

CareerSource Escarosa

BOARD OF DIRECTORS MEETING MAY 21, 2020 MINUTES (MEETING CONVENED VIA TELECONFERENCE)

Members Participating: Steve Rhodes (Chair), Kathaleen Cole (Vice Chair), Dana Mullins (Secretary/Treasurer), Tina Stewart (Member-at-Large), Russell Branch, Michael Johnson, Charlin Knight, Michael Listau, Lloyd Reshard, and Anna Weaver

Diane Hatke and Tracy Andrews (awaiting board appointment)

Member Not Participating: Russell Green and Tawana Gilbert

NOTE: (Carol Archie was on the call on behalf of Tawana Gilbert)

Others Present: Sheryl Rehberg, Naeemah Frazier, Eric Flora, and Janay Sims – CareerSource Escarosa

Chair Steve Rhodes called the meeting to order at 3:30 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.

APPROVAL OF AGENDA

The agenda was made available to the board.

Action Taken: Motion by Michael Johnson and seconded by Kathaleen Cole to approve the agenda as presented. Motion carried.

CONSENT AGENDA

MINUTES – MARCH 19, 2020

The minutes were made available to the board for review.

Action Taken: Motion by Anna Weaver and seconded by Tina Stewart to approve the March 19, 2020 meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT – APRIL 30, 2020

The financial expenditure and summary reports for April 30, 2020 was made available to the Board.

Dana Mullins reported on the financial expenditures for April 30, 2020. Expenditures are on track. The budget is 76% expended through the current year. Several partial grants are included in the

budget: Emerging Initiatives grant (expires June 30, 2020), Apprenticeship Expansion grant (expires June 2021), and the Unemployment Compensation Service grant (expired September 30, 2019).

The budget for FY2020-2021 includes several new grants – Emerging Initiative (\$444,603), COVID-19 National Emergency (\$254,789), and COVID-19 PPE (\$20,000).

Administrative and indirect rates are within their allowed percentages.

Action Taken: Motion by Kathaleen Cole and seconded by Michael Johnson to approve the financial expenditure report for April 30, 2020. Motion carried.

ONE STOP OPERATOR PROCUREMENT AND SELECTION

WIOA (Workforce Innovation Opportunity Act – Pub. L. 113-128), establishes requirement for procurement of One-Stop Operators to coordinate service delivery of One-Stop career center partners and providers at a career center. Competitive procurement of One-Stop Operator is to be completed and in place by July 1, 2020.

CSE has released an Invitation to Negotiate (ITN) for One-Stop Operator. The timelines for the ITN were noted.

Following the documented solicitation and when there are no responses received, federal law (2 CFR 220.320(f) delineates that local Boards may be named as the One-Stop Operator with approval of the Chief Elected Officials and the Governor ensuring several parameters are in place. Parameters were noted. If there are no responses or a suitable response, CSE request that application be made to the State Board to serve as One-Stop Operator. With a deadline of May 29th to respond, to date, CSE has not received any responses to the ITN; therefore, staff is proposing that CSE act as the One-Stop Operator if there is no or a suitable response. It was noted that CSE currently serves as One-Stop Operator.

Action Taken: Motion by Lloyd Reshard and seconded by Michael Johnson to approved CSE to make application to the State Board to serve as One-Stop Operator should there be no or a suitable response to the ITN. 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 to serve as a Direct Provider of Workforce Services in 2016 for a 3-year period.

In 2019, the Department of Economic Opportunity (DEO) request that CSE submit a request for a one-year extension to allow for all LWDBs to be under the same cycle. This request was approved in July 2019.

CSE's request will be for a 3-year period and will require approval by CSE's Board, the Boards of County Commissioners (Escambia and Santa Rosa), and further approval by CareerSource Florida (CSF).

Action Taken: Motion by Dana Mullins and seconded by Michael Johnson to approve CSE's Request for Extension to serve as a Direct Provider of workforce services for a 3-year period. Motion carried.

PROPOSED BUDGET FOR FISCAL YEAR 2020-2021

The proposed budget for FY 2020-2021 was made available to the board.

It was noted that the carryforward numbers will change after the close of FY 2019-2020. The budget is in-line with operations. It was noted that CSE is expecting to receive other allocations. The proposed budget includes a reduction in staff salaries (from 5% to 3%) and exclusion of the annual retirement contribution. With receipt of new awards, the budget will require adjustments.

It was noted seven (7) months of free rent was negotiated in the Pensacola Career Center building lease. The free rent will be spread over a 7-year period – one free month per year for seven years.

The discontinuance/expiration of several program awards account for the variances in proposed budget. It is anticipated that some of these awards will be available next fiscal year. Adjustments to the budget is normal and is based on award timing.

There were significant reductions in allocations for FY 2020-2021. It is anticipated that additional dollars will be received through the course of the fiscal year, to include some federal dollars that are being reviewed in Congress – federal dollars to support the economic impact we are experience now.

Action Taken: Motion by Anna Weaver and seconded by Kathaleen Cole to approve the proposed budget for fiscal year 2020-2021. Motion carried.

INDIVIDUAL TRAINING ACCOUNT (ITA) WAIVER REQUEST

All local workforce development boards must comply with Section 445.003(3)(a)(1) which states:

At least 50% of Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc. Tuition, books, and fees of training providers and other training services prescribed and authorized by the Workforce Innovation and Opportunity Act qualify as Individual Training Account expenditures.

It is within the authority of the CareerSource Florida Board to grant a waiver to the 50% ITA expenditure requirement.

Pursuant to CSF Administrative Policy Number 074, CareerSource Florida allows local workforce development boards to request a waiver of the 50% Individual Training Account 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 local workforce development board's next fiscal year budget. Using the Sliding Scale, CareerSource Escarosa can request an ITA waiver of up to 30% for FY 2020-2021.

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

The ITA Waiver Request will require approval by the Boards of County Commissioners (Escambia and Santa Rosa Counties) and by Career Source Florida.

Action Taken: Motion by Dana Mullins and seconded by Charlin Knight to approve CSE's request for a 30% ITA Waiver for FY 2020-2021. Motion carried.

CONTRACT RENEWALS FOR YOUTH SERVICES | CEO'S CONTRACT SIGNATURE AUTHORIZATION (YOUTH SERVICE PROVIDERS: THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA, SANTA ROSA COUNTY SCHOOL DISTRICT, AND CHILDREN'S HOME SOCIETY)

WIOA youth services were procured in February 2019. The procurement allows for three (3) years of contracted services: Initial year (FY 2019-2020), with two renewals (FY 2020-2021 and FY 2021-2022) if the service providers are in good standing with CSE and are meeting performance measures. All three youth service providers are in good standing and are meeting current performance requirements; therefore, contract renewals will be funded for FY 2020-2021 as outlined below. Funding amounts are in line with CSE's budget for FY 2020-2021. Initial year (FY 2019-2020) contracts were funded at these same levels.

<u>Contractor</u>	<u>Funding Amount</u>
Children's Home Society	\$384,369
Santa Rosa County School District	\$300,000
Escambia County School District	\$315,000

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.

Action Taken: Motion by Michael Johnson and seconded by Lloyd Reshard to approve contract renewals for FY 2020-2021 as indicated above, and to authorize the CEO to sign contract renewals for FY 2020-2021. Motion carried. Charlin Knight abstained from discussion and voting.

INFORMATION ITEMS
CSE'S REOPENING PLAN

CSE's Reopening Plan was made available to the Board.

The plan is in response to a request from CareerSource Florida (CSF). Timelines of event/action in preparation of the reopening of CSE were outlined in the plan. An update on the relocation of the Pensacola Career Center was outlined as well. Mr. Rhodes invited the Board to visit the new location.

UPDATE ON RELOCATION OF THE PENSACOLA CAREER CENTER
Addressed in CSE's Reopening Plan.

CHIEF EXECUTIVE OFFICER'S REPORT

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

Other highlights from the CEO's report included:

- The sub-grantee grant issued by DEO. The DEO did respond to comments during the comment period but did not consider some important things that has been brought to their attention.

- Mrs. Rehberg received an invitation to participate in a roundtable discussion on the impact of the COVID-19 pandemic. CSE will offer information on their services and how staff is assisting people during this pandemic. Dr. Rick Harper and Todd Thompson will be participants in the discussion as well. Jeff Weeks will host the discussion and it will air on next week on WSRE.
- Calls regarding unemployment compensation are continuous. The DEO has set up an email to receive claimant inquiry to unemployment. CSE is forwarding emails received from the claimants to DEO's inbox.

CSE'S EXECUTIVE AND BOARD OF DIRECTORS MEETING SCHEDULE FOR FY 2020-2021

The Executive Committee and Board of Directors' meeting schedule for FY 2020-2021 was made available to the board.

Mrs. Rehberg noted approval of the meeting schedule is required in the sub-grantee grant.

Action Taken: Motion by Dana Mullins and seconded by Kathaleen Cole to approve the CSE Executive Committee and Board of Directors meeting schedule for FY 2020-2021. Motion carried.

OTHER BUSINESS

RECOMMENDATION FROM THE CEO SEARCH COMMITTEE

At last month's board meeting there was discussion on the departure of the current CEO. A CEO Search Committee was identified – Steve Rhodes, Dana Mullins, Bruce Watson, Dr. Kimberly Krupa, Lloyd Reshard, and Clara Long). Michelle Burns, Director in Region 2, was designated to receive and screen the resumes for those that meet the qualification for the position. A total of 70 resumes were received for the position. In the screening process, some applicants disqualified themselves. The Search Committee further screened the resumes down to five (5) applicants. One applicant requested the withdrawal of their application, leaving four (4) applicants in the interview process. The Search Committee conducted interviews on Friday, May 15, 2020, and selected Dr. Marcus McBride as the current CEO's replacement upon her departure. The Search Committee recommended Dr. Marcus McBride to replace the current CEO upon her departure.

Upon Board's approval of the Search Committee's recommendation, the Board Chair will make an offer to Dr. McBride.

Action Taken: Motion by Charlin Knight and seconded by Lloyd Reshard to approve the CEO Search Committee's recommendation – upon departure of the current CEO that Dr. Marcus McBride be her replacement. Motion carried.

CEO EMPLOYMENT AGREEMENT

The CEO Employment Agreement was made available to the Board.

The agreement includes some edits from the last CEO Employment Agreement. The agreement stipulates:

- Two performance reviews at six and twelve months of employment, then annually.
- The duration of the agreement – two years with an evaluation to renew.
- A proposed salary of \$95,000.00

Action Taken: Motion by Kathaleen Cole and seconded by Russell Branch to accept the CEO Employment Agreement and proposed salary. Motion carried.

The offer will be extended to Dr. McBride and he can counter and negotiate. If negotiation occur, the agreement will be brought back to the Board for approval. The Board was in support of the Board Chair conducting negotiations should there be a need; therefore, he was authorized to negotiate the terms of the agreement with Dr. McBride.

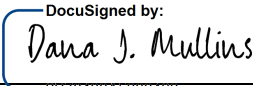
Action Taken: Motion by Russell Branch and seconded by Kathaleen Cole to authorize the Board Chair to negotiate an Employment Agreement with Dr. McBride if necessary. Motion carried.

Mr. Rhodes expressed thanks and appreciation for the work that had been done by all to identify a candidate for the CEO position. The current CEO will publish discussion the Board Chair has with the candidate should there be a need.

Mr. Rhodes expressed hopes in scheduling a get-together amongst the group prior to the departure of the current CEO. He expressed thanks for the good work she has done at CSE and appreciation for her focus. He noted she has built a good team. Her leadership is valuable and appreciative.

Mrs. Rehberg noted this meeting is one of very few to have good participation. She also noted that CSE will have its Open House on June 24, 2020. Mr. Rhodes opened the floor for comments.

There being no further business, the meeting adjourned.

DocuSigned by:

2B78400A5080460
Dana Mullins, Secretary/Treasurer
CareerSource Escarosa