

CareerSource Escarosa

BOARD OF DIRECTORS MEETING SEPTEMBER 19, 2019 MINUTES

Members Present: Steve Rhodes (Chair), Dana Mullins (Secretary/Treasurer), Kathaleen Cole, Michael Listau, and Russell Green

Ex-Officio Members Present: Clara Long – Escambia County Board of County Commissioners

Members Participating via Teleconference: Tina Stewart, Russell Branch, Tawana Gilbert, Michelle Kaufman and Charlin Knight

Members Not Present: Raymond Guillory, Michael Johnson, Kristine Rushing, and Anna Weaver

Others Present: Veronica Burnett, 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 32505). He 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

No public disclosures were noted.

MISSION MOMENT – S.O.A.R. PROGRAM

Veronica Burnett, Program Manager for the S.O.A.R. (Success in Occupational Achievement and Retention) Program gave a presentation on the program. The S.O.A.R. Program is a collaborative program that offer an integration of services (employment, employer and education services and support) through Career Source Escarosa and the Community Action Program Committee, Inc. S.O.A.R. targets low income-eligible families in the following categories: public assistance recipients, ex-offender participants, participants with disabilities and youth/young adults with income 150% of poverty or less.

CONSENT AGENDA

Minutes – July 18, 2019

The minutes were made available to the board for review.

Action Taken: Motion by Dana Mullins and seconded by Russell Green to approve the July 18, 2019 Board of Directors meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURES REPORT – JUNE 2019

The financial expenditure report for June 2019 was made available to the board.

Dana Mullins, Treasurer, presented the financial expenditure report for June 2019. Ms. Mullins reported the Summary of Expenditures cover the last month of the fiscal year and the year ended on track with all rates, administrative and indirect, meeting their respective allowances.

Action Taken: Motion by Kathaleen Cole and seconded by Charlin Knight to approve the financial expenditures report for June 2019. Motion carried.

FINANCIAL EXPENDITURE REPORT – JULY 2019

The financial expenditure report for July 2019 was made available to the board.

Dana Mullins reported the expenditure report covers the first month of the new fiscal year and noted the format change. The change includes added columns for the approved budget amounts, adjustments to budget, and adjusted budget. CSE is 8.3% into the fiscal year. The administrative and indirect rates are higher than what is allowed due to the first installment for audit services expenses. The rates are expected to decrease and will align with what is allowed by year end.

Action Taken: Motion by Michael Listau and seconded by Russell Green to approve the financial expenditures report for July 2019. Motion carried.

BOARD OF DIRECTORS' OFFICER VACANCY – VICE CHAIR

Sharon Pitts who served as the Vice Chair on the CSE Board accepted a position with the Escambia County Board of County Commissioners as Assistant to the County Administrator. With her resignation, two seats became vacant on the Board – Vice Chair and Escambia County private sector representative. At the Executive Committee meeting, Kathaleen Cole consented to serve in the position of Vice Chair; therefore, the Executive Committee recommended Kathaleen Cole for Vice Chair. The floor was opened for nominations. None were noted. Through proclamation Kathaleen Cole will serve as Vice Chair of the CSE Board of Directors. It was noted the process has begun to fill the Escambia County private sector vacancy.

REVIEW OF BY-LAWS

An annual review of the By-Laws is stipulated in the CSE By-Laws. The By-Laws Review Committee (Dana Mullins, Michael Johnson, and Tawana Gilbert) met to review the by-laws. No major changes were noted. The Committee review officially satisfies the annual review as stipulated in CSE's By-Laws.

REVISIONS TO CSE'S EMPLOYEE HANDBOOK

Revisions to the CSE Employee Handbook was made available to the Board.

It was noted that CSE's Labor Attorney has completed the review of the employee handbook. Landrum's legal team declined to review the handbook. Staff was requested to once again approach Landrum regarding their review.

Due to the timing the revisions were made available to the Board, this item was tabled. The Chair requested a follow-up meeting for Wednesday, September 25, 2019 to address this item, as this will give the board time to review the handbook and have ready any questions or comments. The meeting will be a conference call meeting and will begin at 3:30 p.m.

UPDATE ON RELOCATION OF THE PENSACOLA CAREER CENTER

Mrs. Rehberg reported that we are now in the stage of the process where the contractors will start to pull permits and renovations will begin soon afterward. The projected completion date is set for January 2020, with transition to begin there afterwards. It was noted that CareerSource Florida's CFO is being reminded of CSE's need for dollars to support the relocation.

APPLICATION FOR APPRENTICESHIP FUNDING

On August 30th, CSE applied for a \$150,000.00/18 month grant to develop and expand apprenticeship programs. The application was submitted to CareerSource Florida. The award notice is expected in October/November. Should CSE be awarded the grant, this will create a job position under CSE.

CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer's report was made available to the board.

Mrs. Rehberg included in her report the 2019 FWDA Salary/Benefits Survey that was conducted in June 2019. Of the 24 workforce boards, 21 responded to the survey. She noted that CSE staff should see an increase in salary in their next paycheck. She also noted increases for state staff is difficult, but she will work through to get a salary increase for entry level state staff and an adjustment for current state staff located in our Career Centers.

COMMON MEASURES REPORT

The common measures report was made available to the board.

There being no further business, the meeting adjourned.



Kathaleen Cole, Vice Chair
for Dana Mullins, Secretary/Treasurer
CareerSource Escarosa