

CareerSource Escarosa

BOARD OF DIRECTORS MEETING JULY 19, 2018 MINUTES

Members Present: Steve Rhodes (Chairperson), Sharon Pitts (Treasurer), Jade Kelly (Secretary), Donald Alveshire, Kathaleen Cole, Mark Lewellyn, Dana Mullins, Tina Stewart, and Michelle Taylor

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

Members Participating via Teleconference: Russell Branch and Erin Spicer

Members Not Present: Michelle Kaufmann, Kristine Rushing, and Katrina Simpkins

Others Present: Michael Sherrill and Bob Childers – George Stone Technical College, Lindsey Cannon and Phyllis Curl – Children’s Home Society, Susie Lewis – Locklin Technical College, Naeemah T. Frazier, Sheryl Rehberg, and Janay Sims – CareerSource Escarosa

CALL FOR PUBLIC COMMENT

No public comments were noted.

PRESENTATIONS BY WIOA YOUTH SERVICE PROVIDERS: CHILDREN’S HOME SOCIETY, ESCAMBIA COUNTY SCHOOL DISTRICT, AND SANTA ROSA COUNTY SCHOOL DISTRICT

The WIOA youth service providers (Escambia County School District, Children’s Home Society, and Santa Rosa County School District) presented information on their performance for program year 2017-2018. There was lengthy decision regarding allocations and expenditures in the youth services program. Information was requested regarding fiscal year 2017-2018 allocations and expenditures in the youth program. This information will be made available to the board.

Representatives from Children’s Home Society and expressed the impact a decreased in contract amount for program year 2018-2019 would have on their program.

APPROVAL OF MINUTES – MAY 17, 2018

The minutes were made available to the board for review.

Action Taken: Motion by Tina Stewart and seconded by Dana Mullins to approve the May 17, 2018 Board of Directors meeting minutes. Motion carried.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

ACTION ITEMS FOR CONSIDERATION
FINANCIAL EXPENDITURE REPORT

Sharon Pitts, Treasurer, presented the financial expenditure report.

The Summary of Expenditures and related reports were made available to the Board.

CareerSource Escarosa is 91% through the fiscal year and expenditures are in range with performance within the budget.

The overall administrative rate is a little over of what is required but is expected to average out and align with what is required.

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

PROPOSED DRAFT BUDGET FOR FISCAL YEAR 2018-2019

The proposed draft budget for fiscal year 2018-2019 was made available to the board.

Sharon Pitts noted the proposed budget is based on expenditures from last program year and includes some new programs (S.O.A.R., Florida Job Growth Training Grant, ARC Gateway PAL Project).

Action Taken: Motion by Dana Mullins and seconded by Jade Kelly to approve the budget for fiscal year 2018-2019. Motion carried.

ANNUAL REVIEW/REVISIONS TO CAREERSOURCE ESCAROSA BY-LAWS

Jade Kelly, chair of By-laws Review Committee, reported for the committee.

The revised By-laws were made available to the Board.

Ms. Kelly noted the revisions made to Articles II, III, IV, VI, VII, VIII, and IX. Revisions were made to the composition of the Executive Committee in Article IV as follows: In addition to the Chair and Vice Chair positions, the Secretary and Treasurer positions was combined to one position – Secretary/Treasurer, and two additional members were added, an At-Large Member and Immediate Past Chair. These changes will allow for continuity and progression.

Action Taken: Motion by Kathaleen Cole and seconded by Tina Stewart to approve the revisions made to the CareerSource Escarosa By-laws. Motion carried.

The floor was open for nominations for the position of At-Large member. Dana Mullins volunteered to serve in this position. There were no other nominations. The Board was in favor of Dana Mullins serving as At-Large member on the CSE Board of Directors. Sharon Pitts who currently serves in the Treasurer's position will serve in the dual position of Secretary/Treasurer.

POLICY UPDATE: EMPLOYER-BASED TRAINING GRANTS

Sheryl Rehberg reported on staff's recommendation to update the Employer-Based Training Grants policy. The update will remove the income eligibility for participation, and establishes a funding cap per year at \$50,000 per business and \$5,000 per trainee, and a minimum wage of \$13 per hour.

This policy can be found in CareerSource Escarosa policies, and is also relayed to employer by CSE's business services team.

Action Taken: Motion by Dana Mullins and seconded by Donald Alveshere to approve the updates made to the Employer-Based Training Grants Policy. Motion carried.

WIOA YOUTH SERVICES CONTRACTS FOR FISCAL YEAR 2018-2019: CHILDREN'S HOME SOCIETY (FUNDING LEVEL - \$233,000), SANTA ROSA COUNTY SCHOOL DISTRICT (FUNDING LEVEL - \$315,000), AND ESCAMBIA COUNTY SCHOOL DISTRICT (FUNDING LEVEL - \$187,221)

The recommended funding levels for fiscal year 2018-2019 WIOA Youth Services contracts were noted as follows:

Children's Home Society - \$233,000
Santa Rosa County School District - \$315,00
Escambia County School District - \$187,221

This fiscal year will conclude the three-year contracting period for youth services. A Request for Proposal for youth services will be upcoming for next program year. Requirements and criteria will be hard noted, as well as expectations made clear in the proposal.

Action Taken: Motion by Tina Stewart and seconded by Dana Mullins to approve the WIOA your service provider contracts at the levels indicated for fiscal year 2018-2019 and to approve the signature of the Chief Executive Officer on the contracts. Motion carried. Michelle Taylor abstained from discussion and voting.

2018-2019 REGIONAL TARGETED OCCUPATIONS LIST

The 2018-2019 Regional Targeted Occupations List was presented. Additional occupations were requested for the list.

CareerSource Escarosa's Eligible Training Provider List will be posted to its website at the end of July and will be forwarded to CSE's training providers.

Action Taken: Motion by Jade Kelly and seconded by Michelle Taylor to approve the Regional Targeted Occupations List for 2018-2019. Motion carried.

RECOMMENDATION ON FACILITY RELOCATION

The presentation by Structure to the CEO included reasons for relocation and the benefits to staff and customers. The presentation also identified three (3) locations for relocation:

#1 - ITT Tech location

- #2 - AT&T building on Airport
- #3 - Warrington area location

The presentation by Structure will be forwarded to the Board.

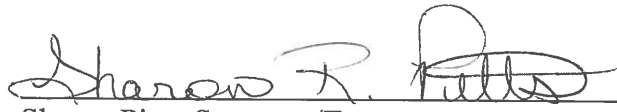
Staff is seeking approval to proceed with negotiations on property location #1 – ITT Tech. CSE's attorney will be contacted for guidance in this process.

Action Taken: Motion by Michelle Taylor and seconded by Dana Mullins to approved staff's recommendation to proceed with negotiations on selected property. Motion carried.

INFORMATION ITEMS

The following agenda information items were made available to the board for review: Youth Contracts – Year to Date Expenditures, Monthly Job Placement Report (June 2018), Monthly Management Report (May 2018), Program Year 2017-2018 Statewide Performance (LWDA 1), Government Reform Alignment Brief, and the Director's Report.

There being no further business, the meeting adjourned.


Sharon Pitts, Secretary/Treasurer
CareerSource Escarosa