

CareerSource Escarosa

**BOARD OF DIRECTORS
TELECONFERENCE MEETING
NOVEMBER 9, 2017
MINUTES**

Members Participating: Steve Rhodes (Chairman), Kathaleen Cole, Robert Gravley, Michelle Kaufman, Jade Kelly, Mark Lewellyn, Dana Mullins, Sharon Pitts, Katrina Simpkins, Erin Spicer, and Michelle Taylor

Members Not Present/Participating: Gretchen Clarke (Treasurer), Russell Branch, Gracie Parker, Kristine Rushing, and Tina Stewart

Others Present: Kathy Karshna, Naeemah Frazier, and Janay Sims – CareerSource Escarosa

Chairman Steve Rhodes called the meeting to order at 11:30 a.m. He called the roll to confirm those participating on the call.

CALL FOR PUBLIC COMMENT

No public comments were noted.

APPROVAL OF MINUTES – OCTOBER 19, 2017

The October 19, 2017 minutes were made available for review by the Board.

Action Taken: Motion by Jade Kelly, and seconded by Dana Mullins to approve the October 19, 2017 Board of Directors meeting minutes. Motion carried.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

ITEMS FOR CONSIDERATION

SELECTED CANDIDATE FOR CAREERSOURCE ESCAROSA EXECUTIVE DIRECTOR'S POSITION

A Selection Committee was convened to accept applications for the Executive Director's position vacated by the last Executive Director – Cliff Krut. The committee went through a screen-down process once the time for submittals was closed. A screen down matrix was used to narrow down the search process to five (5) candidates, as reported at the last Board meeting. Interviews were held on October 30, 2017 with the five candidates identified in the search process. A candidate was selected from that process, Ms. Sheryl Rehberg. It was a difficult decision. Thanks were expressed to the Selection Committee for their work and time involved in the whole process.

Mr. Rhodes informed the Board that he has asked Ms. Rehberg to join in on the call, and noted that some of the Selection Committee members are on the call as well.

At the August 24, 2017 Board of Directors meeting, it was determined that the Selection Committee would bring forth a candidate (for the position of Executive Director) full Board approval. He shared a brief background on Ms. Rehberg, and then opened the floor for comments and questions in regards to the process and/or the candidate.

Michelle Taylor addressed the candidate regarding activity conducted in collaboration with secondary level, specifically career academy, activity.

Ms. Rehberg responded that she did work directly with the career academy by providing information and staging/convening meetings to initiate the start for conversation.

Michelle Taylor thanked Ms. Rehberg for her response and noted that is the role she see CareerSource Escarosa to be – a convener.

Mr. Rhodes entertained a motion recommending the approval to accept Sheryl Rehberg as the Executive Director for CareerSource Escarosa, as prescribed in a previous meeting. In addition to this recommendation, the starting salary is to be brought to the board for approval, as well. It was noted that the board approved a salary adjustment to the CEO/Executive Director position this summer. The Selection Committee has recommended, based on Ms. Rehberg's experience, an annual salary of \$95,000.00 per year.

Inquiries were made regarding: 1) education in terms of a degree and the payment level, and 2) the basis for going above the minimum salary level. It was noted that Ms. Rehberg holds a bachelor's degree in Organizational Leadership from LaGrange College in LaGrange, Georgia; she has prior experience at the executive director level within the career source network and other related experience in economic development work; and her involvement at the state level.

A request was made for an opportunity for a more closed discussion and to thank Ms. Rehberg for her participation. Ms. Rehberg exited the meeting.

Questions and comments were welcomed. The Selection Committee was asked of their thoughts relating to the process. Comments from the Selection Committee included: the minimum salary range is generally not something that is offered to a qualified candidate with many years of experience. Even though Ms. Rehberg didn't have her advanced degree, she had all the relevant years of experience to do the job as required by CareerSource Escarosa. All of this was taken into account in evaluating the salary and placed her at that \$95,000 range. The Committee felt this was very equitable for her experience and knowledge. In addition, the minimum is what you hire in at with minimum experience. The mid-point, the \$95,000, is more of what the market would be for someone with experience. Our best practice is to manage at the mid-point salary range. That is why the decision was made to go with the \$95,000 salary.

Inquiry was made to the Selection Committee regarding compelling factors that propelled Ms. Rehberg to the top of the list, and a request was made to receive a copy of her resume?

Steve Rhodes noted that this information can be provided along with the questions the candidates were required to answer during the submittal process. Mr. Rhodes requested comments from the Selection Committee regarding their thoughts on the selection of Ms. Rehberg.

The Selection Committee expressed while going through the interview process, there were very strong candidates. What propelled Ms. Rehberg to the top is her experience; the way she more fully answered the questions that were asked of her during her interview– very relevant responses and thoughtful complete responses; and her personality which has the ability to mesh well with the culture and mix of employees at CareerSource Escarosa.

Inquiry was made regarding obtaining a reference from CareerSource North Florida on Ms. Rehberg? Steve Rhodes noted no reference was obtained from CareerSource North Florida; however, he did personally speak with her peers from other workforce regions and also an individual at the state level on the CareerSource Florida Board of Directors who is familiar with her work.

The Selection Committee also expressed it being a tough but equitable decision, as there were very good, qualified candidates. The Committee had very well thought-out discussions at great lengths during the interview/selection process.

Michelle Taylor expressed thanks to the Selection Committee for their service, noting they are all qualified professionals and she having a trust in their judgement and recommendation. She also noted that the Board has the responsibility to ask questions.

Steve Rhodes echoed Michelle Taylor, noting his appreciation for the line of questions. He stated that he had informed Ms. Rehberg that our board is not a rubber stamp Board of Directors – this due diligence is demonstrative of this. He welcomed questions and thoughts.

Inquiry was made regarding the start time for Ms. Rehberg once approval of acceptance has been made by the Board.

Steve Rhodes noted in discussion with Ms. Rehberg, she has been informed that her employment with CareerSource Escarosa will be contingent on board approval. She has been asked if she could begin employment on December 1, 2017. A 120 day probation period is being recommended. The 120 day probation period versus the typical 90 day is due to Ms. Rehberg's request to have some observation type time to observe the operation of the organization. Though she is familiar with workforce, this is a different board and in a different region and she would like to gain some familiarity with this region. This will not be strictly an observation period, but she will be working at the same time. In addition to the 120 day probation period, the Selection Committee has recommended a semi-annual review for her first year –review of her performance after six months and again after a year's period.

Mr. Rhodes informed of the next item for discussion – to establish a two year period contract with the Board of Directors for Ms. Rehberg that will be reviewed and continued at the Board's discretion.

Action was taken on the recommendation to approve acceptance of Ms. Sheryl Rehberg as the Executive Director for CareerSource Escarosa.

Action Taken: Motion by Kathaleen Cole and seconded by Mark Lewellyn to accept Ms. Sheryl Rehberg as the Executive Director for CareerSource Escarosa. Motion carried.

Mr. Rhodes informed the Board of his research with the last Executive Director and Landrum in regards to a contract. There was no contract with the last Executive Director. He was simply an employee of Landrum working in the position of Executive Director. He noted, in conversation with Landrum and others in the career source network, it is not uncommon to have a contract with the

Board of Directors. Ms. Rehberg has requested a contract with the Board of Directors and realizes that she will be employed through Landrum. Mr. Rhodes requested permission of the Board to extend authority to the Executive Committee to negotiate the terms of an employment contract and execution of that contract.

Action Taken: Motion by Dana Mullins, and seconded by Michelle Taylor authorizing the Executive Committee to negotiate and execute an employment contract with the Executive Director, Sheryl Rehberg.

Inquiries was made regarding Ms. Rehberg seeking a multi-year contract; the contract being beyond that which has been agreed upon; and there being other negotiables.

Steve Rhodes informed that Ms. Rehberg has forwarded to him a copy of her contract that was in place with North Florida. He noted that he has browsed through it and forwarded to the HR professionals at Landrum for review. Landrum has responded with some feedback. They have been asked to participate in the contract negotiation review and they have accepted the request. In addition, the contract will be forwarded to our attorney for review prior to our final execution of it to ensure we are not putting the board at any unnecessary liabilities. The points of the contract will include the following articles:

- 1) Terms of Employment – The 2-year period is outlined and very specific for the first two years. It similarly evolves into an evergreen contract. An automatic renewal will be contingent upon the Board’s approval. Provisions for ending the contract is included should the board feels it’s necessary.
- 2) Compensation – Specifically states a \$95,000 annual salary. Anything outside of this will require board approval.
- 3) Duties/Job Description
- 4) Benefits – There was a question regarding 100% health premium coverage. Very specific language refers to the organizational policy regarding benefits. According to Landrum, all benefits requested in the contract have been extended to prior Executive Directors.
- 5) Termination – The Board’s ability to terminate the Executive Director.
- 6) Business Information/Trade Secrets
- 7) Modification of Agreement – The outline of the agreement and how the agreement has to be modified if necessary, the severability, and typical language regarding Florida law and so forth.

The motion carried.

Mr. Rhodes stated this process will move forward expeditiously.

CAREERSOURCE ESCAROSA SLATE OF OFFICERS

At the October 19, 2017 Board of Directors meeting, the Nominating Committee was requested to reconvene to determine nominations for the offices of Treasurer and Secretary. The Nominating Committee nominated Sharon Pitts and Jade Kelly to serve in the offices of Treasurer and Secretary, respectively. Both nominees accepted the nominations.

Action Taken: Motion by Michelle Taylor, and seconded by Robert Gravley that Sharon Pitts serve as Treasurer on the CareerSource Escarosa Board of Directors. Motion carried.

Action Taken: Motion by Sharon Pitts, and seconded by Robert Gravley that Jade Kelly serve as Secretary on the CareerSource Escarosa Board of Directors. Motion carried.

Mr. Rhodes thanked the Selection Committee for their service in the selection of the Executive Director. He also thanked Kathy Karshna for her service and commitment as Interim Executive Director.

There being no further business, the meeting adjourned.



Jade Kelly, Secretary
CareerSource Escarosa