

CareerSource Escarosa

BOARD OF DIRECTORS MEETING SEPTEMBER 20, 2018 MINUTES

Members Present: Steve Rhodes (Chair), Sharon Pitts (Secretary/Treasurer), Jade Kelly (Vice Chair), Russell Branch, Kathaleen Cole, Raymond Guillory, and Tina Stewart

Members Participating via Teleconference: Kristine Rushing and Erin Spicer

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

Members Not Present: Donald Alvashere, Michelle Kaufmann, Dana Mullins, Katrina Simpkins, and Michelle Taylor

Others Present: Daniel Wagon – Structure IQ, Phyllis Curl – Children’s Home Society, Carla Jones – Escambia County Board of County Commissioners, Tara Godbey – Warren Averett, Bill Barron, Eric Flora, Naeemah T. Frazier (via teleconference), Sheryl Rehberg, and Janay Sims – CareerSource Escarosa

Chair Steve Rhodes called the meeting to order at 3:30 p.m. at the Pensacola Career Center (3670 N. L Street, Pensacola, FL). He also called the roll to confirm attendance and/or participation in the meeting.

MISSION MOMENTS

Sheryl Rehberg, Chief Executive Officer, gave an overview of the accomplishments made, as charged by the Board. Eric Flora, Chief Executive Officer, gave an overview on last program year’s performance.

CALL FOR PUBLIC COMMENT

No public comments were noted.

Reading of Public Disclosures

Janay Sims read the public disclosures from the July 19, 2018 Board of Directors meeting.

Mr. Rhodes introduced Charlin Knight who will fill the education seat on the Board after Dr. Michelle Taylor’s term expires on September 22, 2018. He asked her to introduce herself. He also introduced Raymond Guillory, a new member to the Board. Mr. Guillory will represent labor on the Board.

INTERNAL AUDIT REVIEW

Tara Godbey who is with Warren Averett CPAs and Advisors presented the audit report from the audit review conducted for fiscal year ending June 30, 2018. Ms. Godbey reported no findings and commented on the strong accounting team that’s in place.

Action Taken: Motion by Rusty Branch and seconded by Tina Stewart to accept the audit report for fiscal year ending June 30, 2018 as presented by Warren Averett CPAs and Advisors. Motion carried.

CONSENT AGENDA

- a) Minutes – July 19, 2018
- b) Financial Expenditures Reports – June and July 2018
- c) Individual Training Account (ITA) Waiver Request
- d) The ARC Gateway, Inc. Agreement

Action Taken: Motion by Tina Stewart and seconded by Kathaleen Cole to approve consent agenda items as outlined. Motion carried.

RELOCATION OF PENSACOLA CAREER CENTER

Mr. Rhode gave a briefing on discussions that has occurred as it relates to CSE's options to relocate the Pensacola Career Center. Discussions included current contract having a July 2020 lease term; clause requirement in government contracts that allows for terms; challenges faced with current building.

Information was made available to the board prior to the meeting at the request of the Chair, as the Board needs to make some decisions regarding to remain in current location for the remainder of the contract or continue to pursue another location. Information included: 1) legal opinion letter from Attorney Hoskin, 2) Structure IQ's snapshot of proposed lease details on new location, and 3) staff's risks and benefits of staying or moving to new location. Mr. Rhodes expressed being comfortable with the preparations of information provided as it allows for savings of dollars, efficient flow of operation, and an overall better experience. Mrs. Rehberg was asked to give her comments. She expressed the benefits outweighs the risks and that staff is ready to make a move. She also invited staff as well as the Executive Committee members to interject. One comment from the board was noted – not seeing the risk of losing the proposed building to another tenant.

Daniel Wagon with Structure IQ gave a background of his experience with this type of situation. He was asked to give a recap on the information that was provided to the board by Structure IQ in terms of anticipated timelines and lease abatement in moving in the proposed location. Projected timeline included four weeks to finalize floor plan and permitting, 4-6 months construction, 30-day operational period, and move-in estimated within 6-8 months.

There was some concern regarding client access to transportation with the new proposed location, as ECAT is reducing bus stops/routes, and expressed the need to look at transportation. Mr. Rhodes requested staff to come up with solutions to potential problems with transportation.

Mr. Rhodes requested a decision be made today whether to ride out the current contract or relocate to a new space. The decision to relocate to a new space will require CSE to: 1) give notice to vacate current space. Attorney Hoskin has shared his thoughts regarding rights to vacate, referencing CFRs, and 2) give Structure IQ authority to move forward in drafting a lease with proposed property owner.

Action Taken: Motion by Rusty Branch and seconded by Kathaleen Cole authorizing Structure IQ to proceed with negotiation of contract with proposed property owner. Motion carried.

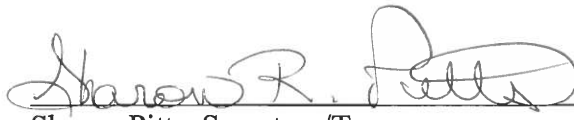
CHIEF EXECUTIVE OFFICER'S REPORT

Mrs. Rehberg presented her CFO report – highlighting a new orientation/on-boarding process for new staff. All staff will be required to participate. Inquiry was made regarding board members participating in the on-board process. It was noted that board members can participate, but due to the Sunshine Law the event will have to be advertised.

INFORMATION ITEMS

The following agenda information items were made available to the board for review: Monthly Jobs Placement Reports (July and August 2018) and Monthly Management Report.

There being no further business, the meeting adjourned.

A handwritten signature in cursive script, appearing to read "Sharon R. Pitts", is written over a horizontal line.

Sharon Pitts, Secretary/Treasurer
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