

# CareerSource Escarosa

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## **BOARD OF DIRECTORS MAY 20, 2021 MINUTES**

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

**Members Not Participating:** Kathaleen Cole (Vice Chair), Russell Green, Shannon Ogletree, and Anna Weaver

**Others Participating:** Dr. Marcus McBride, Priya Sarathy, and Janay Sims – CareerSource Escarosa

Chair Steve Rhodes called the meeting to order at 3:30 p.m. at CareerSource Escarosa. 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. One correction was made to the agenda on the item – Board Education Moment. Russell Raught will be the presenter.

**Action Taken: Motion by Scott Luth and seconded by Michael Johnson to approve the agenda as with the once correction. Motion carried.**

### **BOARD EDUCATION MOMENT**

Russell Raught, a CSE Local Veterans Employment Representative, presented the Board Education Moment. Mr. Raught works in CSE's Business Services Department. He presented information on job fairs held, employer assistance, and available services provided by CSE.

### **CONSENT AGENDA**

#### **MINUTES: MAY 6, 2021**

The minutes were made available to the Board.

**Action Taken: Motion by Michael Johnson and seconded by Steven Harrell to approve the May 6, 2021 meeting minutes. Motion carried.**

### **ITEMS FOR CONSIDERATION**

#### **FINANCIAL EXPENDITURE REPORT**

The financial expenditure report was made available to the board. Access was granted to review the financials in detail.

The financial expenditure report 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, duration of the programs, and variances for all programs.

It was noted that there are some issues with the burn rate with some programs due to the drop in clientele. Some programs are expected to be totally expended. Allocations for FY 2021-2022 will be based on current year's spending. CSE is expected to see some significant challenges in FY 2021-2022 with a cut of 8.6% in allocations.

Administrative and indirect rates are in-line with what is allowed.

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

**BOARD DEVELOPMENT: CSE OFFICER VACANCY (SECRETARY/TREASURER)**

CSE currently has a vacancy for a Santa Rosa County private sector representative on the Board. The vacancy is due to Dana Mullins' term expiration on May 9, 2021. Ms. Mullins also served as Secretary/Treasurer on the Board. A Nominating Committee was appointed to assist with filling the vacant officer position. Lloyd Reshard was appointed to chair the committee and the following members were appointed to serve on the committee: Anna Weaver, Carol Archie, and Scott Luth.

**Action Taken: Motion by Michael Listau and seconded by Steven Harrell to approve the Nominating Committee members – Lloyd Reshard (Chair), Anna Weaver, Carol Archie, and Scott Luth. Motion carried.**

**DEMAND OCCUPATION LIST REVIEW**

The Department of Economic Opportunity (DEO) issued the 2021-22 Florida Statewide Demand Occupations List (DOL) which included changes from the 2020-21 list. The list assists local workforce development boards in determining which occupational training programs can be supported with WIOA individual training accounts. CSE's 2020-21 targeted occupations list will require review for additions/deletions. A committee is needed to review the list. The committee will require partners from economic development as well as volunteers from the board. Lloyd Reshard volunteered to serve on the committee along with the economic development partners. Eric Flora (CSE's COO) and Dr. Marcus McBride (CSE's CEO) will be available to the committee.

**Action Taken: Motion by Michael Johnson and seconded by Carol Archie to approve a Demand Occupations List Review Committee and its members – Lloyd Reshard, Scott Luth, Shannon Ogletree, Steven Harrell, and Michael Listau. Motion carried.**

**WIOA PROGRAM ELIGIBILITY UPDATE (INCOME REQUIREMENT)**

The Lower Living Standard Income Level (LLSIL) has been updated to ease the income level requirement to participate in the WIOA program. The LLSIL is calculated based on household size.

### **CSE INSURANCE INFORMATION UPDATE**

CSE provider for health care insurance has changed from Florida Blue to United Healthcare, effective May 1, 2021. This change allows for a savings to CSE of \$97,200 per year. There has also been a carrier change to the dental and vision insurance.

### **WIOA YOUTH SERVICES CONTRACTS (REDUCTION & PERFORMANCE)**

WIOA year-round youth services were procured in February 2019. The procurement allows for three (3) years of contracted services if the service providers are in good standing with CSE and are meeting performance measures. All three youth providers are in good standing and are meeting current performance requirements. For Fiscal Year (FY) 2021-2022, CSE saw a reduction (8.6%) in funding; therefore, contract renewals for FY 2021-2022 will be funded with reductions, and performance measures will be adjusted accordingly. Funding for FY 2021-2022 are as follows:

- **Children's Home Society - \$33,055.70 Reduction**

	FY 2019-2020	FY 2020-2021	<b>FY 2021-2022</b>
Funding	\$384,369.00	\$384,369.00	<b>\$351,313.30</b>

- **Escambia County School District - \$26,765.66 Reduction**

	FY 2019-2020	FY 2020-2021	<b>FY 2021-2022</b>
Funding	\$315,000.00	\$315,000.00	<b>\$288,234.34</b>

- **Santa Rosa County School District - \$25,475.69 Reduction**

	FY 2019-2020	FY 2020-2021	<b>FY 2021-2022</b>
Funding	\$300,000.00	\$300,000.00	<b>\$274,524.31</b>

**Action Taken: Motion by Carol Archie and seconded by Dianne Hatke to approve contract renewals and amounts as listed above. Motion carried. Steven Harrell abstained from discussion and voting.**

### **SENATE BILL ANALYSIS**

HB 1507 will give oversight of workforce boards:

- The Credential Review Office, which is a new office in the governor's office will oversee training program outcomes. This bill could impact the training programs due to some of the recommendations e.g., payback of funds will be required if training does not lead to placement in employment and 90% of access to training funds will be paid upfront and 10% at the end of training once placement in employment is obtained.

### **CSE's 25<sup>TH</sup> ANNIVERSARY (BOARD STAFF)**

CSE will celebrate its 25<sup>th</sup> year anniversary in the third week in June. The event will highlight signature employers and CSE activities. CSE's funding is 99.5% restricted. Staff requested Board support for the event, as additional unrestricted dollars are needed to support the event. It was noted that a budget is not available at this time but will be compiled and shared with the Board. Staff requested Board's attendance at the event. The week-long event will include a job fair and highlighting successes in CSE program(s). An itinerary will be available next week.

## **INFORMATION ITEMS**

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

Dr. Marcus McBride reported on employment struggles and the Sub-grantee Agreement with DEO which some items were removed from the last agreement. The document is a procedural document. He also reported on HB 1507, which included eight (8) year term limits for board members.

CSE's new position MIS/QA Manager has been filled by William Spaid. Responsibilities with the position will include the management of data systems and program monitoring. This position will assist in reducing DEO findings during CSE's monitoring review.

### **CSE PY 2021-2022 MEETING SCHEDULE**

The schedule includes meeting of the Executive Committee and Board of Directors.

### **OTHER BUSINESS**

Mr. Rhodes expressed exploring a market compensation review to see how CSE stand, as this was done three years ago. In looking at how CSE stacks up, thoughts are there is the means to make the adjustments where needed if the board entertain to do so. This request is not being dictated but is useful when looking at overall increases as it stacks up against the market. There was discussion regarding restrictions on salaries, the benefits to staff, and other options for possible increases to positions.

Mr. Rhodes encouraged the Board members to review the financials, as the Board has been granted access to the information.

Mr. Rhodes informed that this will be his last meeting as Chair of the Board.

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



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Kathaleen Cole, Chair  
CareerSource Escarosa