, 2016, for a two week review. Economic development is included in the plan. Some sections are not answered. All comments are to be directed to Cliff Krut, new Executive Director, or Susan Nelms.

## OTHER BUSINESS

The next Board of Directors meeting will be held on April 21, 2016, at Osceola Golf Club at 3:30 p.m. There will be no web access available. All were encouraged to attend.

There being no further business, the meeting was adjourned.

  
Larry Strain, Secretary  
CareerSource Escarosa