

# CareerSource Escarosa

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**BOARD OF DIRECTORS  
MAY 6, 2021  
MINUTES  
(MEETING CONVENED VIRTUALLY VIA MICROSOFT TEAMS  
AND TELECONFERENCE)**

**Members Participating:** Steve Rhodes (Chair), Kathaleen Cole (Vice Chair), Dana Mullins (Secretary/Treasurer), Lloyd Reshard (Member-at-Large), Carol Archie, Michael Listau, Michael Johnson, Steven Harrell, Anna Weaver, Tracy Andrews, and Scott Luth

**Members Not Participating:** Russell Green, Shannon Ogletree, and Dianne Hatke

**Others Participating:** Dr. Marcus McBride, Eric Flora, Priya Sarathy, Amir Zandi-Karimi, 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 Michael Johnson and seconded by Steve Harrell to approve the agenda as printed. Motion carried.**

**BOARD EDUCATION MOMENT**

Amir Zandi-Karimi, Jobs and Benefits Administrator presented information on the Reemployment Services and Eligibility Assessment (RESEA) Program. His presentation highlighted the history, goals and purposes, the process, and unemployment numbers for years 2019 and 2020.

**CONSENT AGENDA**

**MINUTES: JANUARY 21, 2021**

The minutes were made available to the Board.

**Action Taken: Motion by Dana Mullins and seconded by Carol Archie to approve the January 21, 2021 meeting minutes. Motion carried.**

**ITEMS FOR CONSIDERATION**

**FINANCIAL EXPENDITURE REPORT (JANUARY 2021)**

The financial expenditure report for January 2021 was made available to the board.

The financial expenditure report for January 2021 was presented by Priya Sarathy, CSE CFO. The report outlined FY 2020-2021 approved budget, total funds available (released), FY 2020-2021 year-to-date expenditures, available funds remaining, percent expended, percent of year, and variances for all programs.

The report noted that both administrative and indirect rates are looking good.

Inquiry was made regarding the low rate of expenditures in the different programs. It was noted the low expenditures rates are due to the lack of clientele due to Covid and impact of the waivers in the WT/SNAP program and the RESEA programs.

Mr. Rhodes requested from CSE staff to include in the financial expenditure report the duration of the different programs.

**Action Taken: Motion by Lloyd Reshard and seconded by Anna Weaver to approve the financial expenditure report for January 2021 as presented. Motion carried.**

#### **REVIEW OF BY-LAWS**

The CSE By-Laws are required to be reviewed annually. The By-Laws Committee reviewed them and recommended one addition, “virtual/on-line” to Article II, Meetings of Directors, Section 5. Quorum.

*“Forty percent (40%) plus one of the Directors entitled to vote shall constitute a quorum at any Directors’ meeting. Members participating by webinar/teleconferencing/virtual/on-line shall be counted present and shall be included in the count to determine a quorum. Members participating by webinar/teleconferencing/virtual/on-line shall be entitled to vote as members who are physically present at the meeting. If less than a quorum exists, the Chair may continue the meeting for information and discussion only; or adjourn the meeting at his/her discretion with no action taken by members present.”*

Mr. Rhodes noted there are provisions in the Florida Statutes that allows for virtual meetings.

**Action Taken: Motion by Michael Johnson and seconded by Anna Weaver to approve the recommendation from the By-Laws Committee. Motion carried.**

#### **INFORMATION ITEMS**

##### **ADMINISTRATIVE FINANCIAL UPDATES**

- CSE’s Letter of Credit with Regions Bank has been reduced to \$6,500 (from 2% to 1%).
- Health Insurance Plan change from Florida Blue to United HealthCare allowed for a savings of \$6,000 per year to the organization.
- A change to Guardian Insurance was made to CSE’s term life and long-term disability insurance.

##### **BOARD DEVELOPMENT AND BOARD ORIENTATION**

Scott Luth who is President/CEO at FloridaWest Economic Development Alliance was welcomed to the Board. He represents Business on the CareerSource Escarosa Board of Directors. It was noted there are two Labor Union vacancies on the board. There also will be one Santa Rosa County Business vacancy on the Board, as Dana Mullins who represents Santa Rosa County Business will complete her term on May 9, 2021. Ms. Mullins also serves in an officer capacity on the Board – Secretary/Treasurer. This officer position will need to be filled as well. Recommendations for filling

these vacancies were welcomed from the Board. Dr. McBride informed that he has reached out to several labor organizations regarding board membership.

CSE's Board of Directors Orientation was held on April 29, 2021. All were informed that members who participated in the orientation will receive an Acknowledgment Form acknowledging that they attended the orientation. The form will need to be signed and returned to CSE.

Board member Dianne Hatke has requested a day to shadow CSE staff to get more familiar with the organizational functions. A day has been set aside for May 26, 2021 from 9:00a.m. to 3:00p.m. for this event. All members were encouraged to participate in this event.

#### **CHANGE TO STAFF BENEFITS**

This item was covered in Administrative Financial Updates.

#### **WEAR-TV MEDIAL COVERAGE**

There have been allegations made against CSE for unfair treatment/discrimination. Dr. McBride noted the following is being followed/offered at CSE: open door policy, town hall meetings with staff, utilization of CSE's HR provider, platform online, and CSE's Equal Opportunity Officer. It was noted that allegations/issues are from prior years.

Mr. Rhodes expressed that dignity and respect is of utmost importance. He encouraged that questions/concerns be brought to CSE's CEO but noted conversation can occur in a board meeting forum. He welcomed board members to speak with CSE's CEO and requested any media request be brought to CSE's CEO.

#### **APPLICATION FOR SUBSEQUENT LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION**

CSE's application for redesignation as a local workforce board has been submitted to the Department of Economic Opportunity (DEO). The application process occurs every two years.

#### **CHIEF EXECUTIVE OFFICER'S REPORT**

Dr. McBride highlighted the following:

- All mid-year reviews are complete.
- CSE will be a Ticket to Work Provider, which yields diversified revenue.
- CSE received the Survival Award from the Santa Rosa County Chamber.
- Scheduled hiring events were noted, as waivers for activity requirements will be lifted in the month of May. More information will be provided to the board regarding training.

#### **UPDATE ON TRAINING: "RACIAL EQUITY INSTITUTE"**

Eric Flora reported on training he attended, "Racial Equity Institute." He made mention of the "Fish Lake Ground Water Feeding the System," that was discussed at the training. CSE has reviewed its job descriptions and workflow to insure equity to all employees.

There will be a two-day REI hosted workshop this fall and one scheduled for the spring. Dates of the workshops will be shared, and members were encouraged to attend. Mr. Rhodes asked that a calendar invite be sent to the members of these dates. Due to limited seats, members responding to the invite will be placed on a list.

### **CEO'S PERFORMANCE REVIEW**

Mr. Rhodes noted the CEO performance review process started with the Executive Committee, and there were multiple conversations and input provided. The Committee felt that the CEO has done a great job. A copy of the final review is on file. The summary of the review includes an eight-nine-month period. The Executive Committee recommended an increase offer of 6%. This amount is within the budget amount and will be effective immediately upon approval.

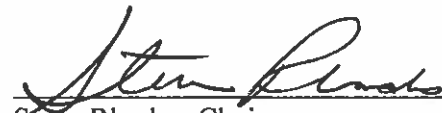
Kathaleen Cole and Carol Archie offered expressions of thanks to the CEO for a job well done.

**Action Taken: Motion by Steve Rhodes and seconded by Lloyd Reshard to accept the recommendation of the Executive Committee, as stated above. Motion carried.**

Board members who had not attended the Board of Directors Orientation were encouraged to attend on the make-up date (May 11, 2021 at 2:00 p.m.). Members were also encouraged to participate in the Board shadowing on May 26<sup>th</sup> or to visit the career center sometimes to recognize the commitment.

All were informed that the next Board of Directors meeting will be an in-person meeting on May 20, 2021.

There being no further business, the meeting adjourned at 4:49 p.m.

  
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Steve Rhodes, Chair  
CareerSource Escarosa