

CareerSource Escarosa

BOARD OF DIRECTORS MEETING JULY 18, 2019 MINUTES

Members Present: Steve Rhodes (Chair), Sharon Pitts (Vice Chair) Dana Mullins (Secretary/Treasurer), Tina Stewart (Member at Large), Kathaleen Cole, Michael Johnson, Michael Listau and Anna Weaver

Members Participating via Teleconference: Russell Branch, Tawana Gilbert, and Raymond Guillory

Members Not Present: Michelle Kaufman, Charlin Knight, and Kristine Rushing

Others Present: Phyllis Curl and Kristen Radford – Children’s Home Society, Lydia Henderson – Escambia County School District, Genevieve English-Charles (via teleconference) – Division of Blind Services, Eric Flora, Naeemah T. Frazier (via teleconference), Sheryl Rehberg, and Janay Sims – CareerSource Escarosa

Steve Rhodes, Chair, called the meeting to order at 3:34 p.m. at the Santa Rosa Economic Development Council (6491 Caroline Street, Suite 4, Milton, FL 32570). 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

Janay Sims read the public disclosures from the May 16, 2019 meeting.

MISSION MOMENT – WIOA YOUTH SERVICES PRESENTATIONS: CHILDREN'S HOME SOCIETY AND ESCAMBIA COUNTY SCHOOL DISTRICT

Lydia Henderson, WIOA Coordinator with the Escambia County School District presented information on their program. A representative from the Santa Rosa County School District was not present, but a handout outlining their performance was made available at the meeting. Mrs. Rehberg presented that information.

Phyllis Curl, WIOA Coordinator with Children's Home Society presented their end of the year report and a participant success story. Ms. Curl presented Kristen Radford, one of CHS's participants, and she gave her success story.

CONSENT AGENDA

Minutes – May 16, 2019

The minutes were made available to the board for review.

Action Taken: Motion by Tina Stewart and seconded by Anna Weaver to approve the May 16, 2019 Board of Directors meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURES REPORT – MAY 2019

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

Dana Mullins, Treasurer, presented the financial expenditure report for May 2019. Ms. Mullins reported the Summary of Expenditures indicates being 92% through the fiscal year and at a 71.8% expenditure rate. The trend for spending is similar as in the last two or three months in all programs. All variances are being supported by other programs. Some funds are being reserved to support the move to CSE's new location. The closing of program year 2018-2019 ended with an 8.63% administrative rate and a 12.23% indirect rate. These rates are in line with what is allowed.

Action Taken: Motion by Tina Stewart and seconded by Kathaleen Cole to approve the financial expenditures report for May 2019. Motion carried.

INDIVIDUAL TRAINING ACCOUNT (ITA) WAIVER REQUEST

All regional workforce boards must comply with Section 445.003(3)(a)(1) which states that at least 50 percent (50%) of the Title I funds for Adults and Dislocated Workers that are passed through to regional workforce boards shall be allocated to and expended on Individual Training Accounts unless a regional workforce board obtains a waiver from CareerSource Florida, Inc.

CareerSource Florida allows regional boards to request a waiver of the 50% Individual Training Account (ITA) expenditure requirement using a "Sliding Scale" model. Using the sliding scale, ITA expenditures can be reduced by the waiver in direct relationship to the reduction of the individual regional board's next fiscal year budget. Using the sliding scale, CSE can request an ITA waiver of up to 30% for FY 2019-2020.

Staff's request is for a 30% ITA waiver to meet fixed cost requirements, staffing levels, and increased demand for core and intensive services.

Action Taken: Motion by Anna Weaver and seconded by Tina Stewart to approve the request for a 30% ITA Waiver. Motion carried.

BUDGET FOR FY 2019-2020

A copy of the budget for FY 2019-2020 was made available to the board.

Naeemah Frazier, Chief Financial Officer, presented the proposed budget for fiscal year 2019-2020.

Proposed budget for fiscal year 2019-2020 is for \$5,643,822. It resembles fiscal year 2018-2019's budget, but with the following changes:

- the discontinuance of ARC Gateway PALS program, Florida Growth Grant (ends September 2019), and the SOAR program (ends December 2019).
- a 5% salary increase and retirement match.
- an added \$150,000.00 for moving expenses.

The variance amount of \$897,668 includes the discontinuance of the above programs. It was noted these were not normal programmatic funds last previous year. It appears that way due to the overall budget reflection of them.

Action Taken: Motion by Kathaleen Cole and seconded by Sharon Pitts to approve the budget for FY 2019-2020. Motion carried.

AUTHORIZED SIGNER ON YOUTH SERVICES CONTRACTS FOR FY 2019-2020

CSE's Administrative Plan does not allow for the CEO to sign contracts and contract modifications for Escarosa that exceed \$25,000. All contract and contract modification signatures by the CEO that exceed \$25,000 must be authorized by the Board.

Staff request that the Board authorize the CEO to sign all youth services contracts and contract modifications that exceed \$25,000 for FY 2019-2020.

Action Taken: Motion by Anna Weaver and seconded by Dana Mullins that the CEO be authorized to sign the youth services contracts and contract modification that exceeds \$25,000 for FY 2019-2020. Motion carried.

EXTENSION TO SERVE AS DIRECT PROVIDER OF WORKFORCE SERVICES

Local Workforce Development Boards (LWDBs) are required to submit a Request for Extension to Serve as a Direct Provider of Workforce Services to operate as a direct provider of workforce services at least every three years. CSE was approved by the Boards of County Commissioners (Escambia and Santa Rosa), the Department of Economic Opportunity (DEO), and CareerSource Florida (CSF) in 2016.

CareerSource Florida Administrative Policy Number 083, effective December 21, 2017 outlines the process for LWDBs to request an extension of a previous designation as a direct provider of workforce services. The request to operate is normally every three years, but DEO has requested that CSE submit a request for a one-year extension, as this will bring all LWDBs under the same cycle.

Action Taken: Motion by Tina Stewart and seconded by Michael Johnson to approve CSE to submit a request for a one-year extension, at the request of the DEO, to serve as direct provider of workforce services. Motion carried.

ANNUAL REVIEW OF CSE BY-LAWS

CSE's By-Laws state that the document will be reviewed annually by a committee of the Board of Directors. Dana Mullins was named to chair the committee and Tawana Gilbert and Michael Johnson accepted to serve on the committee with Ms. Mullins. The members will be notified of the date and time of the meeting. All were reminded of the Sunshine Law.

SURVEY SUMMARY

The Employee Satisfaction Survey Summary results were made available to the Board.

Mr. Rhodes reported that an employee satisfaction survey went out to CSE employees as well as the DEO staff on April 1, 2019. Since that time, there have been discussions in previous board meetings. At the last board meeting concerns were expressed that initiated an additional investigation. Kim Horton, the HR representative with Landrum, solely conducted and received the data then compiled the data results (summary). The compiled data results were presented to CSE's senior management team and the Board Chair. Following review of the summary and discussion regarding the concerns, this subsequently resulted in randomly selected interviews. Interviews were also opened to those who wanted to voice concerns or make comments. Confidentiality and anonymity were and continues to be exercised throughout this process. Some concerns raised obligated the Board to do some due diligence – to determine whether they were substantiated. Through this process, Ms. Horton was not able to substantiate anything. There has been conversation with CSE's attorney to ensure the Board's due diligence, as would be expected by the law, and to ensure things are being done right by staff. At this point, there are no findings to substantiate the concerns

that were brought forth. With this process, it did not allow the results to be relayed to staff and there has been concern given the time it's taken to process results. The CEO has been asked to set up an employee meeting to communicate the results from the survey. The meeting with staff is scheduled for July 26th with Ms. Horton and Mr. Rhodes being in attendance. The floor was opened for questions. Inquiry was made regarding the number of staff and the answers to the survey being those of the employees. It was noted the summary does not include names, but the intent/substance of the comments are intact.

All were informed that Ms. Horton was requested to provide her opinion and thoughts from the interviews based on her experience in her HR professional capacity. She provided some recommendations regarding some of the thoughts brought out in the survey. It was noted there were some positive comments. The recommendations have been discussed with the CEO. It was also noted that the recommendations were not included in the packet, as it was uncertain whether it would be material. But for the Board, it is to improve the morale and culture of the employees and to make and implement some policies and changes. The CEO has been receptive. It was expressed that it is important to be mindful in maintaining dignity and character for all. The floor was opened for questions/comments regarding the process.

It was noted that there has been a discussion with the Executive Committee regarding the recommendations. The committee reviewed the recommendations to ensure that the Chair was not acting unilaterally. The committee came to the consensus to have a conversation with the CEO regarding the recommendations.

The board was reminded to be mindful of their role as directors – policy and governance. Day-to-day operations lies with the CEO. The Board can make recommendations and suggestions, within the scope of employment law, but the CEO has latitude to run day-to-day operations.

The floor was open for discussion. The board was reminded that the Sunshine Law prohibits private communication amongst members. Inquiry was made regarding the board's ability to review the actual survey scales (answers and the number of answers). Staff will provide this information to the board.

INFORMATION ITEMS

UPDATE ON RELOCATION OF THE PENSACOLA CAREER CENTER

It was reported that there are no new developments in the relocation process. Staff will meet with the furniture vendor and the building consultant next week. Mr. Rhodes requested that the relocation process timelines be made available to the Board.

CHIEF EXECUTIVE OFFICER'S REPORT

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

Additional information included with the CEO's report:

- CSE staff will be attending the annual Workforce Professional Development Summit in September. Staff that will be representing CSE: Kim Ghio for Workforce Champion Award and Adderly Hannah for the Light House Award.
- The Triumph Gulf Coast Grant Award is a three LWDA board grant. The Executive Summary will require approval from the local board and the Boards of County Commissioners (Escambia and Santa Rosa). This grant will not require the sharing of staff.
- Michelle Dennard who is with CareerSource Florida will be visiting Pensacola on August 5, 2019 to tour the Navy Federal Credit Union campus.

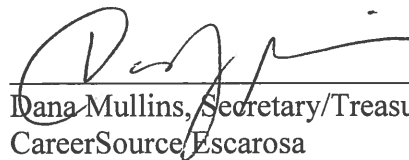
COMMON MEASURES REPORT

The common measures report was made available to the board. It was noted CSE not meeting two of the measures.

OTHER BUSINESS

It was noted all Santa Rosa County Financial Disclosures by members of the CSE Board has been filed, and staff will make inquiry regarding the Escambia County disclosures.

There being no further business, the meeting adjourned.



Dana Mullins, Secretary/Treasurer
CareerSource Escarosa