

CareerSource Escarosa

BOARD OF DIRECTORS MEETING MARCH 19, 2020 MINUTES (MEETING CONVENED VIA TELECONFERENCE)

Members Participating: Steve Rhodes (Chair), Kathaleen Cole (Vice Chair), Tina Stewart (Member-at-Large), Russell Branch, Michael Listau, Lloyd Reshard, and Anna Weaver

Dianne Hatke (awaiting board appointment) also participated in the meeting.

Members Not Present: Dana Mullins (Secretary/Treasurer), Tawana Gilbert, Russell Green, Michael Johnson, and Charlin Knight

Others Present: Phyllis Curl – Children's Home Society, Eric Flora, Naeemah T. Frazier, Sheryl Rehberg, and Janay Sims – CareerSource Escarosa

Chair Steve Rhodes called the meeting to order at 3:33 p.m. via teleconference. He confirmed the attendance of those participating in the meeting.

CALL FOR PUBLIC COMMENT

No public comments were noted.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

MISSION MOMENT

Sheryl Rehberg, Chief Executive Officer, reported receiving daily updates from the DEO and an Executive Order from the governor in relation to the health crisis – COVID-19. There have been no directions to close the career centers. State-merit staff will telework if equipped to do so. Career center office hours will not change from its current hours of operation. A press release was sent out regarding operations during this crisis. CSE is in contact with the Escambia and Santa Rosa County Chambers of Commerce for updates regarding responses to need. CSE is not hosting any group meetings. We are required to look at the possibility of exposure to all applicable and minimize traffic. CSE's operation plan has been updated.

Unemployment compensation is being filed by workers who have been sent home. These numbers are being regulated. Employee visits have declined, and there has been a decline in visitors to the center due to the unemployment rate.

A job fair was held on last week and the numbers were lower than normal.

CSE's administrative staff is scheduled to relocate to its new Pensacola location on April 13-14, 2020. The final move is scheduled for the week after Memorial Day, and a grand opening on June 24, 2020.

CSE have been invited to pre-apply for a figure grant. The grant will support relocation to other jobs. We are awaiting the invitation for full application.

CONSENT AGENDA

MINUTES: JANUARY 16, 2020

The minutes were made available to the board for review.

Action Taken: Motion by Kathaleen Cole and seconded by Lloyd Reshard to approve the January 16, 2020 Board of Directors meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURES REPORT – JANUARY 31, 2020

The financial expenditure report for January 31, 2020 was made available to the Board.

Naeemah Frazier, CSE Chief Finance Officer, reported on the financial expenditures for January 31, 2020. She reported the indirect rate has changed to 12.42% (old rate was 12.33%). Both administrative and indirect rates are low but is expected to increase as program expenses decrease. All spending is in line with the budget. CSE received two new grants – Emerging Initiatives/Foundational Skills (\$20,833) and Apprenticeship Expansion (\$150,000). A coordinator has been selected for the Apprenticeship Expansion grant. The Emerging Foundation grant will support foundational skills assessments.

Action Taken: Motion by Lloyd Reshard and seconded by Kathaleen Cole to approve the financial expenditures report for January 32, 2020. Motion carried.

ASSET DISPOSAL PLAN

CSE's furniture price list and property asset disposal list was made available to the board.

CSE is in the process of relocating its Pensacola Career Center. Purchases of new furniture have been made to furnish the new location; therefore, most of the furniture in our current location will be sold to offset some of the moving cost. Furniture not sold by July 31, 2020 will be donated to non-profit organizations.

With new purchases of computer/equipment for staff or client, there is a need to dispose of the old equipment. Some computers are retained (non-broken or obsolete) to be used for parts as well as for new or temporary programs. Working equipment will be donated to non-profit organizations with preference given to George Stone and Locklin Technical Schools. All disposal of property is in accordance with Uniform Guidance Part 200.313 and at the direction of the Board of Directors.

CSE would like to write off for disposal those items listed on the asset disposal list. All operating systems, software and data have been wiped with DBAN to DOD standards.

Action Taken: Motion by Anna Weaver and seconded by Lloyd Reshard to approve the asset disposal plan as outlined above. Motion carried.

ANNUAL RETIREMENT CONTRIBUTION

CSE's approved FY 2019-2020 Budget included a 2% annual retirement contribution for employees enrolled in the 401(k) plan as of December 31, 2018. It is based on the employee's 2019 W-2 wages. The amount originally budgeted and approved by the Board was \$31,119, but the actual contribution is \$26,511. The

annual contribution for 2019 will be paid in April 2020. This contribution is in addition to the matching contributions received by employees each pay period.

Inquiry was made regarding participation level before and after the new plan was implemented. Response was that most staff is participating, contribution-wise. There has not been a decrease in participation.

SUMMIT SPONSORSHIP PACKET

Information regarding the upcoming Workforce Professional Development Summit was made available to the board. Mrs. Rehberg noted that sponsorships are available should a members' company or someone would like to sponsor a CSE front-line staff to attend the summit.

CHIEF EXECUTIVE OFFICER'S REPORT

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

Mrs. Rehberg informed that two labor union representatives have been identified to fill the two vacancies on the Board. She also informed that the Town of Century City Hall is closed due to COVID-19. CSE services have been suspended in Century, as services are operated at this location.

OTHER BUSINESS

Mrs. Rehberg reported that CSE's 4-Year Plan has been submitted as required.

Mr. Rhodes informed that the Search Committee is in progress of identifying a CEO to replace Mrs. Rehberg. The committee met on March 13, 2020 and is moving forward with interviews to be conducted on April 7, 2020. The Board will make the final approval on the candidate selected for the position.

There being no further business, the meeting adjourned at 4:20 p.m.



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