

CareerSource Escarosa

BOARD OF DIRECTORS NOVEMBER 18, 2021 MINUTES

Members Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Michael Johnson, Steven Harrell, and Diane Hatke

Members Participating via virtual/teleconference: Steve Rhodes (Immediate Past Chair), Anna Weaver (Member-at-Large), Michael Listau, and Tawana Gilbert

Ex-Officio Member Participating: Clara Long

Members Not Participating: Scott Luth (Vice Chair) and Shannon Ogletree

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

Chair Kathaleen Cole called the meeting to order at 3:40 p.m. at the Pensacola Career Center. 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 Steven Harrell and seconded by Lloyd Reshard to approve the agenda as printed. Motion carried.

BOARD EDUCATION MOMENT
William Spaid, MIS/QA Manager/RSO, presented information on the Quality Assurance Advantage.

CONSENT AGENDA
MINUTES: SEPTEMBER 16, 2021
The minutes were made available to the Board.

Action Taken: Motion by Diane Hatke and seconded by Michael Johnson to approve the September 16, 2021, meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT (SEPTEMBER 30, 2021)

The financial expenditure report for the period ending September 30, 2021, was made available to the Board. The CFO opened the floor for any questions regarding the financials. It was noted that there are two new grants included in the financial expenditure report – Rapid Response and One Stop Securities. The Rapid Response grant will support business layoffs due to closure, and the One Stop Securities grant will support security needs. There was discussion regarding first steps taken when a company has a layoff.

Action Taken: Motion by Lloyd Reshard and seconded by Michael Johnson to approve the financial expenditure report for the period ending September 30, 2021. 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 Steven Harrell and seconded by Lloyd Reshard to approve to write-off and dispose of the items on the CSE Asset Disposal List. Motion carried.

CSE ANNUAL REPORT/MEETING

A snapshot of the annual performance report for Program year 2020 compared to 2021 (July 1st – June 30th) was made available to the Board. Each year the local workforce boards are charged to look at outcomes and performance status. The Florida Department of Economic Opportunity (DEO) routinely make a presentation to the local workforce boards annually regarding this information but did not make a presentation in 2021. A physical visit from DEO is due in 2022.

CSE'S HOLIDAY SCHEDULE

The 2021 Christmas Eve (12/24) and Christmas Day (12/25) holidays fall on Friday and Saturday. In accordance with CSE's 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. It was noted that DEO's holiday schedule conflicts with CSE's schedule. For DEO's schedule to align with CSE's, DEO staff can request paid time off. This has been an issue with all local workforce Boards. The other alternative is for the Governor to declare the day off for DEO staff.

Action Taken: Motion by Lloyd Reshard and seconded by Steven Harrell to approve adjustment to the Christmas Eve, Christmas Day, New Year's Eve and New Year's Day holiday schedule as indicated above. Motion carried.

CSE STAFF SALARIES

A staff analysis was conducted during September – October and it suggested that a 6% increase would move staff salaries to mid-point range. In accordance with CSE's policy and due to recent legislation (HB1507) and its intent to promote Board engagement, staff recommended the Board of Directors approve a 6% across the board increase for staff, excluding CSE's recently promoted, 90-day probationers, and senior leadership team staff. The budgeted increase will amount to less than \$60,000.00. The Department of Economic Opportunity (DEO) staff is not eligible for the increase. It was noted CSE currently has eleven new hires.

Action Taken: Motion by Diane Hatke and seconded by Lloyd Reshard to approve a 6% across the Board increase for CSE staff, excluding recently promoted, 90-day probationers, and senior leadership team staff. Motion carried.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported on the following:

- CSE's quarterly newsletter has been completed by CSE's new Marketing Coordinator.
- Board membership – serving as required.
- There are five (5) applicants in the approval process for CSE Board membership.
- Santa Rosa County applicant information submitted to nominating organization for Board of Directors membership.
- Internal Control Questionnaire (ICQ) completed and submitted to the Florida Department of Economic Opportunity (DEO).
- Vocational Rehabilitation co-locating in the Pensacola CSE Career Center.
- CSE Salary Analysis
- Grants approved for two projects: Veterans and At-Risk Families. CSE will serve as the fiscal agent for the Veterans Grant for four regions.
- GED partnership with George Stone Technical Center implemented with two (2) GED instructors on the CSE campus.
- On-boarded Marketing/Outreach Specialist in October.
- 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.
- Meeting with BRACE, subrecipient of the Hurricane Sally grant, in Marianna, FL to discuss ways to tap into additional dollars. Discussions regarding a buildout plan is in progress with the city and county.
- The USDOL monitoring desk review is scheduled for November 29, 2021.
- The Florida Department of Corrections Memorandum of Understanding (MOU) for case management is in the finalizing process.

CSE has partnered with Opening Doors in the "Fresh Start Basket" project. All were invited to support the project. It was noted there will be a Food Pantry project upcoming.

CSE staff supported a Thanksgiving Food Basket project for program participants.

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

A handwritten signature in black ink, appearing to read "Lloyd Reshard", written over a horizontal line.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa