

AGENDA

WORKFORCE ESCAROSA, INC. EXECUTIVE COMMITTEE JANUARY 23, 2014 11:00 a.m.

- I. Call Meeting to Order
- II. Call for Public Comment
- III. Approval of Minutes – September 26, 2013
- IV. Item for Consideration:
Nominating Committee – Officers 2014-2015
- V. New Business
- VI. Other Business

**WORKFORCE ESCAROSA, INC.
EXECUTIVE COMMITTEE
SEPTEMBER 26, 2013
MINUTES**

Members Present: Jay Overman (Chairperson), Joshua Durst, and Van Mansker

Others Present: Susan Nelms and Janay Sims – Workforce Escarosa, Inc.

Chairperson Jay Overman called the meeting to order at 11:10 a.m., at Workforce Escarosa's administrative office.

MINUTES – APRIL 17, 2013

The minutes were reviewed.

Action Taken: Motion by Van Mansker, and seconded by Joshua Durst to approve the April 17, 2013 meeting minutes. Motion carried.

ANNUAL REVIEW OF BY-LAWS

Our By-Laws require an Annual Review. Staff has reviewed the By-Laws and did not see any revisions that need to be made at this time. The By-Laws are attached for your review to insure no revisions are needed.

Even though no revisions are required, staff would like to propose that the Past Chairman of the Board, if he/she remains on the Board after his/her term in office has expired, be made a part of the Executive Committee. This would allow for the past-chair's knowledge and expertise to be provided to the Executive Committee and Board of Directors.

If approved, Article VI: Committees would be amended to read, "*The officers, past chair, and the ...*".

Action Taken: Motion by Van Mansker, and seconded by Joshua Durst to approve the above proposed revision to the By-Laws. Motion carried.

PERSONNEL POLICY – FMLA/BENEFITS

Escarosa currently has several employees who are out on FMLA. A question was asked by one employee about holiday pay while out on FMLA. This question had never been asked and no current policy exists for Workforce Escarosa, Inc. This is a local decision and is left to the Board of Directors.

In the past, no employee who has been out on FMLA was paid for holidays which occurred during their leave period. Paid vacation and sick leave were accrued based upon how many hours the employee was working during the FMLA period.

Staff is proposing a policy, which would be an addition to our current Personnel Policies. The below was proposed.

For employees who are involved in the FMLA the below policies shall apply.

FMLA employees who are working:

- 1) 20 hours to 29 hours per week (part-time) shall accrue vacation and sick leave at ½ the normal accrual based on years of service with Escarosa;*
- 2) 19 hours per week or less shall not accrue vacation and/or sick leave;*
- 3) Part-time as defined in #1 and are on leave during an Escarosa recognized holiday shall be paid for ½ of the holiday pay or 4 hours; and*
- 4) 19 hours per week or less shall not be paid for holidays which occur during their FMLA time period.*

There was discussion regarding the purpose of FMLA; FMLA being a gray area; and what qualifies one to receive the benefit (paid holiday pay) while on FMLA. After much discussion the committee recommended the above policy.

Action Taken: Motion by Joshua Durst, and seconded by Van Mansker to approve the above proposed policy. Motion carried.

SNAP CONTRACT – ESCAMBIA COUNTY DEPARTMENT OF COMMUNITY SERVICES

The Supplemental Nutrition Assistance Program (SNAP – formerly FSET) and various forms of the program such as Workfare have been around for many, many years. SNAP is funded by the U.S. Department of Agriculture (USDA) and assists able-bodied food stamp recipients with no dependent children in participating in work activities if the person chooses to do so. The SNAP program at one time was a mandatory work program. Due to high unemployment rates over the past several years, the program is now voluntary. To meet work activity requirements, the hours usually equate to 10 to 20 hours per month.

The Escambia County Department of Community Services has provided these services for over 13 years and has done a good job in recruiting SNAP recipients to participate. In addition, federal requirements have changed and staffing levels are now restricted to one Case Manager for every 50 participants. Based on current participant levels, only 1 staff person will be permitted for Fiscal Year 2013 -2014. This may vary throughout the year if participant levels fluctuate up or down.

Escarosa staff is recommending that the Board approve a sole-source contract with the Department of Community Services – Escambia County for an amount not to exceed \$50,972 for the delivery of the SNAP program for FY 2013-2014 (October 1, 2013 – September 30, 2014). The contract will be sole sourced as the county is the only local entity that has experience in SNAP/FSET and is also a governmental entity which does not require a competitive bid process. In addition, the notification that the state would remain a voluntary program was not received from DEO until the first week in September, 2013, thereby, creating time restraints on procuring other interests.

Action Taken: Motion by Van Mansker, and seconded by Joshua Durst to approve a sole-source contract for the reasons stated above, with the Department of Community Services – Escambia County in amount not to exceed \$50,972 for the delivery of SNAP services for FY 2013-2014 and to allow the Executive Director to make staffing level changes should participant levels fall short or exceed the 50 participant case load requirement. Motion carried.

ADOPTION OF FICTITIOUS NAME: CAREER SOURCE ESCAROSA

Under state legislation passed in 2012, Workforce Florida, Inc., was tasked with identifying and marketing a state brand for the 24 regional workforce boards. That task has been completed and the new State brand will be Career Source Florida, with a geographical identifier for each of the 24 RWBs.

Staff's recommendation is to use Career Source Escarosa. WFI has agreed to this name and identifier for RWB 1. The brand will be rolled – out around the first of the year and will require signage changes, stationary, logos, business cards, website, etc., to bring us into compliance with the new brand. A sample of the brand was presented.

Funding will be provided to off-set local costs and will be based upon certain tasks completed by the RWBs. One of those tasks is the adoption and selection of a fictitious name or Doing Business As (DBA); therefore allowing our Articles of Incorporation and other legal issues to remain intact as Workforce Escarosa, Inc.

Action Taken: Motion by Van Mansker, and seconded by Joshua Durst to approve the fictitious name for Doing Business As, Career Source Escarosa. Motion carried.

There being no further business, the meeting adjourned.

Respectfully submitted,

Janay Sims
Recording Secretary

WORKFORCE ESCAROSA, INC.
EXECUTIVE COMMITTEE
ACTION ITEM
Nominating Committee

Date: January 23, 2014

Committee Members: Scott Ginnetti, Josh Durst, Robert Ephriam and Van Mansker.

Item for Discussion:

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

Recommendation:

To ask for volunteers to form a Nominating Committee to be presented at the April Board meeting.