

CareerSource Escarosa

BOARD OF DIRECTORS JANUARY 20, 2022 MINUTES

Members Participating In-Person: Lloyd Reshard (Secretary/Treasurer) and Steven Harrell

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

Ex-Officio Member Participating via virtual/teleconference: Clara Long

Members Not Participating: Kathaleen Cole (Chair), Scott Luth (Vice Chair), Michael Johnson, and Shannon Ogletree

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

Steve Rhodes, Immediate Past Chair, chaired the meeting due to the absence of the Chair and Vice Chair. Mr. Rhodes called the meeting to order at 3:00 p.m. via Microsoft Teams/Pensacola Career Center. He called the roll to confirmed 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 reviewed by the Board.

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

INTERNAL AUDIT REPORT

Mr. J. Adam Nelson with Warren Averett CPAs and Advisors presented the internal audit report for fiscal year ending June 30, 2021. There were two (2) findings noted in the report: 1) Initial trial balance provided did not have the prior year's audit entries reflected, and 2) CSE's documentation did not reconcile with the amounts reported in the state's system. Recommendations for both findings were noted as well.

Mr. Rhodes informed that there was a strong interest from the Executive Committee in assuring that recommended corrections noted in the audit presentation/report are made and that the practice going forward would significantly improve the situation and prevent having findings in the future. There was a request for Warren Averette to follow through with the assurance that all corrections are complete and everything is good going forward.

Priya Sarathy, CSE CFO, noted required general entries recommended by Warren Averette are complete and has been forwarded to Warren Averette for review and confirmation that they are entered.

Action Taken: Motion by Steven Harrell and seconded by Dianne Hatke to accept the Internal Audit Report as presented. Motion carried.

CONSENT AGENDA

MINUTES: NOVEMBER 18, 2021

The minutes were made available to the Board.

Action Taken: Motion by Steven Harrell and seconded by Anna Weaver to approve the November 19, 2021, meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT (NOVEMBER 30, 2021)

The financial expenditure report for the period ending November 30, 2021, was made available to the Board. Priya Sarathy, CFO, entertained any questions relating to the financial expenditure report. She informed that both, administrative and indirect, rates are within what is allowed. She also informed on how she was able to make improvements to both rates, noting control is made internally before reaching out to the partners.

Action Taken: Motion by Lloyd Reshard and seconded by Tawana Gilbert to approve the financial expenditure report for the period ending November 30, 2021. Motion carried.

BOARD GOVERNANCE:

UPDATE ON BOARD MEMBERSHIP

An update on Board membership was made available to the Board. Several candidates are being considered for the following appointments:

- 4 candidates for Business
- 1 candidate for Workforce – Joint Labor Management Apprentice Program, a required seat.
- 1 candidate for Workforce – Community-based Organizations representing Youth

The term for membership is four (4) 2-year terms, for a maximum of eight (8) years.

BOARD ATTENDANCE

The attendance roster for program year 2021-2022 was made available to the board.

FORMATION OF RATING COMMITTEE FOR YOUTH SERVICES CONTRACTS

Current youth services contracts will expire June 30, 2022. CSE will extended an invitation to bid for these services through the Request For Proposal (RFP) process. A Rating Committee is needed in this process. Mr. Rhodes requested volunteers and Dianne Hatke and Tawana Gilbert volunteered to serve on the committee. Mr. Rhodes requested Michael Listau and Doug Brown to also serve on the Rating Committee. Staff will reach out to Mr. Listau and Mr. Brown regarding this request.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT


Dr. McBride reported on the following:

- DEO Hurricane Sally Grant audit is exhausted. The managers handled it well. No response from DEO has been received to date.
- CSE has a partnership with Opening Doors. CSE's CEO was brought on Opening Doors' Board of Directors. CSE's board members and staff donated 35 baskets to the Homeless Task Force Project overseen by Opening Doors.
- CSE received a "Get There Faster" Veterans Program grant award for \$551,000 from DEO to operationalize a new veteran's program, a program that will increase intentionality for veterans, their spouses and family. Several workforce boards participated together to form a 10-county region of support for veteran programs.
- CSE also will received a "Get There Faster" grant award for partnership with Baptist Hospital. The initial asking was for \$1.1million, but the final amount is not available. The program grant will support training in the areas of CNAs, CMAs, and Phlebotomy. The program participant will be eligible to receive an hourly wage stipend for six (6) months until the participant transitions to full-time employment with benefits at Baptist Hospital. Program participants must be WIOA eligible.
- Kathaleen Cole, Board Chair, will be on leave for the month of January.
- The holiday celebration was great.
- Work was done on appropriate goal setting for each CSE program.

Mr. Rhodes expressed thanks to Dr. McBride and his staff for how well they have represented CSE in the community.

Dr. McBride will sit on the panel at the FPL Economic Symposium.

There being no further business, the meeting adjourned at 4:20 p.m.


Kathaleen Cole, Chair
for Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa