

**AGENDA
CAREERSOURCE ESCAROSA
BOARD OF DIRECTORS
MAY 25, 2017**

**Teleconference
Dial-In - 888-670-3525
Participant Passcode - 4063513219**

- I. **Call Meeting to Order** Larry Strain
- II. **Call for Public Comment**
- III. **Approval of Minutes – March 23, 2017**
- IV. **Reading of Public Disclosures**..... Janay Sims
- V. **Items for Consideration** Larry Strain
 - Action Items**
 - Youth Services Contract Renewals (PY 2017-2018):
 - Escambia County School District
 - Santa Rosa County School District
 - Children’s Home Society
 - Staff Bonuses
 - ITA Waiver – WIOA Participants Completing Programs
over the Summer Semester
- VI. **Adjournment**

**NEXT BOARD MEETING – AUGUST 24, 2017
LOCATION: TBD**

**CAREERSOURCE ESCAROSA
BOARD OF DIRECTORS
MAY 25, 2017
PUBLIC COMMENT SIGN-UP SHEET**

Agenda Item	Name & Organization
Youth Services Contract Renewals PY 2017-2018	
Staff Bonuses	
ITA Waiver – WIOA Participants Completing Programs over the Summer Semester	

If you would like to make a public comment on any of the above items, you will need to: 1) sign your name and identify the organization (if applicable) you are with under the item you wish to speak, and 2) forward the completed form to Janay Sims at jsims@careersourceescarosa.com at your earliest convenience, or present prior to the Board Meeting.

CareerSource Escarosa

BOARD OF DIRECTORS MEETING MARCH 23, 2017 MINUTES

Members Present: Larry Strain (Chairperson), Kathaleen Cole, Tina Stewart, Robert Gravely, Mark Lewellyn, Michelle Kaufman, Jade Kelly, and Michelle Taylor

Members Participating via Teleconference: Steve Rhodes (Vice-Chairperson), Gretchen Clarke (Secretary), Brenda Moorer (Treasurer), Russell Branch, Gracie Parker

Ex-Officio Members Present/Participating: Sheila Fitzgerald (teleconference)

Members Not Participating: Jamie Bristow, Dana Mullins, Kristine Rushing, Katrina Simpkins, and Erin Spicer

Others Present: Susie Lewis – Santa Rosa County School District/WIOA Youth Program, Phyllis Curl – Children’s Home Society/WIOA Youth Program, Bob Childers – Escambia County School District/WIOA Youth Program, Belinda Todd, Sheila Dunford, Mark Dejoie, Jeff Dyer, Brett Rowell, Cliff Krut, and Janay Sims – CareerSource Escarosa, Eric Flora – DEO/CareerSource Escarosa,

Chairperson Larry Strain called the meeting to order at 11:05 a.m., at Santa Rosa Economic Development Alliance’s office, 6495 Caroline Street, Milton, Florida.

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

He thanked Santa Rosa Economic Development Alliance for providing lunch.

Mr. Strain welcomed Michelle Kaufman (Navy Federal Credit Union) and Jade Kelly (Eastman Chemical) to the board. Mrs. Kaufman represents Escambia County private sector and Ms. Kelly represents Santa Rosa private sector on the Board.

CALL FOR PUBLIC COMMENT

No public comments were noted.

APPROVAL OF MINUTES – JANUARY 26, 2017

The CareerSource Escarosa By-Laws gives the Executive Committee the power to act on behalf of the Board of Directors on all matters between meetings when time is of the essence. The Executive Committee met on January 26, 2017 to attend to several items. Those items are reflective in the Executive Committee January 26, 2017 minutes and are included in the March 23, 2017 board packet. The Executive Committee has approved the January 26, 2017 minutes.

READING OF PUBLIC DISCLOSURES

There were no public disclosures.

ITEMS FOR CONSIDERATION

INTERNAL AUDIT REVIEW

James Moore & Co., P.L. conducted an audit review of Workforce Escarosa dba CareerSource Escarosa for the year ended June 30, 2016. Bob Powell who is with James Moore & Co., P.L. presented the report from that audit via teleconference. He noted there were no audit findings.

Mr. Power made reference to pages 27-28, noting no material weaknesses or significant deficiencies.

Mr. Powell thanked CareerSource Escarosa staff for accommodating them during the review. He noted this ends their fifth year of service as auditor for CareerSource Escarosa.

Action Taken: Motion by Michelle Taylor, and seconded by Jade Kelly to accept the Internal Audit Review as presented by James Moore & Co., P.L. Motion carried.

FINANCIAL STATEMENTS, JANUARY 31, 2017

Escarosa's Statements of Revenues and Expenses, Service Provider Contract Summary, Required Rates and detailed Financial Statements for the period ending January 31, 2017 were made available to the Board.

Cliff Krut noted Escarosa is one of the top eight regions most improved in the state and will receive performance incentive dollars of \$270,000.00. These dollars are flexible and staff will determine the best use for them.

Action Taken: Motion by Tina Stewart, and seconded by Michelle Taylor that the Board of Directors approve the Financial Statements and related summaries for the period ending January 31, 2017. Motion carried.

INTER-LOCAL AGREEMENT (ESCAMBIA AND SANTA ROSA COUNTIES)

The current Inter-local Agreement with Escambia and Santa Rosa Counties do not address WIOA changes and is set to expire on July 1, 2017. A draft of the document was made available to the Board.

This document will be presented to Escambia and Santa Rosa County officials and will include language that speaks to WIOA upon approval by the CareerSource Escarosa Board of Directors.

It was noted that Escambia County officials are in the process of editing this document.

Action Taken: Motion by Tina Stewart, and seconded by Kathaleen Cole to accept the draft Inter-local Agreement (Escambia and Santa Rosa Counties) as noted. Motion carried.

INDIVIDUAL TRAINING ACCOUNT (ITA) AGREEMENTS – RELATED PARTIES: FORTIS INSTITUTE, PENSACOLA STATE COLLEGE, AND ESCAMBIA COUNTY SCHOOL DISTRICT

The Board is required to approve all ITA agreements with training institutions identified as related parties, including Pensacola State College, Fortis Institute, and Escambia County School Board. DEO approval is required as well.

All ITA agreements with approved training providers are being updated by CareerSource Escarosa. Updated agreements are to include ITA caps and performance requirements.

Action Taken: Motion by Mark Lewellyn, and seconded by Michelle Taylor to approve the ITA Agreement with Pensacola State College. Motion carried.

Action Taken: Motion by Tina Stewart, and seconded by Steve Rhodes to approve the ITA Agreement with the Escambia County School Board. Motion carried. Michelle Taylor abstained from discussion and voting.

Action Taken: Motion by Tina Stewart, and seconded by Jade Kelly to approve the ITA Agreement with Fortis Institution. Motion carried. Kathaleen Cole abstained from discussion and voting.

Michelle Taylor noted the Escambia County School Board is now requiring public record addendums to their MOUs, agreements, contracts, and like documents.

USE OF RELOADABLE DEBIT CARDS – SUPPORTIVE SERVICES

CareerSource Escarosa's current system for transportation support service includes Shell gas cards and bus passes purchased and tracked by accounting. This system has crashed and Escarosa is now using a paper system.

Escarosa requests the Board's approval to utilize pre-paid/reloadable debit cards versus Shell gas cards and bus passes for the transportation support service. These cards would replace the swipe and card system and provide efficiencies for both staff and clients. The Board's approval will include Escarosa identifying a vendor through a Request For Proposal (RFP).

Brett Rowell, Welfare Transition Coordinator, presented additional information regarding the reloadable card system.

There was concern regarding the intended use of the card by the participant and having a control process in place. It was suggested to include a purchasing control piece in the RFP.

Action Taken: Motion by Steve Rhodes, and seconded by Tina Stewart to approve Escarosa solicitation of a vendor to provide pre-paid/reloadable debit cards through a RFP, and to develop policy and procedures for issuing cards to eligible participants with full consideration of internal controls. Motion carried.

INFORMATION/DISCUSSION ITEMS
2015 RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX

Escarosa's 2015 Return of Organization Exempt From Income Tax form was made available to the Board. This form is required to be filed annually.

The form will be posted to the CareerSource Escarosa website.

INSPECTOR GENERAL (IG) INFORMATION SECURITY AUDIT

The Office of the Inspector General conducted an information security audit to evaluate the effectiveness of CareerSource Escarosa (the Board) in meeting established Information Security (IS) standards. This audit covered the period of April 1, 2015 through June 30, 2016, and additional selected items after this period.

The report was made available to the Board along with an email from Richard W. Pearson (DEO). Some deficiencies were noted in the report. The email noted that corrective actions for resolving the findings have been reviewed and the issues are resolved, which closes the audit project.

ONE STOP OPERATOR PROCUREMENT – MOUS

The Workforce Innovation and Opportunity Act of 2014 (WIOA) Public Law 113-28 requires a One Stop Operator in each local workforce delivery area (LWDA). The One Stop Operator must be in place by July 1, 2017.

A Request for Proposal (RFP) was solicited for a potential One Stop Operator. The service is to be funded at \$15,000-\$25,000.00 annually. A Bidders Conference was held on March 16, 2017. There were no potential bidders present. All proposals are due by March 31, 2017.

It was noted that CareerSource Escarosa staff will serve as the One Stop Operator should there be no potential provider.

AREA RE-DESIGNATION

Under the Workforce Innovation and Opportunity (WIOA) (Pub. L. 113-128), the Governor must re-designate local workforce development areas (LWDA) after consultation with the state workforce board, the local chief elected official, and local workforce development boards (LWDB).

The initial designation and the continuation of the existing charter of the Regional Workforce Board were for the period July 1, 2015 through June 30, 2017.

Re-designation under WIOA require the LWDA to be aligned with labor market and economic development areas, have performed successfully, and sustained fiscal integrity for subsequent designation of the existing local area.

Approval of this Area Re-designation by the Boards of County Commission (Santa Rosa and Escambia) allow for CareerSource Escarosa to remain in compliant with the Department of Economic Opportunity (DEO).

CHIEF FINANCIAL OFFICER (CFO) HIRING UPDATE

CareerSource Escarosa's CFO will retire on July 1, 2017. Landrum Professional has been contacted to assist with the posting and receipt of resumes process. Staff anticipates having a candidate identified and in place by May 1, 2017.

Staff is seeking a Selection Committee to assist in the process. The committee will comprise of one board member and CFO peers. Cliff Krut requested input from the Board of other possible members with CFO, non-profit, and federal grants experience who can serve on the Selection Committee.

All input is to be directed to Cliff Krut.

The job description of the Chief Financial Officer will be forwarded to the Board.

EXECUTIVE DIRECTOR'S REPORT – BUSINESS SERVICES BRIEF

Cliff Krut introduced Jeff Dyer, CareerSource Escarosa's Business Services Coordinator. Mr. Dyer gave a presentation on the services offered through the business services department - Individual Recruiting Events, Recruitment, Pre-Screening & Pre-employment testing, Human Resources Support, Employment Trends & Labor Market Information, Training Support, Retention/Skill Enhancement, Outplacement Services, and Job Postings.

IMPORTANT DATES

The two upcoming dates for the Boards of County Commission meetings were presented. Several CareerSource Escarosa items for approval are scheduled to go before the Boards of County Commission. Those dates are April 6, 2017 and April 13, 2017, Escambia and Santa Rosa, respectively.

EXECUTIVE DIRECTOR PLANNED TRAVEL

The Executive Director is scheduled to travel on April 10-12, 2017 to Tallahassee, Florida. He will be attending the DEO Administrative Procedures Training/Co-manage Staff.

OTHER BUSINESS

The youth service providers present inquired about the RFP for youth services.

There being no further business, the meeting adjourned.

Gretchen Clarke, Secretary
CareerSource Escarosa

**CAREERSOURCE ESCAROSA
ACTION ITEM
WIOA Youth Services Contract Renewals (PY 2017-2018)**

DATE: May 25, 2017

ITEM FOR CONSIDERATION

Total funding amount available for PY 2017-2018 WIOA youth contracts is \$930,000.00, (a reduction from PY 16-17). Based upon this the funding levels for WIOA Youth Providers for next year are recommended as follows:

<u>Contractor</u>	<u>Funding Amount</u>
Children's Home Society:	\$465,585.00
Santa Rosa Co. School District:	\$277,194.00
Escambia County School District:	\$187,221.00

These percentages are in line with the initial allocation to training providers based on proposal review.

RECOMMENDATION:

The Board of Directors approve the above three contracts at the funding levels indicated for PY 17-18.

**CAREERSOURCE ESCAROSA
ACTION ITEM
Staff Bonus in lieu of a Cost of Living Raise**

DATE: May 25, 2017

ITEM FOR CONSIDERATION

CareerSource Escarosa staff has not had a Cost of Living raise since July 1, 2015. Staff recommends that the board approve a 5% bonus in lieu of a Cost of Living raise, which will be funded from Performance Incentive dollars received from the Department of Economic Opportunity (DEO). Sufficient performance incentive dollars will remain for strategic programmatic initiatives.

RECOMMENDATION:

The Board of Directors considers a 5% bonus to board staff in lieu of a Cost of Living Raise.

**CAREERSOURCE ESCAROSA
ACTION ITEM
ITA Waiver – WIOA Participants Completing Programs Over the Summer Semester**

DATE: May 25, 2017

ITEM FOR CONSIDERATION

Approximately 36 WIOA students required to participate in the summer semester for program completion will exceed the \$3500 ITA Cap. Staff recommends an ITA waiver for these WIOA participants completing programs over the summer semester. This action will allow these students to complete their training programs and obtain degrees/certifications on schedule without a summer interruption.

RECOMMENDATION:

The Board of Directors approves an ITA Waiver for WIOA participants completing programs over the summer semester.