

AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
THURSDAY, NOVEMBER 18, 2021
3:30 P.M.

LOCATION: 6913 N. 9TH Avenue | Pensacola, FL 32504
CALL-IN: 1-888-585-9008 | CONF ROOM #: 819-873-686

- I. Call Meeting to OrderKathaleen Cole, Chair**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Board Education Moment William Spaid, MIS/QA Manager/RSO
The QA Advantage**
- VI. Consent Agenda**
 - Minutes – September 16, 2021
- VII. Items for Consideration**
 - Financial Expenditure Report (September 30, 2021)
 - CSE Asset Disposal List
 - CSE Annual Report/Meeting
 - CSE’s Holiday Schedule
 - CSE Staff Salaries
- VIII. Information Items**
 - Chief Executive Officer’s Report
- IX. Other Business**
- X. Adjournment**

NEXT BOARD MEETING – JANUARY 20, 2022 | LOCATION: TBD

CareerSource Escarosa

BOARD OF DIRECTORS SEPTEMBER 16, 2021 MINUTES

Members Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Steve Rhodes (Immediate Past Chair), Diane Hatke, and Shannon Ogletree

Members Participating via virtual/teleconference: Scott Luth (Vice Chair), Anna Weaver (Member-at-Large), Steven Harrell, Michael Listau, Tracy Andrews, and Tawana Gilbert

Ex-Officio Member Participating: Erica Grancagnolo

Members Not Participating: Michael Johnson and Russell Green

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

Chair Kathaleen Cole called the meeting to order at 3:34 p.m. at CareerSource Escarosa. She called the roll to confirmed those participating in the meeting.

CALL FOR PUBLIC COMMENT
No public comment was noted.

READING OF PUBLIC DISCLOSURES
One public disclosure was noted.

APPROVAL OF AGENDA
The agenda was reviewed by the board.

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

BOARD EDUCATION MOMENT
Wakinme Long, Jobs and Benefits Manager, presented information on Veterans Services and Overcoming Barriers to Success.

CONSENT AGENDA
MINUTES: JULY 29, 2021

The minutes were made available to the Board.

Action Taken: Motion by Shannon Ogletree and seconded by Diane Hatke to approve the July 29, 2021, meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT

The financial expenditure report for the month ending July 31, 2021, was made available to the board.

It was noted the negative variances is due to the impact of fiscal year grant usage earlier in the fiscal year.

Action Taken: Motion by Lloyd Reshard and seconded by Steve Rhodes to approve the financial expenditure report for the month ending July 31, 2021. Motion carried.

BOARD MEMBERSHIP: REMOVAL OF A MEMBERS AND BOARD ATTENDANCE

House Bill 1507 details board governance to include required orientation for board members, encouraged orientation participation for chief elected officials, and attendance. CSE currently has a member in question as it relates to attendance, Russell Green. Mr. Green has not been active on the board since program year 2019-2020. CSE By-Laws states:

“The chair is authorized to request a replacement appointment for any member of the Board of Directors who has had unexcused absences for three (3) or more consecutive meetings of the Board. The Chair shall make the final determination where non-attendance is excused or unexcused for all absences of members.”

It was recommended that Russell Green be removed from the CSE Board of Directors due to his absence from three (3) or more consecutive meetings of the Board.

Action Taken: Motion by Steve Rhodes and seconded by Lloyd Reshard that Russell Green be removed from the CSE Board of Directors due to non-attendance of three (3) or more consecutive meetings of the Board. Motion carried.

REQUEST FOR PROPOSAL (RFP) – AUDITING SERVICES

The audit cycle for CSE’s current auditing provider will expire June 30, 2022. A Request for Proposal (RFP) for auditing services was issued and proposals were received from three providers: James Moore CPA and Consultants, Brown Thornton • Pacenta & Company, PA, and Thomas Howell Ferguson, P.A. The rating committee consisted of CSE staff: Priya Sarathy – CSE CFO, Bill Barron – CSE COO, Carol Bono – CSE Senior Accountant, and Mariezel Woodfaulk – CSE Accounting Technician. It was noted that some providers has/had experience working with local workforce boards, and the cost to provide services were in close range amongst the providers. Due to James Moore CPA and Consultants extensive workforce experience and their having the lowest cost to perform services, staff recommended they be approved to perform auditing services for CSE for the periods 2022-2024 with options for renewal – an additional two years. It was recommended that in the future board members be included in the rating process, as this adds a good addition to the process.

Action Taken: Motion by Lloyd Reshard and seconded by Shannon Ogletree to approve James Moore CPA and Consultants as CSE’s auditing service provider for the periods of 2022-2024 with options for renewal – an additional two (2) years. Motion carried.

ADDITIONAL PROGRAMS TO THE CSE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

The University of West has requested the addition of five (5) training programs to CSE’s ETPL, Teacher Ready, Certified Medical Administrative Assistant (CMAA), IT Fundamentals, Network

Fundamentals, and Security Fundamentals. Teaching certification is not currently a program on the CSE ETPL. However, the 2021-2022 Regional Demand Occupations List for Region 1 (Escambia and Santa Rosa Counties) supports training for Elementary and Middle School Teachers, as they are considered Demand Occupations for our region.

Action Taken: Motion by Dianne Hatke and seconded by Shannon Ogletree to approve the inclusion of five certification training programs (Teacher Ready, Certified Medical Administrative Assistant (CMAA), IT Fundamentals, Network Fundamentals, and Security Fundamentals) to the CSE ETPL, as requested by UWF Motion carried.

CSE 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.

A list of old equipment that CSE would like to write-off for disposal was made available to the board. 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 Dianne Hatke and seconded by Shannon Ogletree to approve to write-off and dispose of items outlined on the Asset Disposal List. Motion carried.

RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS

UPDATES TO CSE'S BY-LAWS

The updated CSE By-Laws were made available to the board.

Updates to the CSE By-Laws were required due to HB 1507, and CareerSource Florida Administrative Policies 091 and 110, Titles: Local Workforce Development and Board Composition and Certification and Local Workforce Development Area and Board Governance, respectively. Updates highlighted included board membership length of service, term limits, and the certification process. A track change copy of the updated By-Laws was not available, but it was noted details of the changes were presented at the Executive Committee meeting.

Action Taken: Motion by Steve Rhodes and seconded by Lloyd Reshard to ratify the action taken by the Executive Committee – approve the updates to the CSE By-Laws. Motion carried.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported the following:

- With the turnover in leadership, some CSE staff vacancies are now filled – WIOA Manager, Business Service Team Manager, and Jobs and Benefits Administrator. There are other offers pending in other areas of the organization.
- Wakinme Long was awarded the Professional Award at the Workforce Professional Development Summit
- Travel to Port St. Lucie, Florida to attend the Executive Directors meeting.

- A meeting was convened with CSE and Navy Federal regarding on-the-job training (OJT).
- CSE's staff has purged from its system in-active job orders.
- Travel to Tallahassee, Florida to meet with the Department of Economic Opportunity regarding pre-employment assistance.
- There are security issues with the Reemployment Assistance (RA) application at both CSE Career Center locations. DEO has made a large investment to correct the system. Due to the demand for assistance in the Pensacola Career Center, three (3) temps from Landrum have been acquired to assist in the resource room. Dr. McBride shared an incident of violence that occurred at one of the workforce local areas. Inquiry was made as to how CareerSource Florida is dealing with security issues. The Department of Economic Opportunity (DEO) now has available a new processing system. There was discussion regarding CSE securing the safety of staff. It was suggested that this information be shared with CSE's Chief Local Elected Officials (CLEO) as an awareness. Mr. Rhodes will assist Dr. McBride with this.
- The Ticket-to-Work process is in progress.
- CSE received some unrestricted funds from Pensacola State College under the Governor's Emergency Education Relief (GEER) grant.
- CSE will provide rapid response services to Hitachi.

There being no further business, the meeting adjourned at 5:01 p.m.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa

CareerSource Escarosa
Summary of Expenditures
Sep 30, 2021

	FY 2021 -2022	Total Funds Available	FY 2021-2022	Available Funds	Percent	Award	Percent	Variance
Programs	Approved Budget	(Released)	Year-To-Date Expenditures	Remaining	Expended	End Date	of Grant Completed	
WIOA Adult	800,503	800,503	743,288	57,215	93%	June 2022	58%	-35%
WIOA Dislocated Worker	799,005	799,005	102,533	696,472	13%	June 2022	58%	46%
WIOA Youth	1,010,161	1,010,161	624,185	385,976	62%	June 2022	69%	7%
WIOA Performance Incentives	120,204	60,102	-	60,102	0%	Feb 2022	15%	15%
COVID-19 National Emergency	254,789	254,789	57,765	197,024	23%	Mar 2022	79%	56%
RESEA	21,808	21,808	18,599	3,209	85%	Sep 2021	88%	2%
Welfare Transition Program	329,538	329,538	163,558	165,980	50%	Nov 2021	60%	10%
Military Family Employment Advocacy program	78,832	78,832	10,613	68,219	13%	June 2022	25%	12%
Veterans - DVOP	31,080	31,080	23,468	7,612	76%	Dec 2021	80%	4%
Veterans - LVER	45,756	45,756	26,466	19,290	58%	Dec 2021	80%	22%
Hurricane Sally	1,000,000	1,000,000	175,219	824,781	18%	Sep 2022	46%	28%
Rapid response	139,545	139,545	-	139,545	0%	June 2022	25%	25%

	Allowed	Actual
Administrative Rate	10.00%	8.69%
Indirect Rate	11.28%	11.28%

Notes to the Financial Statements
Sep 30, 2021

1. Grant Percentage of Year

Rapid Response - Funding received to support 2 FTE at the Board Level

2. High Variance

3. Administrative and Indirect Rates

**CAREERSOURCE ESCAROSA
ACTION ITEM
ASSET DISPOSAL LIST**

Date: November 18, 2021

ITEM FOR DISCUSSION

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.

RECOMMENDATION

The Board of Directors approve to write-off and dispose of the items on the attached Asset Disposal List.

ERWDB TAG #	Class Code	DESCRIPTION	MANUFACTURER	SERIAL #	PURCHASE DATE
1410	E	RECORDING SYSTEM			
1465	D	IN2102EP	INFOCUS	AZMB82800257	
1597	P	HP4015N	HP	CNDX210911	5/13/2009
1632	P	LASERJET 4014N	HP	CNDX118613	
1678	CCTV	SECURITY CAMERA	AXIS	00408C9DFAC6	1/26/2010
1679	CCTV	SECURITY CAMERA	AXIS	000408C9DFACC	1/26/2010
1667					
1683		40 INCH TV	PHILLIPS	YA1A1015004656	
1752	CCTV	M3114-R	AXIS	00408CB153A4	
1753	CCTV	M3114-R	AXIS	00408CB153A5	
1802	SERVER	R510	DELL	9227VQ1	6/6/2011
1803	SCANNER	DR-2580C	CANON	DG366561	6/6/2011
1804	SCANNER	DR-2580C	CANON	DG366637	6/6/2011
1805	SCANNER	DR-2580C	CANON	DG366638	6/6/2011
1815	L	LATITUDE E6420	DELL	FJBW5Q1	6/14/2011
1816	L	LATITUDE E6420	DELL	JH9W5Q1	6/14/2011
1823	W	MR16	MERAKI	Q2DD-29FK-FKUM	8/20/2011
1824	W	MR16	MERAKI	Q2DD-2GV9-E8RU	8/20/2011
1826	L	LATITUDE E6420	DELL	DZWM4R1	10/4/2011
1866	E	OpScan ES Dual	Scantron	5802740	4/26/2012
1870	S	TABE 9&10	CBT		5/12/2012
1871	C	OPTIPLEX 990	DELL	4P51PS1	5/4/2012
1878	L	LATITUDE E5420	DELL	JS7SWL1	7/29/2012
1879	L	LATITUDE E5420	DELL	JS7SKQ1	7/29/2012
1880	L	LATITUDE E5420	DELL	JS7SLQ1	7/29/2012
1888	L	LATITUDE E6430	DELL	HBCJLV1	10/21/2012
1902	C	PRO 4300	HP COMPAQ	MXL312053P	4/4/2013
1904	C	PRO 4300	HP COMPAQ	MXL312053F	4/4/2013
1906	C	PRO 4300	HP COMPAQ	MXL3120539	4/4/2013
1910	C	PRO 4300	HP COMPAQ	MXL312053H	4/4/2013
1912	C	PRO 4300	HP COMPAQ	MXL2512CKZ	4/4/2013
1919	C	PRO 4300	HP COMPAQ	MXL312053R	4/4/2013
1921	C	PRO 4300	HP COMPAQ	MXL312053M	4/4/2013
1922	C	PRO 4300	HP COMPAQ	MXL312053J	4/4/2013
1925					
1931	C	PRO 4300	HP COMPAQ	MXL3040XKG	4/4/2013
1932	C	PRO 4300	HP COMPAQ	MXL3040XK8	4/4/2013
1934	C	PRO 4300	HP COMPAQ	MXL3040XL2	4/4/2013
1946	E	PX4-300R	IOMEGA STORAGE	THXX9H	
1949	C		DELL		
1955	M	IPAD	APPLE	DMQM3BY6F4YD	2/21/2014
1962	C	OPTIPLEX 9020	DELL	GOPYH02	3/5/2014
1963	C	OPTIPLEX 9020	DELL	GONZH02	3/5/2014
1964	C	OPTIPLEX 9020	DELL	GOP0J02	3/5/2014
1965	C	OPTIPLEX 9020	DELL	GOPXH02	3/5/2014
1966	C	OPTIPLEX 9020	DELL	GONYH02	3/5/2014
1967	C	OPTIPLEX 9020	DELL	GONXH02	3/5/2014
1968	C	OPTIPLEX 9020	DELL	GOPSH02	3/5/2014
1969	C	OPTIPLEX 9020	DELL	G0Q1J02	3/5/2014
1970	C	OPTIPLEX 9020	DELL	G0PZH02	3/5/2014
1972	C	OPTIPLEX 9020	DELL	G0Q0J02	3/5/2014
1975	C	OPTIPLEX 9020	DELL	16X6L02	4/28/2014
1976	C	OPTIPLEX 3011	DELL	1L3DL02	4/28/2014
1977	C	OPTIPLEX 3011	DELL	1L47L02	4/28/2014
1978	C	OPTIPLEX 3011	DELL	1L48L02	4/28/2014
1979	C	OPTIPLEX 3011	DELL	1L4DL02	4/28/2014
1980	C	OPTIPLEX 3011	DELL	1L5DL02	4/28/2014
1981	C	OPTIPLEX 3011	DELL	1L57L02	4/28/2014
1982	C	OPTIPLEX 3011	DELL	1L4CL02	4/28/2014
1983	C	OPTIPLEX 3011	DELL	1L5BL02	4/28/2014
1984	C	OPTIPLEX 3011	DELL	1L4BL02	4/28/2014
1987	C	OPTIPLEX 9020	DELL	HL5MM02	5/15/2014
1988	C	OPTIPLEX 9020	DELL	HL68M02	5/15/2014
1989	C	OPTIPLEX 9020	DELL	HL5NM02	5/15/2014
1992	C	OPTIPLEX 3030	DELL	C4LSN22	10/14/2014
1995	C	OPTIPLEX 3030	DELL	C4MDN22	10/14/2014
1996	C	OPTIPLEX 3030	DELL	C4LKR22	10/14/2014
2073	L	FLEX	LENOVO	SR90LK54E	12/27/2016
2093	C	OPTIPLEX 3050	DELL	2L0YJH2	

**CAREERSOURCE ESCAROSA
INFORMATION ITEM
CSE ANNUAL REPORT/MEETING**

Date: November 18, 2021

INFORMATION ITEM

The Department of Economic Opportunity (DEO) requires a data review annually. A snapshot of the Annual Report for Program Years 2020 compared to 2021 (July 1st – June 30th) is attached for your review. For reference, program years for 2016-2017, 2017-2018, and 2018-2019 are included in the report.

Annual Report for Program years 2020 compared to 2021 (July 1st - June 30th)

Description of information	Reference years				Comparison Years			
	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	Variance by %		
Number of Customers Served	21,322	17,849	14,051	12,908	10,582	-18%		
Customer Services	171,512	192,269	150,986	54,809	55,432	1%		
Number of Customers gaining Employment (Wagner Peyster)	117	48	70	109	24	-78%		
Number of Customers gaining Employment (WIOA)	127	110	136	140	69	-51%		
Average Hourly Wage Received when Hired (WIOA)	\$ 13.19	\$ 10.40	\$ 11.02	\$ 15.52	\$ 12.76	-18%		
Employers Served	998	1,134	1,261	1,672	2,303	38%		
Employer Services provided	18,947	14,027	17,836	17,811	45,256	154%		
Number of Employers who posted job Orders	752	686	712	638	793	24%		
Number of job Orders Posted	5,719	5,280	5,944	5,535	6,447	16%		
Number of Registered Adults Enrolled in Training	240	525	1,264	1,607	236	-85%		
Number of Adults Participating in Training	51	43	32	77	55	-29%		
Number of Training Services provided to Adults	970	1,929	4,121	5,081	80	-98%		
Number of Adults not Employed at Registration	15	15	1,530	1,440	96	-93%		
Adults who entered training unemployed and completed training employed	43	37	29	70	44	-37%		
Success Rate of Adults from Unemployed to Employment	84.31%	86.05%	90.63%	90.91%	80.00%	-12%		
Average Wage of Adults from Unemployed to Employment	\$ 17.20	\$ 21.08	\$ 13.85	\$ 16.25	\$ 16.82	4%		
Number of Registered Dislocated Workers Enrolled in Training	3	39	39	31	33	6%		
Number of Dislocated Workers Participating in Training	13	7	6	5	3	-40%		
Number of Training Services provided to dislocated Workers	15	162	127	25	25	0%		
Dislocated Workers who entered training unemployed and completed training employed	9	7	5	5	3	-40%		
Success Rate of Dislocated Workers from Unemployed to Employment	69.23%	100.00%	83.33%	100%	100%	0%		
Average Wage of Dislocated Workers from Unemployed to Employment	\$ 15.16	\$ 16.73	\$ 19.37	\$ 14.32	\$ 16.64	16%		
Number of Registered Youth Enrolled in Training	1,358	730	902	1,191	236	-80%		
Number of Youth Participating in Training	7	11	7	5	3	-40%		
Number of Training Services provided to Youth	5,396	1,998	1,232	1,389	379	-73%		
Youth who entered training unemployed and completed training employed	5	8	6	4	3	-25%		
Success Rate of Youth from Unemployed to Employment	71.43%	72.73%	85.71%	80.00%	100.00%	25%		
Average Wage of Youth from Unemployed to Employment	\$ 12.49	\$ 10.17	\$ 11.20	\$ 8.83	\$ 11.65	32%		

Name	Key	Color
More than 25% Increase		Green
Less than 25% Change		Blue
More than 25% Decrease		Red

**CAREERSOURCE ESCAROSA
ACTION ITEM
CSE HOLIDAY SCHEDULE**

Date: November 18, 2021

ITEM FOR DISCUSSION

CareerSource Escarosa's Personnel Handbook states:

CSE grants holiday pay for certain days throughout the year. The following paid holidays are provided for all eligible employees:

<i>New Year's Day</i>	<i>Veterans Day</i>
<i>Martin Luther King Day</i>	<i>Thanksgiving</i>
<i>One (1) Personal Day (floating)</i>	<i>Day after Thanksgiving</i>
<i>Memorial Day</i>	<i>Christmas Eve</i>
<i>Independence Day</i>	<i>Christmas Day</i>
<i>Labor Day</i>	<i>New Year's Eve</i>
<i>Juneteenth</i>	

In the event the holiday falls on a Saturday, the holiday will be observed on the previous Friday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.

The 2021 Christmas Eve (12/24) and Christmas Day (12/25) holidays fall on Friday and Saturday. In accordance with the above policy, CSE will adjust the schedule to observe the Christmas Eve and Christmas Day holiday on Friday (12/24) and Monday (12/27), respectively. The New Year's Eve and New Year's Day will follow the same schedule.

RECOMMENDATION

The Board of Directors approved adjustment to the Christmas Eve, Christmas Day, New Year's Eve and New Year's Day holiday schedule as indicated above.

**CAREERSOURCE ESCAROSA
ACTION ITEM
CSE STAFF SALARIES**

Date: November 18, 2021

ITEM FOR DISCUSSION

CSE's Personnel Handbook states:

The salary and any adjustments for the CEO is the responsibility of the Executive Committee, with approval by the full Board of Directors.

Adjustments to salaries of CSE staff is the responsibility of the CEO.

Prior to any adjustments to salaries, the CEO will consult with the CFO, COO and supervising Manager to gain input/justification for the adjustment for an employee.

The Florida Workforce Development Association periodically conducts a salary and benefits survey throughout the state workforce system. When that information is available, CSE will take it into consideration for comparison purposes.

Salaries will be reviewed on an annual basis and any adjustments will be based upon the overall rating received during the annual performance appraisal during the 1st quarter of the fiscal year and the availability of funding to support any pay increases.

Cost of Living Adjustments (COLA) will be considered each calendar year, based on the CEO's recommendation and funding availability.

Due to recent legislation, HB1507, and its intent to promote board engagement, the CEO recommend the Board of Directors approve a 6% across the board increase for staff, excluding senior leadership team staff and CSE staff who has not completed their 90-day probationary period. The Department of Economic Opportunity (DEO) staff is not eligible for the increase.

RECOMMENDATION

The Board of Directors approve a 6% across the board increase for CSE staff, excluding CSE's senior leadership team staff and CSE staff who has not completed their 90-day probationary period.