

CareerSource Escarosa

**BOARD OF DIRECTORS
JULY 16, 2020
MINUTES
(MEETING CONVENED VIA TELECONFERENCE)**

Members Participating: Steve Rhodes (Chair), Kathaleen Cole (Vice Chair), Dana Mullins (Secretary/Treasurer), Russell Branch, Michael Listau, Lloyd Reshard, and Diane Hatke

Ex-Officio Members Participating: Sheila Fitzgerald and Clara Lon

Members Not Participating: Russell Green, Michael Johnson, Charlin Knight, Anna Weaver, and Tracy Andrews

Others Participating: Dr. Marcus McBride, Naeemah Frazier, 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

Public disclosures from the May 21, 2020 meeting were noted.

APPROVAL OF AGENDA

The agenda was made available to the Board.

Action Taken: Motion by Dana Mullins and seconded by Lloyd Reshard to approve the agenda as printed. Motion carried.

CONSENT AGENDA

MINUTES – MAY 21, 2020

The minutes were made available to the Board.

Action Taken: Motion by Lloyd Reshard and seconded by Kathaleen Cole to approve the May 21, 2020 meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT – MAY 31, 2020

The financial expenditure and summary reports for May 31, 2020 was made available to the Board.

Dana Mullins reported on the financial expenditures for May 31, 2020. The budget is on track with spending, and the rates (administrative and indirect) are will within what is allowed. The June rates are good. The life of the Emerging Initiatives, Apprenticeship Expansion, COVID-19 National Emergency, and COVID-19 PPE grants were noted. There were no high variances noted.

Action Taken: Motion by Russell Branch and seconded by Lloyd Reshard to approve the financial expenditure and summary reports for May 31, 2020. Motion carried.

2020-2021 LOCAL TARGETED OCCUPATIONS LIST

CSE's local targeted occupations list for 2020-2021 was made available to the Board.

The 2020-2021 local targeted occupations list was generated by using the Regional Demand Occupation List issued by the Florida Department of Economic Opportunity (DEO). The following was taken into consideration in generating the list: what our business community is seeking/requesting; what our educational providers can train in; and if the occupation is commission-based and can be support with WIOA funding.

Inquiry was made regarding manufacturing/AI jobs not being included on the list. It was noted additional jobs can be added should there be an increased need or demand for them.

Action Taken: Motion by Dana Mullins and seconded by Russell Branch to approve the CSE's 2020-2021 Local Targeted Occupations List. Motion carried.

EXECUTIVE COMMITTEE MEMBER VACANCY (MEMBER-AT-LARGE)

CSE's By-Laws states this corporation shall have on its Board of Directors the a Chair, Vice Chair, Secretary/Treasurer, and Member-at-Large.

Tina Stewart resigned her membership on the CSE Board and Executive Committee. She served as the Economic Development representative on the Board and Member-at-Large on the Executive Committee. A replacement is in process for the Economic Development representative. The Member-at-Large seat is vacant.

Dana Mullins serves on the Executive Committee as Secretary/Treasurer. She has expressed that she would be willing to step back to the Member-at-Large seat due to her workload at this time that will not allow her to be part of succession plan for the Chair seat. She also expressed that she would remain in the Secretary/Treasurer's seat if that is the wishes of the board.

Dr. McBride noted that he had spoken to Lloyd Reshard regarding the Secretary/Treasurer's seat. Mr. Reshard expressed that he would serve in the role should there be no interest. The floor was open for other nominations/recommendations. There were no other nominations/recommendations. Due to the short tenure of most of the members, Mr. Rhodes recommended that Ms. Mullins remain in her current seat as Secretary/Treasurer and nominated Mr. Reshard to serve in the Member-at-large seat. Mr. Reshard accepted the nomination.

Action Taken: Motion by Russell Branch and seconded by Dana Mullins that Lloyd Reshard serve as the Member-at-Large on CSE's Executive Committee. Motion carried.

CSE Schedule of Operations and Holiday Schedule

CSE's schedule of operations and holiday schedule was made available to the Board.

The Subgrantee Agreement between CareerSource Escarosa and the Florida Department of Economic Opportunity (DEO) require each local workforce board annually to adopt a schedule of operations that shall include, but not limited to, daily hours of operation of the one-stop centers, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. The proposed

schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily accessible manner.

Action Taken: Motion by Lloyd Reshard and seconded by Kathaleen Cole to approve CSE's schedule of operation and holiday schedule. Motion carried.

INFORMATION ITEMS

DE-OBLIGATION OF FUNDS

CSE has dollars committed to the WIOA youth program. Some youth performances were not met due to the Covid-19 epidemic. Dollars not expended by the providers will remain the WIOA youth budget, and no sanction will be placed on the provider due to no fought of their own.

CHIEF EXECUTIVE OFFICER'S REPORT

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

Dr. McBride highlighted items in his report relating to Board Development/Management, Organizational Development/Staff, Finance, Partnerships, and Facilities. He also noted one customer complaint which is now in the closure process.

OTHER

Sheila Fitzgerald who serves as Ex-Officio-Santa Rosa County on the CSE Board informed that she has accepted a position with the City of Gulf Breeze as Assistant City Manager. Expressions of congratulations and thanks for her service on the CSE Board were extended to Ms. Fitzgerald.

Mr. Rhodes thanked CSE staff for the work being done.

There being no further business, the meeting adjourned.

DocuSigned by:

Dana J. Mullins

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Dana Mullins, Secretary/Treasurer
CareerSource Escarosa