

CareerSource Escarosa

BOARD OF DIRECTORS JULY 29, 2021 MINUTES

Members Participating: Kathaleen Cole (Vice Chair), Steve Rhodes, Michael Listau, Michael Johnson, Steven Harrell, Diane Hatke, Anna Weaver (via teleconference), Scott Luth, Shannon Ogletree

Ex-Officio Member Participating: Erica Grancagnolo

Members Not Participating: Lloyd Reshard (Member-at-Large) Russell Green, and Tracy Andrews

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

Vice Chair Kathaleen Cole called the meeting to order at 3:30 p.m. at CareerSource Escarosa. She confirmed the attendance of those participating in the meeting with the calling of the roll.

CALL FOR PUBLIC COMMENT

One request for public comment was received.

READING OF PUBLIC DISCLOSURES

One public disclosure was noted.

APPROVAL OF AGENDA

The agenda was reviewed by the board.

Action Taken: Motion by Scott Luth and seconded by Michael Johnson to approve the agenda as printed. Motion carried.

BOARD EDUCATION MOMENT

Tarae Donaldson, WT/SNAP Program Manager presented information on the Welfare Transition and SNAP programs. She also informed of the new Metrix System being used by CSE and the CSE's GED lab.

CONSENT AGENDA

MINUTES: MAY 20, 2021

The minutes were made available to the Board.

Action Taken: Motion by Steve Rhodes and seconded by Steven Harrell to approve the May 20, 2021 meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

REVISIONS TO EMPLOYEE HANDBOOK

Revisions to CSE's Employee Handbook was made available to the Board.

Revisions to the handbook, as requested, were reviewed. There was much discussion and conversation regarding Section 2 – Benefits, 2-4 Leave Pool/Payout. It was noted the leave pool is the grouping of sick (12 days) and vacation time into one pool, and that no paid time off will be lost. This change will impact employees with 1-5 years of employment.

Payout will allow an employee to cash out of their leave pool at a maximum of up to 10 hours per request (two requests per program year – December and June). There was discussion regarding allowance to exceed designated amount of carry-over benefit afforded to the employee; impact of full progression and how it will affect programs; alternative to absence of funding and is there a need for a policy; plan's purpose to maintain retention and competitiveness; suggested language change; and employees' receipt of revised handbook.

Recommendations/suggestions from the Board included:

- The language “at the discretion of the CEO” was a concern and it was recommended it be removed and replaced with “subject to funding availability.”
- Landrum's review of the handbook.
- Document be explained to employees in person, with clear communication to staff of how it works.

Similar language was noted in Section 3 – Employee Performance, 3-3 Salary Increases and Adjustments, and it was recommended it be replaced with “based on funding availability.”

Action Taken: Motion by Scott Luth and seconded by Michael Johnson to accept the revised and recommended changes to the employee handbook, effective August 20, 2021, with oversight by Landrum. Motion carried.

TANF SUMMER PROGRAM PROJECT – TEEN PREGNANCY PREVENTION PROGRAM

Additional funding (\$186,000.00) was realized in the Welfare Transition/SNAP programs, and had an expiration date of August 15, 2021. CSE issued a solicitation on June 30, 2021, for Teen Pregnancy Prevention Program services. The solicitation details the need to support the TANF purpose of reducing the number of out-of-wedlock pregnancies through summer youth initiatives and provide supportive services to prevent teen pregnancy. Programs will be supported for the period of May 2021 – August 6, 2021, and funded out of FY 2020-2021 Welfare Transition funds.

Potential vendors were asked to complete a survey and responses were received from eight vendors. After review of responses received and receipt of required documentation (DUNS Number/FEIN, copy of 501c3/Business License, and W9) from the vendors, the below vendors were recommended to receive funding for their programs.

Vendor	# of participants to be served	Price per Participant	Proposed Funding
Boys and Girls Club – Location 1	Up to 100	\$110-\$350	\$22,225.00
Boys and Girls Club – Location 2	Up to 60	\$110-\$350	\$13,335.00
TOTAL			\$35, 560.00
Urban Development Center, Inc.	127	\$750	\$95,250.00
James B. Washington Education – Camps	118	\$125	\$14,763.75

James B. Washington Education – Visits	111	\$125	\$13,890.63
TOTAL			\$28,654.38
Navarre Beach Fire Rescue, Inc.	19	\$425	\$ 8,096.25
Kukua Institute	Up to 119	\$17-\$250	\$18,891.25

There was discussion regarding cost for one vendor versus the other; oversight (documentation requirements); and the recourse for inappropriate expenses. Several vendors were over the \$25,000.00 threshold – Boys and Girls Club, Urban Development Center, Inc., and James B. Washington.

Action Taken: Motion by Steve Rhodes and seconded by Steven Harrell to approve vendors: Boys and Girls Club (locations 1 & 2) - \$35,560.00, Urban Development Center, Inc. - \$95,250.00, James B. Washington Education (Camps & Visits) - \$28,654.38, Navarre Beach Fire Rescue, Inc. - \$8,096.25, and KuKua Institute - \$18,891.25 to provide Teen Pregnancy Prevention Program services. Motion carried with one descending vote.

ASSET DISPOSAL LIST

As Escarosa purchases new computers/equipment for staff or client use, there is a need to dispose of the old equipment. CSE retains some computers that are not broken or obsolete to use for parts and for new or temporary programs.

All disposal of property is in accordance with Uniform Guidance Part 200.313 and at the direction of the Board of Directors.

Attached is a list of old equipment that CSE would like to write-off for disposal. 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 Schools.

Action Taken: Motion by Scott Luth and seconded by Michael Johnson to approve to write-off and dispose of items outlined on Asset Disposal List. Motion carried.

RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS

CSE SLATE OF OFFICERS

The Nominating Committee met on June 11, 2021 to determine a slate of officers for the Board of Directors to consider. The office of Chair is required to be a member representing private sector business. Current officers are Kathaleen Cole – Vice Chair and Lloyd Reshard – Member-at-Large. With the progression process in place, Kathaleen Cole who serves as the Vice Chair was nominated to serve as Chair and Lloyd Reshard was nominated to serve as Secretary/Treasurer. Scott Luth and Anna Weaver were nominated to serve as Vice Chair and Member-at-Large, respectively. Officers for consideration: Chair – Kathaleen Cole, Vice Chair – Scott Luth, Secretary/Treasurer – Lloyd Reshard, and Member-at-Large – Anna Weaver.

In addition, Article 6, Committees of the By-Laws states: The Chair, Vice Chair, Secretary/Treasurer, Immediate Past Chair and one Member at Large, shall constitute the Executive Committee. The Executive Committee shall act as the Finance/ Audit Committee.

Steve Rhodes, Immediate Past Chair, will maintain his membership on the Executive Committee.

Action Taken: Motion by Steve Rhodes and seconded by Dianne Hatke to approve the slate of officers as proposed by the Nominating Committee. Motion carried.

2021-2022 DEMAND OCCUPATIONS LIST

The 2021-2022 Demand Occupations List was made available to the Board.

The Demand Occupations List Review Committee met on June 11, 2021 to review and determine LWDB 1's demand occupations for 2021-2022. The Committee reviewed the 2021-2022 Regional Demand Occupations List, 2021-2022 Florida Statewide Demand Occupations list, as well as the Burning Glass website. The recommendation by the Committee was to approve the 2021-2022 Regional Demand Occupations list with the inclusion of the occupation, Sheet Metal Workers, as LWDB 1's demand occupations list. This list aligns with the 2021-2022 Florida Statewide Demand Occupations list which excluded the occupation, Sheet Metal Workers.

Action Taken: Motion by Scott Luth and seconded by Steve Harrell to approve the recommendation of the Demand Occupations List Review Committee. Motion carried.

PRELIMINARY BUDGET FY 2021-2022

The preliminary budget for FY 2021-2022 was made available to the Board.

Action Taken: Motion by Steve Harrell and seconded by Michael Johnson to approve the Preliminary Budget for FY 2021-2022. Motion carried.

ADDITIONS TO ELIGIBLE TRAINING PROVIDER LIST

Information regarding additions to CSE's Eligible Training Provider List (ETPL) was made available to the Board.

CSE received applications from two training providers requesting to be placed on CSE's Eligible Training Provider List: **Nursing Bridges Institute, LLC dba Nursing Bridges Institute** (6706-B Plantation Road, Pensacola, FL 32504) and **Academy of Applied Technology, LLC dba Applied Technology Academy** (1992 Lewis Turner Boulevard, Suite 131, Fort Walton Beach, FL 32547). Applications for both training providers are complete and required documents have been received. Staff request that both providers be placed on CSE's eligible training provider list.

Action Taken: Motion by Dianne Hatke and seconded by Michael Johnson to approve placing Nursing Bridges Institute, LLC dba Nursing Bridges Institute and Academy of Applied Technology, LLC dba Applied Technology Academy as a CSE Eligible Training Provider List. Motion carried.

WIOA YOUTH SERVICES CONTRACT RENEWALS | AUTHORIZED SIGNER ON WIOA YOUTH SERVICES CONTRACTS FOR FY 2021-2022

At the May 13, 2021 Board of Directors Meeting, the Board voted to renew the WIOA year-round youth services contracts for FY 2021-2022 at the below funding levels: Children's Home Society - \$351,313.30, Escambia County School District - \$288,234.34, and Santa Rosa County School District - \$274,524.31.

Since that time and with there being no executed contract renewals for FY 2021-2022, CSE has realized additional dollars to support the youth services contracts. The additional funding will allow the contract renewals to be funded as follows: **Children's Home Society - \$353,206.18, Escambia County School District - \$290,127.22, and Santa Rosa County School District - \$276,417.19.**

CSE's Administrative Plan does not allow for the CEO to sign contracts and contract modifications for Escarosa that exceeds \$25,000. All contract and contract modification signatures by the CEO that exceeds \$25,000 must be authorized by the Board.

Staff request that the Board authorize the CEO to sign all youth services contracts and contract renewals/modifications that exceeds \$25,000 for FY 2021-2022.

Action Taken: Motion by Dianne Hatke and seconded by Michael Johnson to approve FY 2021-2022 WIOA Youth Services contract renewals as outlined above, and the CEO's signature on the youth services contract renewals/modifications that exceeds \$25,000.00 for FY 2021-2022. Motion carried. Steve Harrell abstained from voting.

AUTHORIZATION OF YOUTH SUMMER PROGRAM ANNOUNCEMENT FOR FUNDING

Action Taken: Motion by Scott Luth and seconded by Steve Harrell to approve the CEO's announcement for funding of the TANF Youth Summer Program. Motion carried.

INFORMATION ITEMS

ANNUAL RETIREMENT CONTRIBUTION

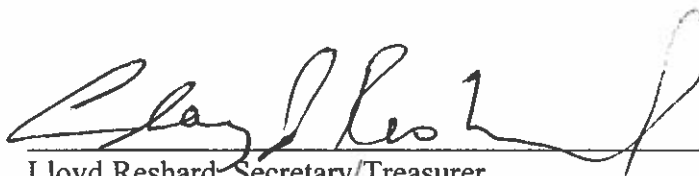
Escarosa' Fiscal Year 2020-2021 Budget approved by the Board on May 21, 2020, included a 2% annual retirement contribution for employees enrolled in the 401(k) plan as of December 31, 2018. This contribution is in addition to the matching contributions received by employees each pay period.

The contribution is based on the employee's 2020 W-2 wages. The amount originally budgeted and approved by the Board was \$90,512.00 which included both 2% annual retirement and matching contributions. The actual contribution is \$13,012.54. The annual contribution for 2020 will be paid in August 2021.

CHIEF EXECUTIVE OFFICER'S REPORT

The CEO's report highlighted the following:

- Interim Chief Operations Officer (COO) in place for May-June
- Program Corrective Action Plan to DEO showed a reduction in findings across the board.
- CSE's 25th Anniversary
- CSE has a promotional video on BLAB-TV
- Board membership – Vocational Rehabilitation represented needed.
- CSE has 14 open positions that needs to be filled.



Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa