

CareerSource Escarosa

BOARD OF DIRECTORS MEETING NOVEMBER 21, 2019 MINUTES

Members Present: Steve Rhodes (Chair), Kathaleen Cole (Vice Chair), Tina Stewart (Member-at-Large), Michael Johnson, and Charlin Knight

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

Members Participating via Teleconference: Russell Branch, Michelle Kaufman, and Michael Listau,

Members Not Present: Dana Mullins (Secretary/Treasurer), Tawana Gilbert, Russell Green, Raymond Guillory, and Anna Weaver

Others Present: Tara Godbey – Warren Averett, Casey Penn and Maureen Castano – FL Department of Economic Opportunity, Lydia Henderson and Leslie Reeves – Escambia County School District/WIOA Youth Program, Mandy Coleman – Santa Rosa County School District/WIOA Youth Program, Phyllis Curl – Children's Home Society, Lloyd Reshard – Cognitive Big Data Systems, 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 Santa Rosa Economic Development Council (6491 Caroline Street, Suite 4, Milton, FL 32527). He called the roll to confirm attendance and/or participation in the meeting. Visitors present were acknowledged – WIOA Youth Program Providers and Mr. Lloyd Reshard who is awaiting appointment to the CSE Board of Directors

CALL FOR PUBLIC COMMENT

No public comments were noted.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

INTERNAL AUDIT REPORT

Tara Godbey with Warren Averett presented the internal audit report for the year ended June 30, 2019. She noted there were no findings.

She also presented the Form 990 Tax Return. There were no changes from last year's return except for changes to CSE's By-Laws and its membership. The funding trend on the 990 is reflective of the ARC Gateway program.

Action Taken: Motion by Mike Johnson and seconded by Kathaleen Cole to accept the CSE's Internal Audit Report. Motion carried.

Action Taken: Motion by Charlin Knight and seconded by Mike Johnson to approve CSE's Form 990 Tax Return. Motion carried.

ANNUAL PERFORMANCE PRESENTATION

Casey Penn and Maureen Castano who is with Florida Department of Economic Opportunity presented the performance overview for CSE. The presentation included: 1) Workforce Structure and Service Delivery Model, 2) Local Elected Officials (LEO) and CLEO/Board Joint Roles and Responsibilities, 3) Program Year 2018 Primary Indicators of Performance, 4) United States Department of Labor (USDOL) Monitoring Activity, 5) Programmatic and Financial Monitoring Activity, 6) Local Area Financial Overview, and 6) Apprenticeships. It was noted there were no Corrective Action Plans required in the Financial Activity. It was also noted that LWDA 1 will be awarded a \$150,000.00 Apprenticeship grant. Mr. Penn at the request of the Executive Committee made an estimated overall rating of CSE's Financial Activity and Program Activity – "A" and "B+" respectively.

CONSENT AGENDA

MINUTES: SEPTEMBER 19, 2019 AND SEPTEMBER 25, 2019

The minutes were made available to the board for review.

Action Taken: Motion by Tina Stewart and seconded by Charlin Knight to approve the September 19, 2019 and September 25, 2019 Board of Directors meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURES REPORT – SEPTEMBER 30, 2019

Naeemah Frazier, CSE's Chief Finance Officer, reported on the financial expenditures for September 30, 2019. The report reflected the first quarter and 25% of the year, with expenditures at 25.8%. The administrative and indirect rates were noted at 8.61% and 10.91% respectively. It was also noted that several grants have ended or will end before the end of the program year. The Wagner Peyser programs reflected a high variance due to the down payment on the office equipment for the Pensacola Career Center new location.

Action Taken: Motion by Mike Johnson and seconded by Tina Stewart to approve the financial expenditures report for September 30, 2019. Motion carried.

UPDATE ON RELOCATION OF THE PENSACOLA CAREER CENTER

Mrs. Rehberg reported construction at Eastgate is in full swing and is estimated to be complete in February 2020. Staff will receive a glimpse of the demolition in progress at its next staff development event.

RELOCATION OF CENTURY SERVICES

The Century Town Council approved an agreement with CSE to relocate CSE's services to Century City Hall. The cost for this new location will be \$150.00 a month. The move to the new location will occur at the end of the year. Services will re-open the first of the year. The last month's payment for the current location will be in January.

REGIONAL 4-YEAR PLAN GUIDELINES

The Florida Department of Economic Opportunity has issued guidelines to the LWDB for their local four-year plan. Staff is reviewing and updating the plan modification that was submitted in 2017. Leadership has reviewed data regarding sector for training and assistance. The five top priority sectors for training assistance will include: 1) Accommodation/Food Services, 2) Manufacturing, 3) IT (to include Cyber

Security), 4) Transportation/Manufacturing, and 5) Health Care and Social Assistance. Other sectors CSE will continue to work with are Public Safety and Government Services. CareerSource Florida has informed the local workforce boards of the continuous performance improvement plans that will allow for opportunities to earn performance incentive dollars. It will tie services to businesses that CSE has identified to assist.

The timelines for completion and submission of the four-year plan was presented as follows:

- 1st Week of December – Draft out for feedback / public comment
- January 16, 2020 – CSE Board of Directors approval
- 1st Week of February – Boards of County Commissioners' approval
- March 11, 2020 – Submit Plan to state (Plan due to state March 16, 2020)

CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer's report was made available to the Board. Mrs. Rehberg reported additional information to her report:

- The approval of the apprenticeship application. The award is for \$150,000.00 to support the hiring of a coordinator to set up apprenticeship programs and to seek out what can be done with current programs for expansion.
- The approval and award of the SOAR application. The award is for \$70,000.00 - \$80,000.00. This will allow for the program to continue through June 2020.

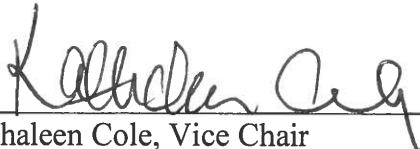
PERFORMANCE INDICATORS – 1ST QUARTER 2019-2020

Information regarding performance indicators for the first quarter 2019-2020 was made available to the Board.

OTHER BUSINESS

CareerSource Escarosa's Chief Executive Officer (CEO) will vacate her position at the end of June 2020. The Board will be tasked to put together a search committee to fill the CEO position. Mr. Rhodes noted the following individuals slated to serve on the search committee: Bruce Watson – ELC Escambia County, Kimberly Krupa (Achieve Escambia), Lloyd Reshard (Cognitive Big Data Systems), Clara Long (Escambia County Board of County Commissioners), Dana Mullins and Steve Rhodes (CSE Board of Director members). Comments were welcomed.

Action Taken: Motion by Kathaleen Cole and seconded by Mike Johnson to approve the above-named individuals to serve as the search committee. Motion carried.



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