

**AGENDA
CAREERSOURCE ESCAROSA
BOARD OF DIRECTORS
AUGUST 24, 2017**

**LOCATION: Pensacola Career Center
3670 N. L Street
Pensacola, FL 32505**

- I. **Call Meeting to Order**Steve Rhodes
Interim/Acting Chairman

- II. **Call for Public Comment**

- III. **Approval of Minutes – August 4, 2017**

- IV. **Reading of Public Disclosures**..... Janay Sims

- V. **Items for Consideration**Steve Rhodes
 - Action Items**
 - Budget for FY 2017-2018

 - Eligible Training Provider List and Programs

 - Nominating Committee - Officers

 - Identification of Selection Committee for Executive Director’s Position

 - Programmatic and Technical Support
During Executive Director Vacancy and Transition

 - Information Items**
 - Presentation – Pensacola Career Center Facilities

 - Board Membership Vacancies

 - Board Meeting Schedule - PY 2017-2018

- VI. **Other Business**

- VII. **Adjournment**

Webinar access at: <https://workforceescarosa.webex.com>

Teleconference Dial-In Number: 888-670-3525 | Participant Passcode - 4063513219

NEXT BOARD MEETING – OCTOBER 19, 2017 | LOCATION: TBD

**CAREERSOURCE ESCAROSA
BOARD OF DIRECTORS
AUGUST 24, 2017
PUBLIC COMMENT SIGN-UP SHEET**

Agenda Item	Name & Organization
Budget for FY 2017-2018	
Eligible Training Provider List and Programs	
Nominating Committee - Officers	
Identification of Selection Committee for Executive Director's Position	
Programmatic and Technical Support during Executive Director Vacancy and Transition	

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
CALL-MEETING
AUGUST 4, 2017
MINUTES**

Member Present: Steve Rhodes (Vice-Chairperson)

Members Participating via Teleconference: Larry Strain (Chairperson), Brenda Moorer (Treasurer), Gretchen Clarke (Secretary), Russell Branch, Kathaleen Cole, Robert Gravely, Michelle Kaufman, Dana Mullins, Kristine Rushing, Katrina Simpkins, Erin Spicer, Tina Stewart, and Michelle Taylor

Members Not Participating: Jade Kelly, Mark Lewellyn, and Gracie Parker

Others Present: Kathy Karshna (via teleconference), Naeemah Frazier, Cliff Krut, and Janay Sims – CareerSource Escarosa

Due to the chairman, Larry Strain, just recovering from an illness, Steve Rhodes (Vice-Chairman) chaired the meeting. The meeting was called to order at 11:30 a.m.

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

CALL FOR PUBLIC COMMENT

No public comments were noted.

APPROVAL OF MINUTES – JUNE 29, 2017

The minutes of the June 29, 2017 Board of Directors meeting were reviewed for approval.

Action Taken: Motion by Larry Strain, and seconded by Kristine Rushing to approve the June 29, 2017 Board of Directors meeting minutes. Motion carried .

READING OF PUBLIC DISCLOSURES

Janay Sims noted no public disclosures.

ITEMS FOR CONSIDERATION

PRELIMINARY BUDGET FOR FY 2017-2018

The preliminary budget for FY 2017-2018 was made available to the Board.

Steve Rhodes noted following this board's approval, the budget will be further considered by both Boards of Commissioners, Santa Rosa and Escambia County, before being sent to the Department of Economic Opportunity (DEO) and CareerSource Florida.

Naeemah Frazier, CFO, gave a summary of the preliminary budget for FY 2017-2018. She noted the budget increases allow for staff training; Program Outreach; an external monitor for the One Stop Operator; equipment, furniture, computers and other cost for the One Stop facilities.

The following inquiries were made regarding the budget:

- What is included that resulted in an increase in the fringe benefits amount? Ms. Frazier responded by saying payroll taxes and an increase in health insurance benefits offered to staff.
- With WIOA youth carryover dollars, how is it that there was a decreased in allocation? The response was that the funds were awarded, but not expended from last year. Staff only expected a total of \$400,000 of carry-over, and expenditures for the \$300,000 was not used as budgeted.
- Would the current allocation for youth programs established under current contracts mean there's still access in that account for youth services? Cliff Krut responded by saying he was not sure due to current contracts funding amounts being based on last year's funding. He was uncertain as to how to make the adjustments. He noted the Chief Financial Officer can research this.

Action Taken: Motion by Dana Mullins, and seconded by Erin Spicer that the Board of Directors approve the preliminary FY 2017-2018 budget. Motion carried.

INDIVIDUAL TRAINING ACCOUNT (ITA) WAIVER REQUEST

The ITA Waiver is an annual request. Although State law says that 50% of WIOA funds should be used for books/tuition fees, local boards have the flexibility to request a waiver. Often "upfront" services and services not involving tuition/books are the needed solution for both job seekers and employers. This waiver will also be presented to our elected officials for further approval later this month and sent to DEO by August 30, 2017.

CareerSource Florida allows regional boards to request a waiver of the 50% Individual Training Account (ITA) expenditure requirement using a "Sliding Scale" model. Using the Sliding Scale, ITA expenditures can be reduced by the waiver in direct relationship to the reduction of the individual regional board's next fiscal year budget. Using the Sliding Scale, CareerSource Escarosa can request an ITA waiver of up to 30% for FY 2017-2018.

Staff's request is for a 30% ITA waiver to meet fixed cost requirements, staffing levels, and increased demand for core and intensive services.

Kathy Karshna gave a briefing on the State Directors meeting she had attended on the day before as it relates to the ITA waiver. She noted seeing the same request from boards across the state.

Action Taken: Motion by Michelle Taylor, and seconded by Larry Strain to approve a 30% ITA Waiver Request for FY 2017-2018. Motion carried.

PERSONNEL POLICY CHANGE – SALARY ADJUSTMENT TO CHIEF EXECUTIVE OFFICER POSITION

Mr. Rhodes stated that prior to posting the Executive Director position, there need to be some adjustments to current personnel policies regarding this position's salary range. The current range is listed as \$68k to \$96K which staff feels is too wide a range and VERY low on the low end. In doing a comparison with regions of like size, it is also believed that we need to touch or exceed the \$100K mark on the high end. Therefore we are considering changing the personnel policies to read from \$85K to \$105K.

Upon approval of this, the Executive Director position will be posted through various means to reach the proper audience of professionals.

Mr. Rhodes opened the floor for discussion.

Discussion centered on the following as it relates to the proposed salary range:

- This salary range getting us to the minimum of where we need to be – in the low quartile of competitiveness.
- A salary at the proposed level in this area warranting an advanced degree, and how do we reconcile this? It was noted that there is flexibility to make adjustments to the job description.
- Experience taking the place of the advanced degree. An advanced degree can be preferred, as it shows dedication and commitment. Having real world experience and showing how you apply it would be a better indicator of performance. Several members were in agreement with this. It was expressed that some of the best directors were developed from within the workforce system, and that with no advanced degree this eliminates candidates with experience. It was noted that industry experience is highly substitutable.
- Inquiry of how staff arrived at this salary amount. Cliff Krut noted it was an informal survey. Contact was made to regions with similar size and budgets to come up with a salary on the high end.

Steve Rhodes expressed that the board seriously consider moving on, as we will attract better talent that would be able to handle the magnitude of responsibility associated with the position. In making an adjustment, don't see entertaining at a low-end range.

He noted there needs to be an assembly of as selection committee. The selection committee would have the ability to set up a grading matrix for any candidates we're entertaining. We can implore part of the matrix as being the preferred advanced degree. The member suggesting reconciling an advanced degree concurred, noting the advance degree can be weighed more heavily with the grading matrix.

Mr. Rhodes called for the motion.

An inquiry was made regarding the motion – is it contingent on revisiting the job description and adding the elements that was proposed by the board?

Steve Rhodes responded that the motion will not include a contingency, as it has been agreed upon to a grading matrix which will implore part of the preferred advance degree – giving it weight rather than adjusting to the advanced degree requirement.

Mr. Rhodes was asked to read the job description in terms of experience. It was felt that all is covered under this description.

Mr. Rhodes noted with this discussion this leads up to another item –The Assembly of a Selection Committee. The Chair of the Board has expressed assembling a Selection Committee of 5-7 people, and he serving as the Chair. Two recommendations were given based on their professional experience, Jade Kelly and Dana Mullins. The recommended participants were asked if they were interested in participating on the Selection Committee. Jade Kelly was not present at the meeting. Dana Mullins accepted the request to participate on the Selection Committee. Mr. Rhodes asked if there are others with HR experience who would be interested in serving on the committee. Michelle Kaufman expressed a desire to serve, but timing does not allow her to do so. She asked that she be considered for future committees. Kristine Rushing volunteered to participate on the committee. He

noted that the Chair will reach out to others. Those individuals who have been identified to serve on the committee will be indicated to the Board once the committee is formed.

A reminder was given to all that the Selection Committee is under the Sunshine Law, and any board member can apply, as well as recommend anyone they know to apply.

Inquiry was made regarding the timeframe to open the search period. It was noted once the board approves the salary, the announcement will publish. The deadline for submitting resumes is September 8, 2017. Deliberations will start the second week of September. The Selection Committee will set up the criteria as well as a formal screening process.

Action Taken: Motion by Tina Stewart, and seconded by Brenda Moorer to approve an adjusted salary range of \$85,000 - \$105,000 for the position of Executive Director/Chief Executive Officer. Motion carried.

ANNUAL REVIEW OF BY-LAWS

CareerSource Escarosa's By-Laws require that the document be reviewed annually. The By-Laws were made available for review.

One amendment was recommended: deletion of **Section I. Annual Meeting**, under Article II.

It was noted due to funding restrictions this does not allow for an Annual Meeting.

Action Taken: Motion by Rusty Branch, and seconded by Dana Mullins to approve deleting Section I. Annual Meeting under Article II. Motion carried.

Action Taken: Motion by Tina Stewart, and seconded by Dana Mullins to approve the By-Laws as amended. Motion carried.

OTHER BUSINESS

Cliff Krut gave a brief Executive Directors' report. The following was noted:

- Kathy Karshna, Assistant Director and Naeemah Frazier, Chief Financial Officer, will oversee the programs and administration, respectively, upon his departure on August 15, 2017.
- The One Stop Operator Request has been approved by CareerSource Florida
- CareerSource Escarosa is in need of one private sector member – Escambia County.

Mr. Krut thanked all for their support during his tenure as Executive Director, and asked for continued support.

Steve Rhodes, Larry Strain, and Michelle Taylor all thanked Cliff Krut for his service.

There being no further business, the meeting adjourned.

Gretchen Clarke, Secretary
CareerSource Escarosa

**CAREERSOURCE ESCAROSA
TREASURER'S REPORT
Budget for FY 2017-2018**

DATE: August 17, 2017

TREASURER: Brenda Moore

ACTION ITEM

Attached is the proposed line item budget by programs for FY 2017-2018.

- The proposed budget includes an increase in staff training for all funds which includes travel.
- This year funds have been budgeted for Program Outreach.
- We have budgeted for an external monitor for the One Stop Operator.
- Funds have been budgeted for equipment, furniture, computers and other costs for the One Stop facilities.

RECOMMENDATION:

The Board of Directors approve the FY 2017-2018 Budget.

WORKFORCE ESCAROSA, INC.
FISCAL YEAR 2017-2018

AVAILABLE FUNDS

	Allocations FY 2017-2018	Carryovers from FY 2016-2017	Transfers FY 2017-2018	Funding FY 2017-2018
WIOA ADULT	942,736	773,407	698,231	2,414,374
WIOA DISLOCATED WORKERS	933,004		(698,231)	234,773
WIOA YOUTH	1,095,990	138,041		1,234,031
WIOA SUPPLEMENTAL FUNDS	129,758			129,758
WIOA PERFORMANCE INCENTIVES		43,974		43,974
SNAP	212,214			212,214
UC SERVICES	21,031			21,031
WELFARE TRANSITION PROGRAM	1,176,297			1,176,297
MILITARY FAMILY EMPLOYMENT PROGRAM	78,282			78,282
TOTAL	4,589,312	955,422	-	5,544,734
JOINT MANAGED PROGRAMS:				
WAGNER PEYSER	594,793	14,365		609,158
WAGNER PEYSER PERFORMANCE INCENTIVES		77,648		77,648
VETERANS PROGRAMS - DVOP	177,284			177,284
VETERANS PROGRAMS - LVER	212,849			212,849
TOTAL	984,926	92,013	-	1,076,939
TOTAL	5,574,238	1,047,435	-	6,621,673

**WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET**

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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INDIRECT COST POOL (ADMINISTRATION)

Salaries	281,161	283,109	(1,948)
Employee Costs	69,631	68,294	1,337
Retirement	10,007	14,155	(4,148)
PEO Fee	64,719	64,215	504
Advertising	2,550	1,000	1,550
Audit/Tax Returns	28,000	27,000	1,000
Bank Service Charges	2,200	2,300	(100)
Communications	2,479	2,730	(251)
Copier Costs	152	156	(4)
Consulting Services	0	-	0
Equipment	1,952	2,500	(548)
Equipment Rental	1,798	1,705	93
Insurance	1,757	1,800	(43)
Legal	30,000	15,000	15,000
Materials & Supplies	2,342	4,000	(1,658)
Memberships	4,250	2,856	1,394
Postage	976	1,000	(24)
Rent	34,166	35,789	(1,623)
Repairs & Maintenance	305	313	(8)
Maintenance Contracts	3,800	3,700	100
Staff Training	976	350	626
Temporary Services	0	3,581	(3,581)
Travel	14,000	12,000	2,000
Network Allocation	6,039	6,427	(388)
Total	563,260	553,980	9,280

MONITORING/MIS OFFICER

Salaries	106,371	106,371	0
Employee Costs	22,073	22,379	(306)
Retirement	5,319	5,319	0
Communications	564	376	188
Copier Costs	93	62	31
Equipment	750	500	250
Equipment Rental	750	442	308
Insurance	672	448	224
Materials & Supplies	1,350	1,500	(150)
Rent	20,976	15,152	5,824
Repairs & Maintenance	252	126	126
Maintenance Contracts	188	94	94
Staff Training	750	250	500
Travel	3,750	4,500	(750)
Network Allocation	3,712	2,486	1,226
One-Stop Cost Pool		8,752	(8,752)
Program Management		3,932	(3,932)
Total	167,570	172,689	(5,119)

**WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET**

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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COMPUTER NETWORK COST POOL

Salaries	96,138	98,136	(1,998)
Employee Costs	28,884	28,863	21
Retirement Contribution	4,807	4,907	(100)
Communications	31,000	33,000	(2,000)
Copier Maintenance		35	(35)
Equipment	10,000	10,000	-
Equipment Rental		221	(221)
Insurance	564	564	-
Maintenance Contracts	13,000	16,000	(3,000)
Office Materials & Supplies	16,000	2,000	14,000
Rent	11,748	18,987	(7,239)
Repairs & Maintenance	534	500	34
Staff Training	6,500	3,820	2,680
Travel	4,500	4,500	-
Total Computer Network Cost Pool	223,675	221,533	2,142

ONE-STOP COST POOL

Salaries	266,157	294,734	(28,577)
Employee Costs	101,498	111,801	(10,303)
Retirement Contribution	13,308	14,737	(1,429)
Advertising	0		-
Cleaning Service	6,300	6,300	-
Client Material & Supplies	10,000		10,000
Communications	15,000	15,000	-
Contract Services	7,000		7,000
Copier Costs	5,600	5,600	-
Equipment	24,000	9,000	15,000
Equipment Rental	16,062	15,462	600
Insurance	14,500	12,500	2,000
Outreach/Job Fairs	12,250	2,250	10,000
Maintenance Contracts	19,675	19,000	675
Material & Supplies	17,800	20,000	(2,200)
Memberships	6,000	4,650	1,350
Postage	3,000	3,000	-
Rent	426,397	405,334	21,063
Repairs & Maintenance	6,000	7,000	(1,000)
Security Guards	56,420	56,420	-
Staff Training	3,000	750	2,250
Temporary Services	83,608	72,426	11,182
Travel	4,000	5,000	(1,000)
Utilities	12,500	12,500	-
Website	6,000	5,280	720
Computer Network Allocation	213,775	211,377	2,398
Total One-Stop Cost Pool	1,349,850	1,310,121	39,729

**WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET**

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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PROGRAM MANAGEMENT

Salaries	177,370	196,756	(19,386)
Employee Costs	47,432	44,142	3,290
Retirement	8,868	9,838	(970)
Communications		188	(188)
Copier Maintenance		31	(31)
Equipment	4,450	3,750	700
Equipment Rental		221	(221)
Insurance		224	(224)
Materials & Supplies	2,050	2,750	(700)
Maintenance Contracts		47	(47)
Maintenance and Repairs		63	(63)
Rent		7,576	(7,576)
Staff Training	2,000	175	1,825
Travel	7,500	7,500	-
Computer Network Allocation		1,243	(1,243)
Total	249,670	274,504	(24,834)

WIOA INTENSIVE SERVICES

Salaries	281,362	253,466	27,896
Employee Costs	94,862	83,525	11,337
Retirement	14,068	12,673	1,395
Temporary Services		2,300	(2,300)
Communications	1,000	1,000	-
Equipment	3,600	1,200	2,400
Materials & Supplies	5,350	5,750	(400)
Staff Training	3,000		3,000
Travel	7,500	4,600	2,900
Total	410,742	364,514	46,228

**WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET**

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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WIOA ADULT PROGRAM

Funding	2,544,132	2,198,998	345,134
Administrative	218,820	194,100	24,720
<u>Escarosa's Program Costs</u>			
Monitoring	15,644	13,719	1,925
Management Information System	10,882	9,512	1,370
Program Management	70,468	111,795	(41,327)
Total	96,994	135,026	(38,032)
<u>One-Stop Costs</u>			
Program Allocation	247,702	554,786	(307,084)
Costs from SNAP	70,382		70,382
Costs from Wagner Peyser	137,346		137,346
Costs from DVOP	75,846		75,846
Costs from LVER	75,474		75,474
Costs from Welfare Transition Program	40,880		40,880
Total One-Stop Costs	647,630	554,786	92,844
<u>WIOA Direct Services</u>	306,918	277,949	28,969
<u>Direct Client Support</u>			
On the Job/Employed Worker Training	40,000	48,000	(8,000)
Other Classroom Supplies	45,000	35,000	10,000
Other Support Services	25,000	35,000	(10,000)
Tuition & Books	600,000	635,000	(35,000)
Total	710,000	753,000	(43,000)
<u>Future Projects/Carryforward</u>	563,772	284,137	279,635
Total WIOA Adult Program	2,544,134	2,198,998	345,136

WIOA DISLOCATED WORKER PROGRAM

Funding	234,773	213,690	21,083
Administrative	26,519	21,369	5,150
<u>Escarosa's Program Costs</u>			
Monitoring	2,503	2,196	307
Management Information System	1,741	1,522	219
Program Management	18,080	12,349	5,731
Total	22,324	16,067	6,257
<u>One-Stop Costs</u>	43,586	36,887	6,699
<u>WIOA Direct Services</u>	86,344	75,547	10,797
<u>Direct Client Support</u>			
On the Job/Employed Worker Training	2,000	2,000	0
Other Classroom Supplies	2,000	2,000	0
Other Support Services	2,000	2,000	0
Tuition & Books	50,000	57,820	(7,820)
Total	56,000	63,820	(7,820)
Total WIOA Dislocated Workers	234,773	213,690	21,083

**WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET**

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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WIOA YOUTH PROGRAM

<u>Funding</u>	1,234,031	1,263,980	(29,949)
<u>Administrative</u>	36,672	52,266	(15,594)
<u>Escarosa's Program Costs</u>			
Monitoring	31,757	29,381	2,376
Management Information Services	22,090	23,767	(1,677)
Program Management	14,352	1,528	12,824
Eligibility	17,480	11,017	6,463
Total	85,679	65,693	19,986
<u>One-Stop Costs</u>	50,552	4,412	46,140
<u>Program Services</u>			
Salaries	44,203		44,203
Benefits	13,872		13,872
Retirement	3,751		3,751
Client Materials & Supplies	12,000		12,000
Communications	31		31
Computer Network Allocation	148		148
Copier	4		4
Equipment	2,148		2,148
Equipment Rental	44		44
Insurance	43		43
Maintenance & Repairs	8		8
Materials & Supplies	958		958
Postage	24		24
Rent	840		840
Staff Training	1,500		1,500
Travel	1,524		1,524
Total	81,098	0	81,098
<u>Service Provider Contracts</u>			
Santa Rosa Co. School District	277,194	307,000	(29,806)
Escambia Co. School District	187,221	207,352	(20,131)
Children's Home Society	465,585	515,648	(50,063)
Total	930,000	1,030,000	(100,000)
<u>Other</u>			
WIOA Youth Transition		35,000	(35,000)
Planned Carryforward	50,030	76,609	(26,579)
Total	50,030	111,609	(61,579)
Total WIA Youth	1,234,031	1,263,980	(29,949)

**WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET**

	<u>Proposed Budget FY 2017-2018</u>	<u>Budget FY 2016-2017</u>	<u>Increase/ (Decrease)</u>
<u>WELFARE TRANSITION PROGRAM</u>			
<u>Funding</u>	<u>1,176,297</u>	<u>1,294,765</u>	<u>(118,468)</u>
<u>Administrative</u>	<u>124,594</u>	<u>138,047</u>	<u>(13,453)</u>
<u>Escarosa's Program Costs</u>			
Monitoring	24,751	29,238	(4,487)
Program Management	79,055	77,828	1,227
Total	<u>103,806</u>	<u>107,066</u>	<u>(3,260)</u>
<u>One-Stop Costs</u>			
Program Allocation	402,126	423,737	(21,611)
Subsidized by WIOA Adult	(40,880)		(40,880)
Net One-Stop Costs	<u>361,246</u>	<u>423,737</u>	<u>(62,491)</u>
<u>Program Services</u>			
Salaries	351,770	357,426	(5,656)
Employee Costs	141,897	138,083	3,814
Retirement	17,588	17,871	(283)
Client Supplies	0	1,000	(1,000)
Copier Maintenance	600	1,200	(600)
Equipment	3,500	4,500	(1,000)
Equipment Rental	1,959	2,426	(467)
Insurance	500	1,200	(700)
Maintenance and Repairs	0	500	(500)
Office Supplies & Expense	9,000	12,000	(3,000)
Postage	800	1,000	(200)
Rent	12,937	12,566	371
Staff Training	1,000	150	850
Travel	6,000	7,000	(1,000)
Work Verification	1,000	1,200	(200)
Electronic Timesheet System	500	2,000	(1,500)
Computer Network Allocation			0
Total	<u>549,051</u>	<u>560,122</u>	<u>(11,071)</u>
<u>Direct Client Support</u>			
Support Services	2,000	5,000	(3,000)
Transportation Support Services	35,600	60,793	(25,193)
Total Direct Client Support	<u>37,600</u>	<u>65,793</u>	<u>(28,193)</u>
Total Welfare Transition Program	<u><u>1,176,297</u></u>	<u><u>1,294,765</u></u>	<u><u>(118,468)</u></u>

**WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET**

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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SNAP

<u>Funding</u>	212,214	212,214	0
<u>Administrative</u>	23,135	23,267	(132)
<u>One-Stop Costs</u>			
Program Allocation	100,531	28,790	71,741
Subsidized by WIOA Adult	(70,382)		(70,382)
Net One-Stop Costs	30,149	28,790	1,359
<u>Program</u>			
Salaries	65,291	66,560	(1,269)
Employee Benefits	26,167	25,712	455
Retirement	3,265	3,328	(63)
Temporary Services	33,732	33,728	4
Copier Expenses	120	300	(180)
Equipment Rental	533	662	(129)
Equipment	0	300	(300)
Postage	200	300	(100)
Maintenance & Repair	175	75	100
Supplies	1,500	1,500	0
Staff Training	500		500
Travel	1,500	1,500	0
Monitoring	6,188	6,733	(545)
Program Management	19,759	19,459	300
Total	158,930	160,157	(1,227)
Total SNAP Funds	212,214	212,214	0

UNEMPLOYMENT COMPENSATION SERVICES

<u>Funding</u>	21,031	33,074	(12,043)
<u>Administrative</u>	2,542	3,268	(726)
<u>Program</u>			
Universal Services	18,489	29,806	(11,317)
Total UC Services	21,031	33,074	(12,043)

WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET
Joint Managed Programs

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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WAGNER PEYSER

<u>Funding</u>	609,158	630,929	(21,771)
<u>Administrative</u>	66,601	66,117	484
<u>Escarosa Program Costs</u>			
Monitoring	18,002	18,606	(604)
Management Information System	11,045	11,883	(838)
Program Management (One-stop related)	23,888	20,497	3,391
Total	52,935	50,986	1,949
<u>One-Stop Costs</u>			
Program Allocation	272,628	134,581	138,047
Cost from DVOP	6,884		6,884
Subsidized by WP Performanc Incentives	(70,000)		(70,000)
Subsidized by WIOA Adult	(137,344)		(137,344)
Net One-Stop Costs	72,168	134,581	(62,413)
<u>DEO Staff Support</u>			
Salaries & Benefits (Paid by DEO)	409,354	369,295	40,059
Equipment	300	1,700	(1,400)
Background Checks	0	0	0
Cell Phones	300	250	50
Materials & Supplies	3,000	4,000	(1,000)
Travel	4,500	4,000	500
Total	417,454	379,245	38,209
Total Wagner Peyser	609,158	630,929	(21,771)

MILITARY FAMILY EMPLOYMENT PROGRAM

<u>Funding</u>	78,282	78,282	0
<u>Administrative</u>	8,609	8,658	(49)
<u>Program Costs</u>			
Salaries & Benefits	47,712	47,443	269
Program Management	6,168	9,535	(3,367)
One-Stop Costs	9,765	9,844	(79)
Equipment	0	250	(250)
Office Supplies & Expense	1,028	900	128
Staff Training	1,000	75	925
Travel	4,000	1,577	2,423
Total Program costs	69,673	69,624	49
Total Military Family Employment	78,282	78,282	0

WORKFORCE ESCAROSA, INC.
FY 2017-2018 BUDGET
Joint Managed Programs

	Proposed Budget FY 2017-2018	Budget FY 2016-2017	Increase/ (Decrease)
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VETERANS PROGRAMS - DVOP

<u>Funding</u>	177,284	195,191	(17,907)
<u>Administrative</u>	19,559	20,974	(1,415)
<u>Escarosa Program Costs</u>			
Monitoring	6,751	7,974	(1,223)
Management Information System	4,733	5,093	(360)
Program Management (One-stop related)	8,951	8,792	159
Total	20,435	21,859	(1,424)
<u>One-Stop Costs</u>			
Program Allocation	102,235	37,166	65,069
Subsidized by WIOA Adult	(75,846)		(75,846)
Subsidized by Wagner Peyser	(6,884)		(6,884)
Net	19,505	37,166	(17,661)
<u>DEO Staff Support</u>			
Salaries & Benefits (Paid by DEO)	115,235	111,592	3,643
Background Checks	550	300	250
Equipment	0	300	(300)
Materials & Supplies	1,500	2,500	(1,000)
Travel	500	500	0
Total	117,785	115,192	2,593
Total	177,284	195,191	(17,907)

VETERANS PROGRAMS - LVER

<u>Funding</u>	212,849	236,677	(23,828)
<u>Administrative</u>	23,250	25,913	(2,663)
<u>Escarosa Program Costs</u>			
Monitoring	6,752	7,974	(1,222)
Management Information System	4,733	5,093	(360)
Program Management (One-stop related)	8,951	8,792	159
Total	20,436	21,859	(1,423)
<u>One-Stop Costs</u>			
Program Allocation	102,235	41,361	60,874
Subsidized by WIOA Adult	(75,474)		(75,474)
Net	26,761	41,361	(14,600)
<u>DEO Staff Support</u>			
Salaries & Benefits (Paid by DEO)	138,352	142,944	(4,592)
Background Checks	550	300	250
Equipment	0	300	(300)
Materials & Supplies	2,000	2,500	(500)
Travel	1,500	1,500	0
Total	142,402	147,544	(5,142)
Total	212,849	236,677	(23,828)

**CAREERSOURCE ESCAROSA
EXECUTIVE COMMITTEE
ACTION ITEM
Eligible Training Provider List (ETPL) and Programs**

DATE: August 24, 2017

Committee Members: Steve Rhodes (Acting Chair), Brenda Moore, and Gretchen Clarke

Item for Discussion

Through staff participation in economic development partnerships and training councils, review of the DEO Bureau of Labor Statistics (LMS) Demand Occupation List for our area, and review of available job openings in our region during the past year (Employ Florida), the following programs are being requested to be added to our Eligible Training Provider List for training under WIOA:

- Fortis Medical Assisting
- George Stone Home Health Aide
 Medical Administrative Specialist
- Locklin Tech Electrician
 Medical Administrative Specialist
- PSC Graph Design Technology
 Basic Construction
 Carpentry
 Medical Assisting
 Phlebotomy Technician
- UWF Certified Medical Assistant

RECOMMENDATION

The Board of Directors approves the above additions to the WIOA approved training provider/demand occupations for the Eligible Training Provider List (ETPL).

**CAREERSOURCE ESCAROSA
EXECUTIVE COMMITTEE
ACTION ITEM
Nominating Committee - Officers**

Date: August 24, 2017

Committee Members: Steve Rhodes, Brenda Moorer, and Gretchen Clarke

Item for Discussion

Larry Strain resigned his position as Chairman of the Board and Board member of CareerSource Escarosa on August 9, 2017. This has left Steve Rhodes (Vice-Chairman) to serve as Interim/Acting Chairman. Other officers currently serving are: Brenda Moorer (Treasurer) and Gretchen Clarke (Secretary).

A Nominating Committee needs to be formed to determine Officers needed on the Board of Directors and for the membership to consider in October 2017.

RECOMMENDATION:

The Board of Directors selects and approves a Nominating Committee to be presented at the October meeting.

CAREERSOURCE ESCAROSA
EXECUTIVE DIRECTOR'S POSITION

August 24, 2017

Items for Discussion

The Executive Director resigned on August 15, 2017; therefore, the following steps need to be taken to recruit, identify, and hire an Executive Director.

Recruitment/Advertisement:

The position has been posted in Employ Florida Marketplace; National Labor Exchange (NLX), which shares with other sites; US Jobs; America's Job Exchange; Landrum (Indeed, Linkend); and provided to Region 2's Executive Director for dissemination throughout the state. The position description and advertisement are attached.

Resume Submittals Along with Questionnaire:

All individuals interested in applying for the position will need to submit a resume and answer the CEO Questionnaire. (Attached)

Hiring:

Once the Committee as approved by the Board has completed the process and has chosen a candidate, the Board needs to decide whether or not the Committee can offer employment to the chosen candidate, or if the Board of Directors would first like to meet and talk to the Candidate; or would like to have the candidate's information provided to the Board for approval.

Timeline:

Advertisement	August 4, 2017 closing on September 8, 2017
Review of Resumes and Questionnaire	September 11 – 15, 2017
Narrowing down Applicants to Top 5 or less dependent upon candidate pool	September 18 – 20, 2017
Scheduling Face to Face Interviews	September 25 – 29, 2017
Interviews Occur	1 st two weeks of October
Offer of Employment	No later than November 6, 2017
New Director's 1 st day of Work	November - December 2017

Actions Needed:

- 1) Appointment of a Selection Committee for the selection of an Executive Director
- 2) Determination as to the hiring of the Executive Director:
 - Committee Decision
 - Full Board Decision
 - Full Board review top two
 - Other recommendations from the Board

CAREERSOURCE ESCAROSA

JOB DESCRIPTION

EXECUTIVE DIRECTOR

SALARY: \$85,000 - \$105,000 PER YEAR, FULL BENEFIT PACKAGE

STATEMENT OF FUNCTION

Implements the policies adopted by CareerSource Escarosa in its fulfillment of its role as the governing board for CareerSource Counties (Region 1) in accordance with State and Federal legislation and regulations and in accordance with local CareerSource policies. The Executive Director reports directly to the Chair of the Board.

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Conduct day to day business of the CareerSource Escarosa in implementing the policies adopted by the Regional Board.
2. Preparation of the Regional Joint Employment and Training Plan, including all modifications and notifications of changes to the Plan, with established goals, objectives and strategies to address the needs of the workforce and the business and employer communities of the region.
3. Assists the Regional Board in setting policies, goals and objectives by providing essential research and vital information for standing and ad-hoc committee and for the Board.
4. Develop procedures designed to implement policies and decisions adopted by the Board to include direct services, administrative and fiscal services and technical assistance for the Regional Board and Board staff.
5. Analyzes, interprets, and obtains needed clarification for any federal or state legislation, regulations, or policies.
6. Provide administrative support to all committees of the CareerSource Board and the Regional Board.
7. Administers the Joint Employment and Training Plan to include contracts administration for financial and non-financial agreements developed by the Regional Board, coordination of related services with other federal, state, and local organizations, and evaluation of the program, effectiveness, expenditures, and outcomes.
8. Prepare grant applications approved by the Regional Board.
9. Actively promote the missions of the Regional Board to the workforce and the business community and economic development initiatives for the Region.
10. Coordinate the activities of the Regional Board with other related policy organizations governing workforce development components such as Welfare Transition, Occupational Forecasting and Economic Development.

11. Advises the Regional Board on pertinent legislative actions, regulatory mandates and compliance directives.
12. Reports on the status, progress, outcomes, and deficiencies in the implementation of the goals, objectives, and performance standards for the Regional Board.
13. Recommends any needed corrective actions, sanctions, or other consequences for noncompliance or failure to meet the requirements for contracted services.
14. Provide for preparation of the annual budget and revisions for approval by the Regional Board to include the fiscal and administrative budget for the Board and for direct services.
15. Provide financial reports to the Regional Board necessary for the oversight, evaluation and policy making.
16. Recruits, hires, and terminates authorized CareerSource Escarosa staff positions in accordance with policies and budgets approved by the Regional Board.
17. Provide for the preparation of Annual Reports to the Governor's Office, corporate annual reports, and related documents and correspondence.
18. Preparation of the necessary documents and correspondence for approval and signature of the Chairperson.
19. Ensures compliance with Florida's Government in the Sunshine and Regional Board requirements for committee and Board meetings, minutes of all meetings and retention of records for audits and compliance reviews.
20. Ensures compliance with membership, appointment, and reporting requirements for certification of the CareerSource Board.
21. Ensures compliance with charter requirements for Region I consisting of Escambia and Santa Rosa Counties.
22. Preparation of any modification to the Articles of Incorporation or the By-laws of the Corporation as directed by the Executive Committee and the Chairperson of the Regional Board.
23. Preparation of all local agreements as directed by the Regional Board.
24. Attend necessary workshops, technical assistance training sessions and state level meetings ad budgets and resources permit.
25. Performs other related duties necessary to meet the goals and objectives of the CareerSource Board.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. This position may be required to follow any other instructions, and to perform any other related duties that may be necessary.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Candidates for this position must have a combination of formal education and work experience that includes a BA, BS, or BAS and ten years work experience at the senior management level. Experience and knowledge of the local, state, and federal workforce development system is preferable. Master's degree or higher education achievement preferred.

Language Skills:

- Ability to read, analyze, and interpret such as financial reports, general correspondence, procedure manuals, and governmental documents
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from the CareerSource Escarosa staff, CareerSource Escarosa Board, and/or general public

Mathematical Skills:

- Ability to apply advanced mathematical concepts to required situations

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram for and deal with several abstract and concrete variables

Other Skills Required:

- Proficient use of Microsoft Office: Outlook, Word, Excel, Power Point, and Access
- Filing and retrieval skills (both electronic and traditional files)
- Ability to operate standard office equipment including scanning for both short and long term storage
- Time management: the ability to organize and manage multiple priorities
- Strong customer orientation, both internal and external
- Excellent interpersonal and communication skills
- Strong team player

Physical Demands:

- The physical demands described here are representatives of those that may be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is regularly required to use hands and fingers; handle or feel objects, tools, (i.e., computer, typewriter, telephone, etc.); and talk and hear. The employee frequently is required to stand; walk; sit; stoop; and kneel. The employee is occasionally required to reach with hands and arms
- The employee must frequently lift and/or move up to 10 pounds
- The employee is occasionally asked to visit sites and/or facilities outside the office requiring reliable vehicle transportation

Travel:

This position requires frequent travel throughout and beyond the two-county region. Participation in State and National association events and CareerSource Florida Board of Directors meetings is required.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate
- General sign-off: The employee is expected to adhere to all company policies

Application Expectations:

To be considered for the Executive Director position, all applicants are required to submit a resume as well as answer the following supplemental questions. Please submit both via email to executivesearch@careersourceescarosa.com. Application Deadline is September 8th, 2017 at 4:00 PM.

1. What appeals to you about this position? What aspects of your experience and background uniquely qualify you for this position?
2. What do you believe are the biggest challenges facing the workforce development system, nationally, state-wide and locally in the next three years?
3. Delineate your years and experience with managing federally funded grant programs requiring an Independent Audit.
4. Describe your experience in cultivating and building partnerships; especially regarding economic development, education and the business community; and any experience with a military population including spouses and veterans.
5. What is your previous experience with developing/implementing: Requests for Proposals; Negotiating and drafting final contracts related to the RPFs; Memorandums of Understanding
6. Tell me about your timeline and experience with a volunteer Board and how you best utilized the Board resources

7. What strategies do you use to motivate staff to achieve excellence in their work? Give an example of a major organizational improvement and how staff was involved in achieving the outcome.
8. Confirm your salary expectations are within the identified CareerSource Escarosa range.

A Level 2 background check (including fingerprinting) and drug screen will be conducted once offer of employment has been extended. Any employment offer will be contingent upon the results of these screenings.

CareerSource Escarosa is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Florida Job Order Print Document

Job Order: 10527907

Print Date: 8/11/2017 4:05:59 PM

Office: CareerSource Escarosa - 4105 Pensacola

LWIA/Region: CareerSource Escarosa

Employer Information:

Employer Name: CAREERSOURCE ESCAROSA, INC.

How to Apply: Via Email

Company Website: NA

Application Comments:

To be considered for the Executive Director position, all applicants are required to submit a resume as well as answer the supplemental questions. Please submit both via email to executivesearch@careersourceescarosa.com.

Application Deadline is Friday, September 8th at 4:00 pm.

Location:

Main Address:

CareerSource Escarosa
3670 North "L" Street

Mailing Address:

3670 N L ST

PENSACOLA, FL 32505

PENSACOLA, FL 32505

Contact:

Contact: Executive Search

Title: Open

Phone: (850) 607-8700 x Fax:

Email: executivesearch@careersourceescarosa.com

Job Details:

Occupational Code: 11101100 Chief Executives

Job Title: Executive Director

Industry Code: 561311 - Employment Placement Agencies

Number of Positions: 1

Referrals: 50

Earliest Date to Display: 8/4/2017

Last Date Job Order Will Display: 9/8/2017

Type of Job: Regular

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category:

Job Duties and Skills:

Description:

Summary:

Implements the policies adopted by CareerSource Escarosa in its fulfillment of its role as the governing board for CareerSource Counties (Region 1) in accordance with State and Federal legislation and regulations and in accordance with local CareerSource policies. The Executive Director reports directly to the Chair of the Board.

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3. **Assists the Regional Board in setting policies, goals and objectives by providing essential research and vital information for standing and ad-hoc committee and for the Board**

4. Develop procedures designed to implement policies and decisions adopted by the Board to include direct services, administrative and fiscal services and technical assistance for the Regional Board and Board staff
 5. Analyzes, interprets, and obtains needed clarification for any federal or state legislation, regulations, or policies
 6. Provide administrative support to all committees of the CareerSource Board and the Regional Board
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Education and/or Experience:

Candidates for this position must have a combination of formal education and work experience that includes a BA, BS, or BAS and ten years work experience at the senior management level. Experience and knowledge of the local, state, and federal workforce development system is preferable. Master's degree or higher education achievement preferred.

Language Skills:

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- Ability to write reports, business correspondence, and procedure manuals
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- Ability to apply advanced mathematical concepts to required situations

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Other Skills Required:

- Proficient use of Microsoft Office: Outlook, Word, Excel, Power Point, and Access
- Filing and retrieval skills (both electronic and traditional files)
- Ability to operate standard office equipment including scanning for both short and long term storage
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Physical Demands:

- The physical demands described here are representatives of those that may be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands and fingers; handle or feel objects, tools, (i.e., computer, typewriter, telephone, etc.); and talk and hear. The employee frequently is required to stand; walk; sit; stoop; and kneel. The employee is occasionally required to reach with hands and arms.
- The employee must frequently lift and/or move up to 10 pounds.
- The employee is occasionally asked to visit sites and/or facilities outside the office requiring reliable vehicle transportation.

Travel:

This position requires frequent travel throughout and beyond the two-county region. Participation in State and National association events and CareerSource Florida Board of Directors meetings is required.

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- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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- General sign-off: The employee is expected to adhere to all company policies.

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3. Delineate your years and experience with managing federally funded grant programs requiring an Independent Audit.
4. Describe your experience in cultivating and building partnerships; especially regarding economic development, education and the business community; and any experience with a military population including spouses and veterans.
5. What is your previous experience with developing/implementing: Requests for Proposals; Negotiating and drafting final contracts related to the RPFs; Memorandums of Understanding
6. Tell me about your timeline and experience with a volunteer Board and how you best utilized the Board resources.
7. What strategies do you use to motivate staff to achieve excellence in their work? Give an example of a major organizational improvement and how staff was involved in achieving the outcome.
8. Confirm your salary expectations are within the identified CareerSource Escarosa range.

CareerSource Escarosa is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Special Software/Hardware Skills Needed: No

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: No test required

Required Tests: NA

Hiring Requirements: Drug Testing/Screening, Background Checks

Hiring Requirements Other:

Education Level: Bachelor's Degree

Months of Experience: 120

Requires a Drivers License: Yes, Operator License

Near Public Transportation: Yes

Drivers License Certification: Class E - Private Vehicle

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: 85000.00 Year

Maximum Salary: 105000.00 Year

Pay Comments: DOE (Depends on Experience)

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **40**

Shift: **Day**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K, Other**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

Contact Information

Employment History Allow individuals that have never had a job to apply (eg. College graduates)

Education History

Certifications

Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **9/3/2017**

Application Expectations:

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7. What strategies do you use to motivate staff to achieve excellence in their work? Give an example of a major organizational improvement and how staff was involved in achieving the outcome.
8. Confirm your salary expectations are within the identified CareerSource Escarosa range.

**CAREERSOURCE ESCAROSA
EXECUTIVE COMMITTEE
ACTION ITEM
Programmatic and Technical Support
During Executive Director Vacancy and Transition**

Date: August 24, 2017

Committee Members: Steve Rhodes, Brenda Moorer, and Gretchen Clarke

Item for Discussion

Susan Nelms, former Executive Director of CareerSource Escarosa, has extended an offer to provide technical assistance and expertise. Susan has extensive experience in workforce development programs, administrative policy, budgets, Florida Sunshine Law, and CareerSource Escarosa Board policy.

This would not be a CareerSource Escarosa staff position. This position would be a temporary position through Landrum Staffing.

RECOMMENDATION:

The Board of Directors approves to secure Landrum Staffing to employ Susan Nelms to provide programmatic and technical assistance to CareerSource Escarosa for up to twenty-four (24) hours per week (0-24 hours per week) as necessary, at a rate of \$48/hour plus associated staffing fees.



**CAREERSOURCE ESCAROSA
EXECUTIVE COMMITTEE & BOARD OF DIRECTORS
MEETING SCHEDULE
FOR PY 2017-2018**

**Executive Committee will meet at 11:00 a.m.
Board of Directors will meet at 11:30 a.m.**

4 August 2017	24 August 2017	19 October 2017	21 December 2017	15 February 2018	19 April 2018	17 May 2018
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Location of Meetings TBD