

CareerSource Escarosa

BOARD OF DIRECTORS MEETING MARCH 15, 2018 MINUTES

Members Present: Steve Rhodes (Chairperson), Sharon Pitts (Treasurer), Jade Kelly (Secretary), Russell Branch, Kathaleen Cole, Tawana Gilbert, Michelle Kaufman, and Katrina Simpkins, and Michelle Taylor

Ex-Officio Member Present: Tonya Gant and Sheila Fitzgerald (via teleconference)

Members Participating via Teleconference: Mark Lewellyn, Dana Mullins, Kristina Rushing, Erin Spicer, and Tina Stewart

Members Not Present: Gretchen Clarke

Others Present: Chad Catlett – Communications Workers Association, Jennifer Bobo – CFO Jimmy Patronis (FLDFS), Kathy Karshna, Sheryl Rehberg, and Janay Sims – CareerSource Escarosa

Mr. Rhodes called the meeting to order at 11:30 a.m., at the Pensacola Socialdesk (3695 N. L Street, Pensacola, FL).

CALL FOR PUBLIC COMMENT

No public comments were noted.

APPROVAL OF MINUTES – DECEMBER 21, 2017

The December 21, 2017 minutes were made available for review by the Board.

Action Taken: Motion by Sharon Pitts, and seconded by Michelle Kaufman to approve the December 21, 2017 Board of Directors meeting minutes. Motion carried.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

Sheryl Rehberg, Executive Director, introduced Chad Catlett who is to be appointed to the CareerSource Escarosa Board of Directors and Tawana Gilbert who was appointed to board as the Vocational Rehabilitation representative.

Mrs. Rehberg noted one additional item to be added to the agenda for consideration by the Board: CSE Administrative Policy – WIOA Eligible Training Provider List

ITEMS FOR CONSIDERATION

ACTION ITEMS

FINANCIAL EXPENDITURE REPORT

Sharon Pitts, Treasurer, presented the financial expenditure report.

The Summary of Expenditures and related reports was made available to the Board. Ms. Pitts reported the Summary of Expenditures indicates a 37.2% expenditure rate as of January 31, 2018 and 58.3% for the program year. The Wagner Peyser program expenditure rate is at 100%, but will be offset from other areas.

All administrative and indirect rates are within rate allowance. Other required rates are within required guidelines.

All service providers are performing well. There will be a close review of youth services for next year.

The Statement of Revenue and Expenditures indicates a 47.11% expenditure rate to date and 58.3% for the program year.

The total available funds in all programs as of January 31, 2018 was noted. Dr. Michelle Taylor inquired about the WIOA Supplemental Funds category. Mrs. Rehberg noted the CFO was not present to respond to the inquiry, but this will be researched and an answer will be notated in the minutes.

Action Taken: Motion by Sharon Pitts, and seconded by Jade Kelly to accept the Financial Statements and related summaries/reports for the period ended January 31, 2018. Motion carried.

PROPERTY WRITE-OFFS

Sharon Pitts reported on the property write-offs.

A copy of the Asset Disposal List was made available to the Board.

The disposal of old equipment is needed as Escarosa purchases new computer/equipment for staff or client use. Some computers that are not broken or obsolete are retained for use of parts and for new or temporary programs.

All disposal of property is in accordance with Uniform Guidance Part 200.313 and at the direction of the Executive Committee.

With regards to the asset disposal list, it was noted that all operating systems, software and data have been wiped out in accordance with DBAN to DOD standards. Working equipment will be donated to non-profit organizations.

Action Taken: Motion by Kathaleen Cole, and seconded by Dr. Michelle Taylor to approve the write-off and disposal of items on the Asset Disposal List. Motion carried.

WIOA PLAN 2-YEAR MODIFICATION

Staff forwarded the Board of Director a copy of the WIOA Plan 2-Year Modification that included highlighted changes. The two major content areas were noted as apprenticeships and refining sector strategies as defined – workforce and economic development alignment. There was much discussion regarding immediate and aspirational needs as it relates to sector strategies.

It was noted during the public comment period there were two comments received that was related to a name change for Locklin VocTech. It should be Locklin Tech.

Action Taken: Motion by Jade Kelly, and seconded by Kathaleen Cole to approve the WIOA Plan 2-Year Modification. Motion carried.

RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX – FORM 990

The Income Tax form 990 – Return of Organization Exempt From Income Tax was made available to the Board.

Action Taken: Motion by Sharon Pitts, and seconded by Michelle Kaufman to accept the Return of Organization Exempt From Income Tax (Form 990). Motion carried.

RENEWAL OF MILTON OFFICE LEASE

The Milton office lease will expire on April 29, 2018. The renewed lease will be written for at least one additional year and will include a termination clause. Staff's request is to authorize the Board/Executive Chair to sign the renewed lease for the Milton Career Center.

Mrs. Rehberg noted she will be working with the property owner regarding upgrades to the facility.

Action Taken: Motion by Jade Kelly, and seconded by Kathaleen Cole, to authorize the Board/Executive Chair to sign the renewed lease for the Milton Career Center. Motion carried.

ANNUAL RETIREMENT CONTRIBUTION

Escarosa's Fiscal Year 2017-2018 Budget passed by the Board in August 2017, included a 5% retirement contribution for staff. The retirement is based upon the employee's W2 income for 2017. The contribution may be made any time after January 31. Based upon the 2017 W2 income of staff eligible to receive the retirement contribution, the amount will be \$63,279 (actual) and \$82,646 (budgeted), which is within the amount originally budgeted and approved by the Board in August.

Action Taken: Motion by Michelle Taylor, and seconded by Michelle Kaufman to approves a 5% retirement contribution for qualified staff as indicated above, to be paid in March 2018. Motion carried.

ADMINISTRATIVE POLICY – WIOA ELIGIBLE TRAINING PROVIDER LIST

The Administrative Policy – WIOA Eligible Training Provider List was made available to the Board for review.

Action Taken: Motion by Michelle Kaufman, and seconded by Jade Kelly to approve the Administrative Policy relating to WIOA Eligible Training Provider List. Motion carried.

DISCUSSION / ACTION ITEMS

BOARD AND EXECUTIVE COMMITTEE MEETING SCHEDULES

Currently, Board meetings are scheduled quarterly. It is felt that the Board should be more engaged for guidance. It was suggested that the Board meet every other month, six times a year. This will allow the Board to be more in tuned with the business of the operation. All were in favor of this suggestion. It was further suggested that the meetings be scheduled in odd months (i.e., January, March, May, July).

The Executive Committee will meet one week prior to the Board meeting.

BOARD MEETING TIME – POLL RESULTS

The members of the board were polled for meeting times for Board meetings. The poll results were presented, and most of the members were in favor of an afternoon meeting – 3:30 p.m. or 4:00 p.m. All were also in favor of keeping the third Thursday of the month as the meeting day.

Action Taken: Motion by Michelle Taylor, and seconded by Russell Branch to approve the Board's meeting day and time as the third Thursday of the scheduled month at 3:30 p.m. Motion carried.

BOARD MEMBERSHIP – LABOR ORGANIZATION VACANCY

Mrs. Rehberg noted that Chad Catlett's name will be submitted to the Boards of County Commissioners for appointment to CSE Board of Directors. Mr. Catlett will represent organized labor on the Board. A list of the board membership along with attendance reports for PY 2016-2017 and PY 2017-2018 were made available to the board.

REVISED ORGANIZATIONAL CHART

The revised CSE Organization Chart was made available to the Board. Staff has requested a title change to the position of Executive Director – Chief Executive Officer (CEO). This will allow consistency with the other officer positions, as well as alignment. The purpose is to raise up the leadership team. It was noted in other workforce areas the title used is CEO or President. This change will need to be reflected in the Executive Director's employee contract.

Action Taken: Motion by Russell Branch, and seconded by Jade Kelly to approve a title change to the position of Executive Director – Chief Executive Office. Motion carried.

INFORMATION ITEMS

REVISED ORGANIZATIONAL CHART (DETAILED)

A detailed revised organizational chart for CSE was made available to the Board, as requested by Executive Committee.

MONTHLY JOB PLACEMENT REPORT

CSE's monthly job placement report for February 2018 was made available to the Board, as well as an article that was published in the Navarre Press. The monthly job placement information was referenced in article. The article was published in a negative manner and did not represent CSE well. This doesn't signify CSE not performing well, as CSE's internal auditors assures good performance. Mrs. Rehberg gave an overview of the monthly job placement report. She noted that the Department of Economic Opportunity (DEO) communication representative provided information as requested by the writer. With the continuous writing of article by this writer, Mrs. Rehberg advised the board should they receive a call from the writer to contact her and she will respond to the writer or will refer the writer to DEO. She informed of her invitation to the writer to tour the career center. Mr. Rhodes expressed that this is not a directive to not speak to the press, but if you feel you want to respond with the right information feel free to do so.

Russell Branch expressed CSE being an easy organization to target. Michelle Kaufman suggested reaching out to the Pensacola News Journal (PNJ) with regards to CSE's program operations. Mrs. Rhodes suggested Mrs. Rehberg explore opportunities with the PNJ.

Director's Report

Mrs. Rehberg presented her Director's report as follows:

- CSE is in the process of negotiating to relocate the Pensacola Career Center. CSE's real estate attorney is in the process of working on some contract issues.
- With regards to the item of litigation, it has been rule in favor of CareerSource Escarosa and the Department of Economic Opportunity.
- Projected funding for PY 2018-2019 indicates a little loss in the Dislocated Worker program and a little increase from last year in the Welfare Transition program. A proposed budget will be presented at the May board meeting.
- The Employee Handbook was made available to the Board with the highlighted changes. Updates have been made to the Employee Handbook under the following contents: Employee Status and Staffing Policy, Probationary Period, Pay Increases or Adjustments, Absences and Tardiness, Excused Absences, Anti-Nepotism, and Accrual of Annual Leave – Hourly and salary Exempt.

Mrs. Rehberg noted that staff is looking at transitioning annual leave and vacation leave to one bucket of leave. This will have to be worked out with the CFO. Michelle Kaufman expressed concern with this transition as this could have an adverse effect, financially. She noted this will require a full analysis, and suggested that Landrum conduct the work in the analysis.

Additional items added to the handbook includes Dress Code, Office Environment/Décor, Cell Phones and other Mobile Devices, and Social Media Policy. These items will be reviewed at the staff quarterly meeting.

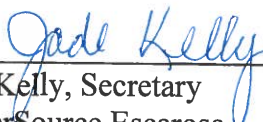
Michelle Kaufman expressed appreciation to Mrs. Rehberg for sending documents to be reviewed by the Board with highlighted changes. She noted the current document verses the proposed document, and the whys and whats at a glance of the changes are most helpful. It was noted documents of this type will be forwarded for review in "track changes" format.

Mr. Rhodes asked that the Board be kept informed of substantial changes that occur within the organization, as this allows for increased discussion.

OTHER BUSINESS

Mr. Rhodes informed that CSE will forgo acquiring an attorney on retainer for the Board. CSE's current attorney will continue to be called upon as needed.

There being no further business, the meeting adjourned.



Jade Kelly, Secretary
CareerSource Escarosa