

CareerSource Escarosa

**BOARD OF DIRECTORS
NOVEMBER 19, 2020
MINUTES
(MEETING CONVENED VIRTUALLY VIA MICROSOFT TEAMS
AND TELECONFERENCE)**

Members Participating: Steve Rhodes (Chair), Kathaleen Cole (Vice Chair), Michael Listau, Diane Hatke, Carol Archie, Michael Johnson, Steven Harrell, Shannon Ogletree, Anna Weaver, and Tracy Andrews

Ex-Officio Members Participating: Erica Grancagnolo and Clara Long

Members Not Participating: Dana Mullins (Secretary/Treasurer), Lloyd Reshard (Member at Large), and Russell Green

Others Participating: Dr. Marcus McBride, Eric Flora, and Janay Sims – CareerSource Escarosa

Chair Steve Rhodes called the meeting to order at 3:30 p.m. 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 Steven Harrell and seconded by Michael Johnson to approve the agenda as printed. Motion carried.

Internal Audit Report

Adam Nelson who is with Warren Averett, LLC presented CSE's internal audit report. He noted there being one finding in the WIOA On-the-Job Training program and the corrective action plan is in progress. The final report will be made available upon completion.

CSE Year-End Review of Programs and Services

A power point presentation of CSE Year-end review of programs and services were made available to the board. The review covered program year 2019-2020.

CONSENT AGENDA

MINUTES: JULY 16, 2020 AND AUGUST 14, 2020

The minutes were made available to the Board.

Action Taken: Motion by Michael Johnson and seconded by Carol Archie to approve the July 16, 2020 and August 14, 2020 meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

STATEMENT OF REVENUES AND EXPENDITURES (JULY 1, 2020 THROUGH OCTOBER 31, 2020)

The statement of revenues and expenditures for July 1, 2020 through October 31, 2020 was made available to the board. Action on this item was delayed until a clear picture of this information is provided by the incoming Chief Financial Officer.

FINANCIAL EXPENDITURE REPORT – MAY 31, 2020

The financial expenditure and summary reports for June 30, 2020 was made available to the Board. Action on this item was delayed until a clear picture of this information is provided by the incoming Chief Financial Officer.

ASSET DISPOSAL LIST

CSE's asset disposal list was made available to the Board. All disposal of property is in accordance with Uniform Guidance Part 200.313 and at the direction of the Board of Directors. All operating systems, software and data have been wiped with DBAN to DOD standards. The working equipment will be given to non-profit organizations with preference given to George Stone and Locklin Technical School.

Action Taken: Motion by Steven Harrell and seconded by Tracy Andrews to approve to write-off and dispose of the items presented on the asset disposal list. Motion carried.

Eligible Training Provider List (ETPL) and Programs

CSE's 2020-2021 Eligible Training Provider List (ETPL) and programs were made available to the Board of Directors. It is standard practice that the Board must approve the ETPL and programs. All providers have met the eligible training provider policy requirements.

Action Taken: Motion by Michael Johnson and seconded by Anna Weaver to approve CSE's 2020-2021 Eligible Training Provider List (ETPL) and Programs. Motion carried. Michael Listau, Steven Harrell, and Kathaleen Cole abstained from discussion and voting.

ANNUAL REVIEW OF BY-LAWS

CSE's By-Laws were made available to the Board of Directors. The By-Laws require that the document be reviewed annually by a committee of the Board of Directors. The following individuals were identified to serve on the committee to review the by-laws: Steven Harrell, Dianne Hatke, and Kathaleen Cole. Steve Rhodes will serve as an alternate.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

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

Dr. McBride highlighted the CFO Search Committee and Selection process in his report.

DEO MONITORING REVIEW REPORT

The preliminary review summary for LWDB 1 issued by the Department of Economic Opportunity (DEO) was made available to the Board of Directors. The review was conducted March 23, 2020 – April 1, 2020. There was discussion regarding challenges with current and previous year findings. The final report is not available.

UPDATE – WIOA PROGRAMS

Dr. McBride provided an update on current WIOA (Adult) enrollment. CSE implemented the practice of requiring primary support through the PELL grant and secondary support through CSE. It was noted this practice along with other controls in place help align the budget to meet the current needs of those enrolled in training programs under WIOA (Adult).

It was noted there has been some concern regarding the administrative rate if any changes are needed to move staff from program operations to the administrative category.

There being no further business, the meeting adjourned.

Kathaleen Cole

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