

AGENDA  
CAREERSOURCE ESCAROSA  
BOARD OF DIRECTORS  
CONFERENCE CALL MEETING  
NOVEMBER 9, 2017

TELECONFERENCE  
DIAL-IN: 888-670-5325 | PASSCODE: 4063513219

- I. Call Meeting to Order.....Steve Rhodes  
Chairman
- II. Call for Public Comment
- III. Approval of Minutes – October 19, 2017
- IV. Reading of Public Disclosures.....Janay Sims
- V. Item(s) for Consideration.....Steve Rhodes

Action Items

Selected Candidate for CareerSource Escarosa Executive Director’s Position  
CareerSource Escarosa Slate of Officers

- VI. Other Business
- VII. Adjournment

NEXT BOARD MEETING – DECEMBER 21, 2017 | LOCATION: TBD

**CAREERSOURCE ESCAROSA  
BOARD OF DIRECTORS  
NOVEMBER 9, 2017  
PUBLIC COMMENT SIGN-UP SHEET**

<b>Agenda Item</b>	<b>Name &amp; Organization</b>
Selected Candidate for CareerSource Escarosa Executive Director's Position	
CareerSource Escarosa Slate of Officers	

**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](mailto:jsims@careersourceescarosa.com) at your earliest convenience, or present prior to the Board Meeting.**

# CareerSource Escarosa

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## **BOARD OF DIRECTORS MEETING OCTOBER 19, 2017 MINUTES**

**Members Present:** Steve Rhodes (Acting Chairman), Robert Gravley, Sharon Pitts, Kristine Rushing, and Michelle Taylor

**Members Participating via Teleconference:** Gretchen Clarke (Secretary), Katrina Simpkins, Erin Spicer, and Tina Stewart

**Members Not Present/Participating:** Russell Branch, Kathaleen Cole, Michelle Kaufman, Jade Kelly, Mark Lewellyn, Dana Mullins, and Gracie Parker

**Others Present:** Kathy Karshna, Naeemah Frazier, Brett Rowell, Mark Dejoie, Belinda Todd, and Janay Sims – CareerSource Escarosa

Acting Chairman Steve Rhodes called the meeting to order at 11:30 a.m., at the Pensacola Career Center.

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

### **CALL FOR PUBLIC COMMENT**

No public comments were noted.

### **APPROVAL OF MINUTES – AUGUST 24, 2017**

Mr. Rhodes noted the minutes for August 24, 2017 were revised to include Dr. Michelle Taylor and Dr. Erin Spicer abstaining from voting on the item – Eligible Training Provider List and Programs. The minutes of the August 24, 2017 Board of Directors meeting were reviewed for approval.

**Action Taken: Motion by Kristine Rushing, and seconded by Robert Gravley to approve the August 24, 2017 Board of Directors meeting minutes. Motion carried .**

### **READING OF PUBLIC DISCLOSURES**

Janay Sims read the public disclosures from the August 24, 2017 meeting.

### **ANNUAL PERFORMANCE PRESENTATION**

James Finch who is with the Department of Economic Opportunity presented CareerSource Escarosa's annual performance for PY 2016-2017 via webinar. Staff was commended for the good work that had been done.

## ITEMS FOR CONSIDERATION

### FINANCIAL STATEMENTS, AUGUST 31, 2017

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

**Action Taken: Motion by Sharon Pitts, and seconded by Kristine Rushing to approve the Financial Statements for the period ending August 31, 2017. Motion carried.**

### AWARD OF AUDITING SERVICES CONTRACT: FY 2017, 2018 & 2019 W/RENEWALS FOR 2020 & 2021

CareerSource Escarosa issued a Request for Proposals (RFP) for auditing services on August 6, 2017. Proposals were due by September 1, 2017. Three proposals were received from:

- Warren Averett, LLC
- Saltmarsh, Cleaveland & Gund
- Brown Thorton Pacentia & Company, P.A.

The proposals were reviewed and individually rated by Escarosa staff. The results of the ratings were made available to the Board. Based on the ratings, staff's recommendations is to contract with Warren Averett, LLC for audit and tax return services for fiscal years ending in 2017, 2018 and 2019, with a possible renewal for two additional years – 2020 and 2021.

**Action Taken: Motion by Kristine Rushing, and seconded by Robert Gravley that CareerSource Escarosa contract with Warren Averett, LLC for audit and tax return services for fiscal years ending in 2017, 2018 and 2019, with possible renewal for years 2020 and 2021. Motion carried.**

### CAREERSOURCE ESCAROSA SLATE OF OFFICERS

The Nominating Committee was tasked to identify a slate of officers. They met on September 1<sup>st</sup> and 8<sup>th</sup> to identify a proposed slate of officers which includes the Chairman and any additions to the Executive Committee that may be vacant as a result of the Board Chairman nomination.

The Committee nominated Steve Rhodes and Gretchen Clarke to serve as Chairperson and Vice-Chairperson, respectively.

With Ms. Clarke's nomination as Vice-Chairperson, the Secretary office will become vacant.

In addition, the office of Treasurer became vacant as of September 30, 2017. Brenda Moorer tendered her resignation as Treasurer of the Board and Board member of CareerSource Escarosa, effective September 29, 2017.

The floor was opened for nominations of officers.

**Action taken: Motion by Robert Gravley, and seconded by Kristine Rushing to approve the Nomination Committee's recommendation: Steve Rhodes serves as the Chairperson for the CareerSource Escarosa Board of Directors, and Gretchen Clarke serve as the Vice-Chairperson. Motion carried.**

With no nominations for Treasurer and Secretary, the Nominating Committee was requested to reconvene to determine nominations for these two vacancies.

### **EXECUTIVE DIRECTOR SEARCH UPDATE**

Mr. Rhodes gave an update on the Executive Director search. Members on the Selection Committee are: Steve Rhodes, Dana Mullins, Jade Kelly, Kristine Rushing, Kim Bodine (Executive Director from Region 4), and Naeemah Frazier (CareerSource Escarosa CFO). The total number of applications received for the position was 20. Of the 20 applications, five candidates have been identified to be interviewed – Larry Strain, Kathy Karshna, Brett Rowell, Sheryl Rehberg, and David Giraldi. He noted once the selected candidate for the position is identified, the Selection Committee will bring the recommendation to the Board for approval. Mr. Rhodes noted the Board will convene via teleconference to take action on the recommendation, and requested that they be available.

### **OTHER BUSINESS**

Mr. Rhodes introduced Sharon Pitts, who is a new member to the Board and serves as a private sector (Escambia County) member on the Board. He also informed that Russell Branch has been reappointed to the Board for three additional years.

### **EXECUTIVE DIRECTOR'S REPORT**

Kathy Karshna, who serves as the interim Executive Director, gave the Executive Director's report. Her report included the status of the Pensacola Career Center building, noting the bank has ownership of the building, a new roof has been ordered for next week, and they are listening to other concerns; new grant opportunities that are being pursued for CareerSource Escarosa; and receipt of a \$32,000 grant for outreach to help promote programs. This grant was received last year and was used to support outreach efforts. These funds will be used to expand on last year's outreach efforts.

Gretchen Clarke thanked Ms. Karshna for her service and inquired about additional resources to serve the Navarre area. She also thanked the Selection Committee for their service.

There being no further business, the meeting adjourned.

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Steve Rhodes (Acting Chairman)  
CareerSource Escarosa

**CAREERSOURCE ESCAROSA  
SELECTION COMMITTEE  
ACTION ITEM  
SELECTED CANDIDATE FOR EXECUTIVE DIRECTOR'S POSITION**

**DATE:** November 9, 2017

**COMMITTEE MEMBERS:** Steve Rhodes, Dana Mullins, Jade Kelly, Kristine Rushing,  
Kim Bodine, and Naeemah Frazier

**ACTION ITEM**

CareerSource Escarosa's Personnel Policy authorizes the Executive Committee/Selection Committee to select the candidate for the position of Executive Director, negotiate the salary, and make an offer of employment.

At the September 24, 2017 Board of Directors meeting, the Board approved the selection process of the Selection Committee, which included the Committee bringing forth the final selected candidate and suggested salary for final approval by the full Board of Directors.

The Selection Committee is seeking Board approval of the successful candidate selected for the position of Executive Director.

**RECOMMENDATION**

To approve the recommendation of the Selection Committee of the successful candidate selected for the position of Executive Director.

**CAREERSOURCE ESCAROSA  
NOMINATING COMMITTEE  
ACTION ITEM  
Slate of Officers**

**Date:** November 9, 2017

**Committee Members:** Dana Mullins, Jade Kelly, Tina Stewart, and Kathaleen Cole

**ACTION ITEM:**

The Nominating Committee has been tasked to identify proposed officers for the offices of Secretary and Treasurer. The offices of Chairman and Vice-Chairman are being occupied by Steve Rhodes and Gretchen Clarke, respectively.

The Board has the flexibility to propose other nominations as needed.

**RECOMMENDATION:**

To approve the nomination(s) proposed by the Nominating Committee and/or consider nominations proposed by other members of the Board of Directors.