

Workforce Escarosa, Inc.
Board of Directors Meeting
January 23, 2014
Minutes

Members Present: Scott Ginnetti (Acting Chairperson), Joshua Durst (Secretary/Treasurer), Van Mansker, Dana Mullins, Larry Strain, Amber P. McCool, Russell Branch, Charlin Knight, Gracie Parker, Robin Punyko, and Brenda Moorer

Members Participating via Webinar/Teleconference: Joel Paul, Jr., Kelly Reeser, Robert Ephraim, Tracey Allen, Daniel Busse, Phyllis Gonzalez, Ildi Hosman, and Sheila Harris (Ex-Officio Members)

Members Not Present: Becky Decesare, Gretchen Clarke, Reagan McDaniel, Ferdinand Salomon, and Tina Stewart

Others Present: Jeren RaeKerr – James Moore & Co., P.L., Mike Lynch – Florida Department of Economic Opportunities, Carla Jones – Escambia County Board of County Commissioners, Glen Colbert (for Valera Young) – NAS Pensacola, Janet Summers, Maggie Thomas, Kathy Karshna, Brittany Callahan, Sheila Dunford, and Janay Sims – Workforce Escarosa, Inc.

Acting Chairperson Scott Ginnetti called the meeting to order at 11:32 a.m., at Workforce Escarosa's administrative office.

CALL FOR PUBLIC COMMENT

No public comments were noted.

MINUTES – SEPTEMBER 26, 2013

The minutes were reviewed.

Action Taken: Motion by Larry Strain, and seconded by Amber McCool to approve the September 26, 2013 meeting minutes. Motion carried.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

INDEPENDENT AUDIT FOR JUNE 30, 2013 AND 2012

Jeren RaeKerr, who is with James Moore & Co., P.L., presented the annual audit report. A copy of the report was made available to all present. Ms. RaeKerr reported a clean audit for Workforce Escarosa, Inc.

Action Taken: Motion by Van Mansker, and seconded by Charlin Knight to receive the June 30, 2013 and 2012 audit report as presented. Motion carried.

SUCCESS STORIES

Kathy Karshna, Assistant Executive Director – Workforce Investment Act (WIA), presented a success story of a participant in the WIA Adult program.

WELFARE TRANSITION UPDATE

Maggie Thomas, Assistant Executive Director – Welfare Transition (WT), presented a success story of a participant in the WT Program. She noted the benefits to an employer that hires participants from the WT program.

PRESENTATION ON PERFORMANCE

Mike Lynch, who is with Florida Department of Economic Opportunities, presented an overview of Region 1's annual performance.

PRESENTATION ON CAREERSOURCE ESCAROSA BRANDING ACTIVITIES

Brittany Callahan, who is with Workforce Escarosa, Inc., presented the activities associated with the CareerSource Escarosa branding.

Robert Ephraim request inquiring with the vendor selected to provide signage service about possible internships with the youth in our program.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

NOMINATING COMMITTEE – OFFICERS 2014-2015

Jay Overman has resigned as a Board member and as the Chair of Workforce Escarosa at the beginning of December, 2013. Jay moved to Utah due to an employment opportunity. This has left Scott as the Interim Chair as he currently serves as the Vice Chair. In addition, Josh Durst has acted as Secretary/Treasurer, but indicated he preferred to serve for a year, but after that time he would prefer to not continue in that position. In addition, Robert Ephraim is moving to Orlando and will vacate his position on the Board as well as his Chairmanship of the Youth Council.

A Nominating Committee needs to be formed to form a roster for Officers for the membership to consider in April, 2014. All officer positions - Chair, Vice Chair and Secretary/Treasurer will need to be reviewed. Officers must be held by private sector business representatives.

The Secretary/Treasurer position will be excluded from the roster, as Joshua Durst has agreed to continue to serve in this position.

The Chair appoints Committee Chairs at his/her discretion. A new Chair of the Youth Council will need to be made.

Robert Ephraim gave an overview of his role as Chair of the Youth Development Council.

Three (3) Board members agreed to act as the Nominating Committee and they are Charlin Knight, Gracie Parker, and Robin Punyko. They will meet prior to the April Board meeting.

FINANCE COMMITTEE

FINANCIAL STATEMENTS – NOVEMBER 2013

The financial statements for the period ended November 30, 2013, was presented.

Escarosa received an additional \$149,976 in WIA Dislocated Worker Supplemental funds. A transfer of 75% of these funds will be to the WIA Adult program.

An additional \$397,137 from 2012 WIA Dislocated Worker funds to WIA Adult was allowed. As a result of these transfers, the WIA Adult program has been opened for applicants for training. An additional 50 clients is anticipated.

Beginning July 1, 2013, the maximum monthly gas card amount for WTP clients was reduced from \$100 to \$80. Also, gas cards are only issued twice a month instead of weekly. This has drastically cut the transportation expense in the Welfare Transition program.

Action Taken: Motion by Charlin Knight, and seconded by Amber McCool to approve the financial statements for the period ended November 30, 2013. Motion carried.

RETIREMENT CONTRIBUTION

Escarosa's Fiscal Year 2013-2014 Budget passed by the Board included a 5% retirement contribution for staff which amounted to approximately \$100,000. The retirement is based upon the employee's W2 income. The contribution may be made any time after January 31, 2014.

Action Taken: Motion by Van Mansker, and seconded by Dana Mullins to approve a 5% retirement contribution for qualified staff to be paid in February 2014. Motion carried.

RECAP OF ITA EXPENDITURES BY TRAINING VENDOR

A worksheet showing the breakdown of tuition and books expenditures through December 31, 2013 by training provider was presented. It also shows the number of clients that tuition has been paid in FY 2013-2014. The worksheet indicates the majority of clients continue to choose to attend public training institutions.

BUSINESS COMPETITIVENESS COUNCIL

REVISIONS TO ELIGIBLE TRAINING PROVIDER LIST

Over the past several months, Escarosa has received several requests from current training vendors, a new training vendor, and staff regarding adding and/or deleting training programs from the Demand Occupation List.

Current training vendors are requesting the following revisions to their programs:

- University of West Florida is requesting Phlebotomy Technician Program and the Project Management Professional Certification be added. Staff recommends adding the Project

Management Professional Certification, but not adding Phlebotomy Technician Program as the labor market appears to be saturated.

- George Stone Technical Center is requesting the addition of the Aviation Maintenance Technology Program. Staff concurs with this request. *The request for action was removed, as the program will not be active until the fall of 201.*
- New Horizons is requesting the addition of the Enterprise Support Associate Program; Advanced Security Expert Training Program and the Microsoft Solutions Expert Training Program. Staff concurs with this request.
- Pensacola State College is requesting the addition of the Cyber Forensics – AS program and the Architectural Design and Construction Program (closing Building Construction AAS, Civil Engineering AAS and Drafting Technology AAS into this new As program). Staff concurs with this request.

New Training Vendor Application:

- ITT Technical Institute is requesting that two programs be approved and that the training vendor be added to our approved Eligible Provider Training List. ITT submitted all required documentation to become an Eligible Training Provider and is requesting approval for Electrical Engineering Technology AS; and Network Systems Administration AS. Staff concurs with the request with the understanding that under our current policy, for the first fiscal year up to five (5) participants will be allowed to attend ITT until a placement rate of 80% is obtained for those first five participants.

Training Programs to be deleted per Staff's request:

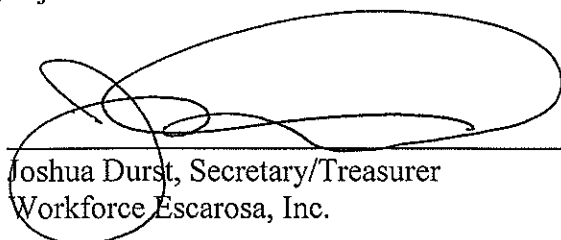
- Participants who are graduating are finding it difficult to find employment in the following occupations due to market saturation. These occupations are as follows:
 - EKG Technician - 1 job opening with 42 individuals seeking employment
 - Phlebotomy – 1 job opening with 463 individuals seeking employment
 - Pharmacy Technician – 36 openings with 178 individuals seeking employment

Action Taken: Motion by Tina Stewart, and seconded by Daniel Busse to approve the above as recommended by staff, with the exception of George Stone. Motion carried.

OTHERS BUSINESS

Acting Chair Scott Ginnetti introduced Russell Branch, a new member to the Board. He represents the Community Base Organization for the disabled on the board.

There being no further business, the meeting adjourned.



Joshua Durst, Secretary/Treasurer
Workforce Escarosa, Inc.