

CareerSource Escarosa

BOARD OF DIRECTORS MEETING MAY 25, 2017 MINUTES

Member Present: Larry Strain (Chairperson)

Members Participating via Teleconference: Steve Rhodes (Vice-Chairperson), Russell Branch, Robert Gravely, Michelle Kaufman, Jade Kelly, Dana Mullins, Kristine Rushing, Erin Spicer, and Tina Stewart

Members Not Participating: Gretchen Clarke (Secretary) Brenda Moorer (Treasurer), Kathaleen Cole, Mark Lewellyn, Michelle Taylor, and Katrina Simpkins

Others Present: Janet Summers, Kathy Karshna, Cliff Krut, and Janay Sims – CareerSource Escarosa

Chairperson Larry Strain called the meeting to order at 11:30 a.m. at CareerSource Escarosa.

Mr. Strain called the roll to confirm those participating via teleconference.

CALL FOR PUBLIC COMMENT

Two public comments were noted: Phyllis Curl and Lindsey Cannon both with Children's Home Society. Mrs. Curl asked that her comments be made after the vote on the item – Youth Services Contract Renewals (PY 2017-2018): Escambia County School District, Santa Rosa County School District, and Children's Home Society.

APPROVAL OF MINUTES – MARCH 23, 2017

The minutes of the March 23, 2017 Board of Directors were reviewed for approval.

Action Taken: Motion by Dana Mullins, and seconded by Robert Gravely to approve the March 23, 2017 Board of Directors meeting minutes. Motion carried .

READING OF PUBLIC DISCLOSURES

Janay Sims read the public disclosures from the March 23, 2017 Board of Directors meeting.

ITEMS FOR CONSIDERATION

YOUTH SERVICES CONTRACT RENEWALS (PY2017-2018): ESCAMBIA COUNTY SCHOOL DISTRICT, SANTA ROSA COUNTY SCHOOL DISTRICT, AND CHILDREN'S HOME SOCIETY

Total funding amount available for PY 2017-2018 WIOA youth contracts is \$930,000.00, (a reduction from PY 16-17). Based upon this, staff recommended the following funding levels for PY 2017-2018 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

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

Action Taken: Motion by Steve Rhodes, and seconded by Tina Stewart that the Board of Directors approve the above three contracts at the funding levels indicated for PY 17-18. Motion carried.

Public comment was noted at this time from Phyllis Curl. She made inquiry regarding:

- Numbers served – will the numbers served by the contractor be reduced by the same percentage of the reduction?
Staff noted the numbers served will be reduced based on funding reduction.
- Unexpended dollars – will dollars not expended in CHS's current program year contract be allowed to be recouped in the carryover for next program year?
Staff responded that current policy does not allow for this. Dollars not expended by the contractor will go back to CareerSource Escarosa.

STAFF BONUSSES

CareerSource Escarosa staff has not had a Cost of Living raise since July 1, 2015. Staff recommended that the board approves 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.

Larry Strain noted CareerSource Escarosa is a high performing organization with underpaid employees. This bonus would be an opportunity to recognize staff for their hard work.

Several inquiries were made as follows:

- Has any type of equity analysis been done on current staff to identify the staff that's more underpaid than others and to allocate the resources accordingly?
- Will employees who are under performing be excluded from receiving the bonus?
- Will a bonus be considered for staff that currently may have any violations, none performing issues, or may be on the verge of on-going performance management?
- Will the bonus be a shared amount among all staff?

Staff's responses were as follows:

- The bonus is not tied to individual performance, but overall performance.
- Performance management is an on-going process and there are no current employees being counseled for performance at this time
- The Department of Economic Opportunity (DEO) staff is excluded from receiving the bonus, but will receive a raise from the State.

Action Taken: Motion by Michelle Kaufman, and seconded by Jade Kelly that the Board of Directors considers a 5% bonus to board staff in lieu of a Cost of Living Raise. Motion carried.

ITA WAIVER

Approximately 36 WIOA students required to participate in the summer semester for program completion will exceed their \$3,500 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.

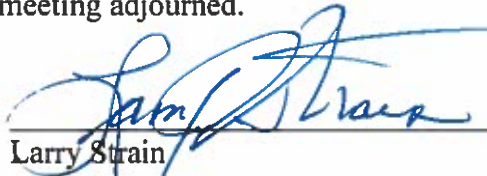
Action Taken: Motion by Steve Rhodes, and seconded by Dana Mullins that the Board of Directors approves an ITA Waiver for WIOA participants completing programs over the summer semester. Motion carried.

INFORMATION/DISCUSSION ITEMS

CHIEF FINANCIAL OFFICER (CFO) HIRING UPDATE

CareerSource Escarosa's CFO will retire on July 31, 2017. A total of six candidates were interviewed for the position. The candidate identified for the position is Naemah Frazier, and she will begin employment with CareerSource Escarosa on June 15, 2017.

There being no further business, the meeting adjourned.



Larry Strain
for Gretchen Clarke, Secretary
CareerSource Escarosa