

# CareerSource Escarosa

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## **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 Florida (UWF) 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.**

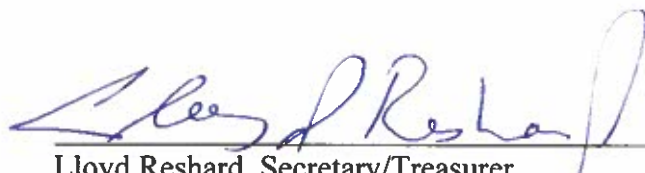
#### **CHIEF EXECUTIVE OFFICER'S REPORT**

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.

 11-18-2021  
 Lloyd Reshard, Secretary/Treasurer  
 CareerSource Escarosa