

# CareerSource Escarosa

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## **BOARD OF DIRECTORS MEETING AUGUST 24, 2017 MINUTES**

**Members Present:** Jade Kelly, Mark Lewellyn, Kristine Rushing, and Michelle Taylor

**Members Participating via Teleconference:** Steve Rhodes (Acting Chairman), Brenda Moorer (Treasurer), Russell Branch, Kathaleen Cole, Dana Mullins, Gracie Parker, Erin Spicer, and Tina Stewart

**Members Not Present/Participating:** Gretchen Clarke (Secretary), Robert Gravely, Michelle Kaufman, and Katrina Simpkins

**Others Present:** Bob Childers – Escambia County School District, Eric Flora – DEO, Kathy Karshna, Naeemah Frazier, Brett Rowell, Mark Dejoie, Bill Barron, 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 4, 2017**

The minutes of the August 4, 2017 Board of Directors meeting were reviewed for approval.

**Action Taken: Motion by Dana Mullins, and seconded by Michelle Taylor to approve the August 4, 2017 Board of Directors meeting minutes. Motion carried .**

### **READING OF PUBLIC DISCLOSURES**

Janay Sims noted no public disclosures.

### **ITEMS FOR CONSIDERATION** **BUDGET FOR FY 2017-2018**

The budget for FY 2017-2018 was made available to the Board. It has been approved by both Boards of County Commissioners – Escambia and Santa Rosa. The budget includes funds for program outreach, staff training to include travel, and the monitoring of One Stop Operator activities by an outside agency.

**Action Taken: Motion by Michelle Taylor, and seconded by Tina Stewart that the Board of Directors approve the FY 2017-2018 budget. Motion carried.**

## **ELIGIBLE TRAINING PROVIDER LIST AND PROGRAMS**

As a result of staff participation in economic development partnerships, 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), staff has requested several programs be added to CareerSource Escarosa Eligible Training Provider List (ETPL) under WIOA. The programs are listed below.

<b>TRAINING PROGRAM</b>	<b>INSTITUTION</b>
<b>Medical Assisting</b>	Fortis
<b>Home Health Aide / Medical Administrative Specialist</b>	George Stone
<b>Electrician / Medical Administrative Specialist</b>	Locklin Tech
<b>Graph Design Technology / Basic Construction / Carpentry/ Medical Assisting / Phlebotomy Technician</b>	Pensacola State College
<b>Certified Medical Assistant</b>	University of West Florida

**Action Taken: Motion by Dana Mullins, and seconded by Jade Kelly to approve the above additions to the WIOA training programs/demand occupations for the ETPL. Motion carried. Drs. Michelle Taylor and Erin Spicer abstained from voting.**

## **NOMINATING COMMITTEE - OFFICERS**

A letter was received from Larry Strain resigning his position as Chairman of the CareerSource Escarosa Board of Directors. This leaves Steve Rhodes, Vice-Chairman, to serve as Acting Chairman of the Board.

A Nominating Committee is needed to identify a proposed slate of officers which will include the Chairman and any additions to the Executive Committee that may be vacant as a result of the Board Chairman nomination. It was noted the offices of Secretary and Treasurer are currently occupied by Gretchen Clarke and Brenda Moorer, respectively.

Inquiry was made regarding time commitment as well as conflict to serve on two committees, as the Board has approved some members to serve on the Selection Committee. It was felt that one meeting of the Nominating Committee will be sufficient and there is no conflict to serve on two committees.

Jade Kelly, Dana Mullins, Kathaleen Cole, and Tina Stewart all accepted the request to serve as the Nominating Committee.

**Action Taken: Motion by Erin Spicer, and seconded by Michelle Taylor to approve Jade Kelly, Dana Mullins, Kathaleen Cole and Tina Stewart to serve as the Nominating Committee. Motion carried.**

## **IDENTIFICATION OF SELECTION COMMITTEE FOR EXECUTIVE DIRECTOR'S POSITION**

Resumes for the position of Executive Director are being accepted August 4-September 1, 2017. To date, approximately 35 resumes have been received for the position.

It was noted that CareerSource Escarosa Personnel Policy states that the hiring of the Executive Director's position shall be overseen by the Executive Committee and the Executive Committee has discussed the formation of a Selection Committee to assist in the process of hiring an Executive Directors.

Mr. Rhodes noted that the Board approved Dana Mullins and Kristine Rushing to serve on the Selection Committee at the August 4, 2017 Board of Directors meeting. Jade Kelly's name was suggested, but she was not present to confirm acceptance.

Jade Kelly accepted to serve on the Selection Committee.

Members to serve are: Dana Mullins, Kristine Rushing, and Jade Kelly. The Executive Committee (Steve Rhodes, Brenda Moorer, and Gretchen Clarke) will supplement the Selection Committee in addition to Naeemah Frazier (staff member/CFO – CareerSource Escarosa) and Kim Bodine (Executive Director – CareerSource Panama City). The Selection Committee will consist of eight (8) members: Steve Rhodes, Brenda Moorer, Gretchen Clarke, Dana Mullins, Kristine Rushing, Jade Kelly, Naeemah Frazier, and Kim Bodine.

**Action Taken: Motion by Tina Stewart, and seconded by Kristine Rushing to accept the slate of members (Steve Rhodes, Brenda Moorer, Gretchen Clarke, Dana Mullins, Kristine Rushing, Jade Kelly, Naeemah Frazier, and Kim Bodine) to serve on the Selection Committee. Motion carried.**

Mr. Rhodes stated that CareerSource Escarosa policy authorizes the Executive Committee to select the candidate for the position, negotiate the salary, and make an offer of employment. The Executive Committee discussed the path to take in filling the Executive Director's position. With the Executive Committee leading the Selection Committee, the Committee will: 1) make a final recommendation of the individual selected for the position and suggested salary, and 2) bring the recommendation to the full Board for approval.

Inquiry was made regarding how this process will affect the timelines. It was noted this process would not extend the timeline, as the timelines will be set by the Selection Committee. The Committee will meet on Friday, September 1, 2017 to discuss the process/timelines. Once the final recommendation is made by the Selection Committee, a meeting will be set for final approval by the Board.

Inquiry was made regarding having the selected candidate present during the recommendation to the Board. There was concern of having the final candidate present without having made a job offer.

There was discussion regarding job requirement and preference of a higher education due to the salary range for the position. Mr. Rhodes noted his intent is to have a set of criteria that will be placed into a matrix for scoring, so that it will be objective and reflect the job description in terms of requirement – preference.

He welcomed recommendations/suggestion for the Selection Committee. The process will begin on Friday, September 1, 2017, and hopes are to establish an aggressive timeline to fill the position of Executive Director.

**Action Taken: Motion by Jade Kelly, and seconded by Dana Mullins to approve the process of the Selection Committee, led by the Executive Committee, to put forth the final selected candidate and suggested salary for final approval by the full Board. Motion carried.**

#### **PROGRAMMATIC AND TECHNICAL SUPPORT DURING EXECUTIVE DIRECTOR VACANCY AND TRANSITION**

Mr. Rhodes noted that this item is for Board awareness.

Mr. Rhodes informed all that Susan Nelms, former Executive Director prior to Cliff Krut, reached out to him and some staff offering assistance in the interim of the selection process. An email response was sent back to her expressing holding off on a decision until the Executive Committee meeting. The Executive Committee members participating in the meeting (Brenda and Steve Rhodes) discussed the situation. Mr. Rhodes shared his thoughts on this request, given the current situation CareerSource Escarosa is working through and also in the words of Brenda Moorer “as the organization continue to move forward,” it is in the best interest of the organization to thank Mrs. Nelms for her offer, yet decline it as well. He informed that he had inquired from staff (Kathy Karshna (COO) and Naeemah Frazier (CFO)) as to how they felt regarding our ability to continue on in the interim – between now and the time the new Executive Director is in place. They felt the technical knowledge and experience were sufficient to move forward even though being a little short-handed. Several board members expressed having faith in staff to manage through the transition, and was in support of declining Mrs. Nelms offer.

Inquiry was made regarding a formal communication in the organization naming Kathy Karshna as the administrative authority, in lieu of, until the Executive Director’s position is filled. It was noted there is no formal communication. Ms. Karshna noted an issue with the signing of documents without formal authority.

Mr. Rhodes stated that action is needed to establish who has responsibility and to grant them authority.

**Action Taken: Motion by Michelle Taylor, and seconded by Kathaleen Cole to name Kathy Karshna as the Interim Director in the absence of an Executive Director until the new Executive Director is named, giving her authority to sign any document on behalf of the organization. Motion carried.**

#### **INFORMATION ITEMS**

##### **PRESENTATION – PENSACOLA CAREER CENTER FACILITIES**

Bill Barron, Program Monitor and Facilities Maintenance Coordinator – CareerSource Escarosa, gave a presentation on the Pensacola Career Center facilities. He presented the maintenance concerns as reported on June 28, 2017 via powerpoint. He also gave an update on the maintenance concerns, noting some repairs have been done and others continue to be a concern.

Brett Rowell, Welfare Transition/SNAP Coordinator, expressed his concern for his staff as it relates to these concerns. He noted with budget cuts and minimal staff in his department, productivity is being affected due to illness relating to the conditions of the facility.

It was suggested that formal communication in writing of these concerns be relayed to the responsible party in an attempt to satisfy safety issues. If no response, then determine the possibility of terminating the lease. There was support for this action. Mr. Rhodes requested the information for the point of contact, noting he would draft a letter to be sent certified mail addressing our concerns with a follow-up.

**Action Taken: Motion by Michelle Taylor, and seconded by Kristine Rushing, authorizing Steve Rhodes to draft a letter to send via certified mail to the point of contact regarding building maintenance concerns. Motion carried.**

#### **BOARD MEMBERSHIP VACANCIES**

Mr. Rhodes noted the current vacancies on the board – two private sectors, one each for Escambia and Santa Rosa County. He welcomed recommendations from the board.

#### **BOARD MEETING SCHEDULE – PY 2017-2018**

The board meeting schedule for PY 2017-2018 was made available to the board.

There being no further business, the meeting adjourned.

A handwritten signature in black ink, appearing to read "Steve Rhodes", is written over a horizontal line.

Steve Rhodes (Acting Chairman)  
CareerSource Escarosa