

CareerSource Escarosa

BOARD OF DIRECTORS MEETING JANUARY 17, 2019 MINUTES

Members Present: Steve Rhodes (Chair), Sharon Pitts (Secretary/Treasurer), Dana Mullins, and Michelle Kaufman

Members Participating via Teleconference: Russell Branch, Kathaleen Cole, Charlin Knight, and Tina Stewart

Ex-Officio Member Present: Tonya Green

Members Not Present: Jade Kelly (Vice Chair), Tawana Gilbert, Raymond Guillory, Kristine Rushing, Katrina Simpkins, and Erin Spicer

Others Present: Phyllis Curl – Children’s Home Society, Maureen Casteino and Shila Salem – Florida Department of Economic Opportunity, Eric Flora, Naeemah T. Frazier, Sheryl Rehberg, and Janay Sims – CareerSource Escarosa

Chair Steve Rhodes called the meeting to order at 3:32 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.

CALL FOR PUBLIC COMMENT

No public comments were noted.

READING OF PUBLIC DISCLOSURES

Janay Sims read the public disclosures from the November 15, 2018 Board of Directors meeting.

MISSION MOMENT – CAREER SOURCE ESCAROSA 2017-2018 PERFORMANCE PRESENTATION

Shila Salem and Maureen Casteino who is with the Florida Department of Economic Opportunity presented Career Source Escarosa’s performance (program and fiscal) for program year 2017-2018.

CONSENT AGENDA

- Minutes – November 15, 2018

The minutes were made available to the board for review.

Action Taken: Motion by Dana Mullins and seconded by Michelle Kaufman to approve the consent agenda item – November 15, 2018 Board of Directors minutes. Motion carried.

ITEM FOR CONSIDERATION

FINANCIAL EXPENDITURES REPORT – NOVEMBER 2018

The financial expenditure report for November 2018 was made available to the board.

Sharon Pitts, Treasurer, presented the financial expenditure report for November 2018. Ms. Pitts reported the Summary of Expenditures indicates being 41.7% through the fiscal year and at a 29.2% expenditure rate

of allocations. The SNAP/WP program expenditure rates are a little high with all other programs rates being at acceptable ranges. Administrative rates are slightly over what is required but is expected to fall in line with what is allowed.

Action Taken: Motion by Michelle Kaufman and seconded by Charlin Knight to accept the Financial Expenditures Report for November 2018. Motion carried.

RECOMMENDATIONS FROM THE EXECUTIVE COMMITTEE
Board Member / Executive Committee Vacancy

Jade Kelly has resigned from the office of Vice Chair and board member on the Career Source Escarosa Board of Directors, effective January 31, 2019. Sharon Pitts and Dana Mullins serves as officers on the Board, Secretary/Treasurer and Member at Large, respectively. Sharon Pitts has accepted to serve in the office of Vice Chair and Dana Mullins the office of Secretary/Treasurer. This leaves the office of Member at Large vacant. The floor was open for nominations. No nominations were noted; therefore, Sharon Pitts and Dana Mullins were recommended for the offices of Vice Chair and Secretary/Treasurer, respectively.

Action Taken: Motion by Rusty Branch and seconded by Michelle Kaufman to accept the Executive Committee's recommendation that Sharon Pitts serve as Vice Chair and Dana Mullins as Secretary/Treasurer on the Career Source Escarosa Board of Directors. Motion carried.

Mr. Rhodes noted the Member at Large office will remain opened until the next meeting of the Board, at which time he will appoint a Nominating Committee.

Mrs. Rehberg noted that the AFL-CIO will be contacted regarding the one labor vacancy on the Board. There are also two Santa Rosa private sector vacancies on the Board. The economic development office of Santa Rosa County is working on potential private sector representative(s) for the board.

CHANGE TO 401(K) PLAN

Changes to the 401(k) plan was made available to the Board.

Michelle Kaufman made inquiry regarding the financial loss to employees who are participating in the old plan. It was noted that it would be a loss if the employee opted not to participate in the new plan. The employee will not lose money but will not receive the annual contribution each year as in the old plan.

Action Taken: Motion by Sharon Pitts and seconded by Dana Mullins to approve the changes to CSE's 401 (k) plan. Motion carried.

ADDITION TO NEW ELIGIBLE TRAINING PROVIDER: SECURITY SERVICES TRAINING INSTITUTE

Information regarding Security Services Training Institute's training programs was made available to the Board.

Security Services Training Institute approached CSE a year ago regarding placement on the CSE eligible training provider list. Staff has observed Security Services Training Institute and recommend that they be added to our Eligible Training Provider List. The institute offers short-term training in security.

Action Taken: Motion by Michelle Kaufmann and seconded by Dana Mullins to approve adding Security Services Training Institute to CSE's Eligible Training Provider List. Motion carried.

INFORMATION ITEMS

UPDATE ON RELOCATION OF THE PENSACOLA CAREER CENTER

Mrs. Rehberg reported that a draft of the lease has been reviewed by staff, CSE's attorney and the tenant representative. The lease is 97% close to being executed. The building move-in time is expected around July-August. Staff is carefully budgeting to support the new building. Staff has an appointment with a local furniture vendor on tomorrow to look at furniture for the new building. FloridaWest is expanding their co-lab and CSE will donate unused furnishings to this non-profit organizations.

CHIEF EXECUTIVE OFFICER'S REPORT

Mrs. Rehberg reported CSE's IT manager is retiring and CSE will outsource some areas of IT. The Business Services Manager has also resigned and is now working for FloridaWest. CSE's Management staff is working with CSE's business services team.

MONTHLY JOB PLACEMENT REPORT (NOVEMBER & DECEMBER 2018)

The monthly job placement report for November and December 2018 were made available to the board.

MONTHLY MANAGEMENT REPORT OCTOBER & NOVEMBER 2018)

The monthly management reports for October and November 2018 were made available to the board.

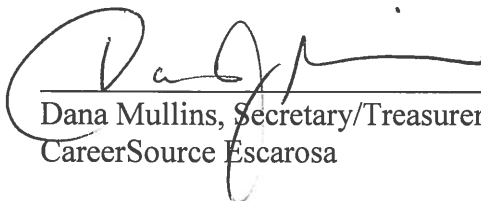
OTHER BUSINESS

Inquiry was made regarding traffic in the career center as a result of the government shut-down. Staff is seeing some applicants filing for unemployment compensation and more application for SNAP and TANF.

The Executive Committee will complete the performance review for the Chief Executive Officer on next Tuesday. Mr. Rhodes welcomed input.

The Youth Services Request For Proposal (RFP) is upcoming. A committee of three is needed to review the RFPs. Rusty Branch, Sharon Pitts, and Steve Rhodes accepted to service as the Youth Services RFP review committee.

There being no further business, the meeting adjourned at 4:44 pm.



Dana Mullins, Secretary/Treasurer
CareerSource Escarosa