

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; and 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, and 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 a real world experience and applying it 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 to 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 that 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 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. The second week of September, deliberations will begin. 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

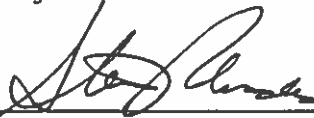
Cliff Krut gave a brief Executive Directors' report. The following was noted:

- Kathy Karshna, Assistant Director and Naemah 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.



Steve Rhodes, Vice-Chairman
for Gretchen Clarke, Secretary
CareerSource Escarosa