

CareerSource Escarosa

BOARD OF DIRECTORS MEETING NOVEMBER 15, 2018 MINUTES

Members Present: Steve Rhodes (Chair), Sharon Pitts (Secretary/Treasurer), Tina Stewart, Kathaleen Cole, and Charlin Knight

Members Participating via Teleconference: Russell Branch, Michelle Kaufman, Kristine Rushing, and Raymond Guillory

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

Members Not Present: Jade Kelly (Vice Chair), Dana Mullins (Member at Large), Mark Lewellyn, Katrina Simpkins, and Erin Spicer

Others Present: Carla Jones – Escambia County Board of County Commissioners; Bill Barron, Eric Flora, Naeemah T. Frazier, Sheryl Rehberg, and Janay Sims – CareerSource Escarosa

Chair Steve Rhodes called the meeting to order at 3:30 p.m. at the Santa Rosa Economic Development Council (6491 Caroline Street, Suite 4, Milton, FL 32570). He also called the roll to confirm attendance and/or participation in the meeting. A quorum was present.

CALL FOR PUBLIC COMMENT

No public comments were noted.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

CONSENT AGENDA

- a) Minutes – September 20, 2018
- b) Financial Expenditures Reports – September 2018
- c) Asset Disposal
- d) 2017 Return of Organization Exempt from Income Tax – Form 990
- e) CareerSource Escarosa Training Programs and Providers List

Mr. Rhodes asked if there was anything to be removed from the consent agenda. He noted that he has requested that Item “b) Financial Expenditure Report – September 2018” be removed from the consent agenda, as he is not inclined to keep financial reports on the consent agenda and would rather have the opportunity for discussion if any. Item “b” was removed and would be presented as a single item for approval.

Charlin Knight and Kathaleen Cole completed Conflict of Interest forms as they were relevant to Item “E – CareerSource Escarosa Training Programs and Providers List.”

Upon a unanimous vote, all consent agenda items with the exception of Item B was approved.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURES REPORT – SEPTEMBER 2018

Sharon Pitts, Treasurer, presented the financial expenditure report for September 2018. Ms. Pitts reported the Summary of Expenditures indicates being 25% through the fiscal year and at a 15% expenditure rate of allocations. The percentage of expenditures are under 25% except in a few programs. Other program percentages are slightly below as to where we need to be in the year.

Action Taken: Motion by Tina Stewart and seconded by Kathaleen Cole to accept the Financial Expenditures Report for September 2018. Motion carried.

CSE STAFFING POLICY

The purpose of the policy is to clarify and define how CSE fills vacancies within the organization. This allows for consistency throughout the organization. The policy was reviewed by the Executive Committee, several who are experts in human resource. Mrs. Rehberg entertained questions/comments concerning the policy. It was suggested that the language under the Succession Plan, which speaks to the one (1) year requirement, not be specific. The language should reflect “at the discretion of,” as this will allow some latitude.

Action Taken: Motion by Kathaleen Cole and seconded by Charlin Knight to approve the CSE Staffing Policy with suggested change as it relates to the one (1) year requirement. Motion carried.

CSE RETIREMENT PLAN POLICY

Staff is recommending a retirement plan policy that will encourage staff to start saving at a younger age for their future. If approved, it will become effective on January 1, 2019. Slavic, the provider of the 401k plan, will come in and explain the plan to staff. Recommended policy will not affect the current policy for year 2017.

The Executive Committee has reviewed the retirement plan policy. One committee member questioned the current vesting policy schedule being legal. It was noted that this has not been researched to confirm this.

The proposed plan allows:

- Contributions to be made every two (2) weeks with payroll rather than one lump sum annually.
- A 2% contribution to current staff. New staff will be required to participate to get the 2% contribution.
- CSE to match employee contributions up to 5%. The match will be in addition to the 2% contribution.
- A four (4) year vesting schedule.
- Participation after ninety (90) day probationary period.

Inquiry was made regarding whether a study on how the proposed plan will impact the current employees. The board requested a snapshot in terms of impact to the employees and organization with the proposed plan and it be reviewed by CSE’s employment council to determine the legality of the current program. How the proposed plan will affect administrative costs was requested also. The board favored this information being made available to them prior to a decision. It was noted if the plan is approved, staff will be informed for their planning of their own contribution. It was also noted that they can contribute at any time. The board suggested getting this information turned around as soon as possible to allow for a special meeting to vote on this item. A meeting during the week after Thanksgiving is anticipated and will be conducted via teleconference.

APPLICATION FOR LETTER OF CREDIT WITH REGIONS BANK

The Application for a Letter of Credit (LOC) with Regions Bank is to satisfy the building owner (CSE's potential landlord). It gives them comfort in making the building suitable for its tenant (CSE), giving the tenant up to fifteen (15) months of free rent upfront, and assurance of tenant being a good paying tenant. A new copy of the LOC specifies how the owner can draw on the line of credit and the building owner have agreed to the terms. The three (3) conditions for a draw are: 1) if tenant is in default – not paying the rent; 2) tenant's failure to renew LOC on an annual basis; and 3) termination of lease by tenant before pay equals line of credit, which is felt that CSE will reach. A request was made for a signer on the application. Mr. Rhodes volunteered to be the signer on the application for Letter of Credit.

Action Taken: Motion by Kathaleen Cole and seconded by Sharon Pitts to approve the application for Letter of Credit with Regions Banks and that Steve Rhodes will be the signer on the application. Motion carried.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

Mrs. Rehberg noted her report is included in the board packet. She noted at the September 20th board meeting there was some concern with transportation with the relocation of the Pensacola Career Center. She highlighted a snapshot services report for the 2018-2019 traffic at the Pensacola Career Center.

MONTHLY JOB PLACEMENT REPORT (SEPTEMBER & OCTOBER 2018)

The monthly job placement report for September and October 2018 was made available to the board.

MONTHLY MANAGEMENT REPORT (SEPTEMBER 2018)

The monthly management report for September 2018 was made available to the board.

MISSION MOMENTS

Bill Barron, Operations Manager, gave a presentation on social media and the CSE website.

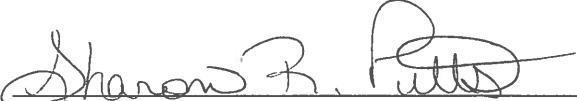
OTHER BUSINESS

The timelines for the Request For Proposal (RFP) for youth services were noted to be issued no later than March with a decision by the board at the May meeting.

Mrs. Rehberg gave an update on the building for relocating the Pensacola Career Center. She noted that she will be touring the career center in Tallahassee, FL.

Charlin Knight extended an invitation to the Poverty Simulation event that's scheduled for November 30, 2018 from 1:00 pm – 4:00 pm.

There being no further business, the meeting adjourned at 4:30 pm.


Sharon Pitts, Secretary/Treasurer
CareerSource Escarosa