

# CareerSource Escarosa

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## BOARD OF DIRECTORS MEETING JULY 21, 2016 MINUTES

**Members Participating:** Larry Strain (Chairperson), Steve Rhodes (Vice-Chairperson) Brenda Moore (Treasurer) Gretchen Clarke (Secretary), Robert Gravley, Tina Stewart, Charlin Knight, Mark Lewellyn, Russell Branch, Daniel Busse, and Gracie Parker

**Members Not Participating:** Jamie Bristow, Katrina Simpkins, Dana Mullins, and Bill Dagnall

**Ex-Officio Member Participating:** Sheila Fitzgerald

**Others Present at CareerSource Escarosa Administrative Office:** Eric Flora – DEO, Kathy Karshna, Janet Summers, Cliff Krut, and Janay Sims – CareerSource Escarosa

Chairman Larry Strain, present at the CareerSource Escarosa Administrative office, called the meeting to order via teleconference at 11:30 a.m.

### CALL FOR PUBLIC COMMENT

There were no public comments.

### APPROVAL OF MINUTES – JUNE 2, 2016

The Board reviewed the June 2, 2016 CareerSource Escarosa Board of Directors minutes.

**Action Taken: Motion by Steve Rhodes, and seconded by Robert Gravely to approve June 2, 2016 Board of Directors meeting minutes. Motion carried.**

### READING OF PUBLIC DISCLOSURES

There were no public disclosures.

### ITEMS FOR CONSIDERATION REVIEW OF BY-LAWS

Staff reviewed the Workforce Escarosa, Inc. dba CareerSource Escarosa By-Laws. They do not allow for the Executive Committee to act on behalf of the Board in cases where time is of the essence. Staff proposed a “power to act” clause in the By-Laws. The Power to Act clause will state: *The Executive Committee shall have the power to act on behalf of the Board of Directors on all matters between meetings when time is of the essence. The actions of the Executive Committee are subject to ratification by the full Board of Directors.*

An annual review of the By-Laws is scheduled for the September 15, 2016 Board of Directors meeting. All were encouraged to review and direct any comments relating to the By-Laws to the Executive Director prior to the September 15, 2016 Board of Directors meeting.

**Action Taken: Motion by Steve Rhodes, and seconded by Daniel Busse to approve amendment to the By-Laws: providing the Executive Committee with the power to act on items when time is of the essence. Such items will be ratified by the full board at the earliest full board meeting. Motion carried.**

#### **DECREASE IN INDIVIDUAL TRAINING ACCOUNTS (ITAs)**

At the April 21, 2016 Board of Directors Meeting, the Board approved to decrease the Individual Training Account (ITA) amount from \$7,500 to \$5,000. The ITA covers tuition only. Other costs associated with training include books, other fees (application, labs, etc.,) and uniforms/tools up to \$1,400 are also provided to eligible participants.

After reviewing year end budgets, staff has determined that an additional reduction (\$3,500) in the ITA cap will allow for continued support of existing trainees/students and potentially serve more students throughout PY 2016-17. There are currently over 200 participants in various programs.

**Action Taken: Motion by Steve Rhodes, and seconded by Mark Lewellyn to approve decreasing the Individual Training Amount (ITA) amount from \$5,000 to \$3,500. Motion carried.**

#### **INDIVIDUAL TRAINING ACCOUNT (ITA) WAIVER REQUEST**

All Regional Workforce Boards have to comply with Section 445.003(3)(a)(1) which states: *At least 50 percent of the Title I funds for Adults and Dislocated Workers that are passed through to regional workforce boards shall be allocated to and expended on Individual Training Accounts unless a regional workforce board obtains a waiver from Workforce Florida, Inc. Tuition, books, and fees of training providers and other training services prescribed and authorized by the Workforce Investment Act of 1998 qualify as Individual Training Account expenditures.*

For FY 2015-2016, CareerSource Florida approved CareerSource Escarosa's ITA Waiver Request for a 35% ITA expenditure rate. Staff would like to continue with the 35% ITA expenditure rate for fiscal year 2016-2017. Therefore, it is recommended the Board approve a 35% ITA Waiver Request.

The Board's recommended request will be presented to our counties' Chief Elected Officials in resolution form and further submitted to CareerSource Florida for approval by August 30, 2016.

**Action Taken: Motion by Steve Rhodes, and seconded by Gracie Parker to approve a 35% ITA Waiver Request for FY 2016-2017. Motion carried.**

#### **ELIGIBLE TRAINING PROVIDER LIST**

The Workforce Opportunity Investment Act (WIOA) requires all public and private training providers to complete a questionnaire/application in order to be recognized as an eligible training provider for PY 2016-2017.

At the April 21, 2016 Board of Directors meeting, the process was approved to develop a WIOA compliant eligible training provider list from our local public and private training institutions. Staff provided WIOA compliant questionnaires to training providers and received all responses by the deadline (June 15, 2016). Review of the training institution's submissions is complete, and staff recommended approval, effective July 1, 2016, of the PY 2016-2017 WIOA Eligible Training Provider List. The list was made available to the Board.

**Action Taken: Motion by Brenda Moore, and seconded by Steve Rhodes to approve CareerSource Escarosa's Eligible Training Provider List for PY 2016-2017, effective July 1, 2016. Motion carried.**

**DESIGNATION AS A DIRECT PROVIDER OF WORKFORCE SERVICES**

Staff has been in conversation with the Department of Economic Opportunity (DEO) regarding becoming WIOA compliant. One regulation has to do with One Stops. The feds have just issued clarification on this subject and there are many uncertainties of their meaning. Therefore, conversation will be postponed for a later date on this subject. Escarosa is uncertain of what a One Stop entails today, but is clear of the need to become designated as a Direct Provider of Workforce Services. To become designated may require amendment to the Workforce Service Plan. The process to start the designation will require a Statement of Intent (Requesting Permission to Provide Direct Workforce Services). Escarosa will need to draft a write-up for the request. The request may require a 30-day public notice for comments (if resulting in amendment to the Workforce Services Plan); followed by approval by the Boards of County Commissioners (Santa Rosa and Escambia) and DEO, respectively.

CareerSource Escarosa is currently operating under a 90 day waiver. Designation as a Direct Provider of Workforces Services is necessary to remain in compliance with DEO regulations.

All were referred to the board packet for background information on this subject.

**Action Taken: Motion by Charlin Knight, and seconded by Steve Rhodes to approve the request to be designated as a Direct Provider of Workforce Services as required by DEO FG OSPS-83. Motion carried.**

There being no further business, the meeting was adjourned.

  
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Gretchen Clarke, Secretary  
CareerSource Escarosa