

# CareerSource Escarosa

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## 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 Act (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.

  
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Larry Strain  
for Gretchen Clarke, Secretary  
CareerSource Escarosa