

CareerSource Escarosa

BOARD OF DIRECTORS MARCH 17, 2022 MINUTES

Members Participating In-Person: Kathaleen Cole (Chair), Anthony Eman, Dianne Hatke, Laura Hessler, and Jeffrey Hondorp

Members Participating via virtual/teleconference: Scott Luth (Vice Chair), Anna Weaver (Member-at-Large), Douglas Brown, and Michael Johnson

Members Not Participating: Lloyd Reshard (Secretary/Treasurer), Steve Rhodes (Immediate Past Chair), Tawana Gilbert, Steven Harrell, Michele Kelson, Michael Listau, and Shannon Ogletree

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

Kathaleen Cole, Chair, called the meeting to order at 3:30 p.m. at the Pensacola Career Center (6913 N. 9th Avenue, Pensacola, FL 32504).

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 Dianne Hatke and seconded by Jeffrey Hondorp to approve the agenda as printed. Motion carried.

Ms. Cole noted several adjustments to the agenda:

Removal of the following items:

- Financial Expenditure Report (January 31, 2022)
- Revisions to CSE's Administrative Plan

Action Taken: Amended motion by Dianne Hatke and seconded by Jeffrey Hondorp to approve the revised agenda. Motion carried.

ANNUAL PERFORMANCE REPORT

The Florida Department of Economic Opportunity (DEO) Annual Performance Report was presented by Daniel Harper, DEO Senior Management Analyst Supervisor. Topics covered included Workforce System Funding and Oversight, Local Service Delivery, Statewide and Local Board Funding, Direct Client Services and Administrative Expenditures ITAs, Work Experience, Out-of-School Youth Funding, Primary Indicators of Performance and Technical Assistance Program Monitoring Activities, and Financial Monitoring Activities.

CONSENT AGENDA

MINUTES: JANUARY 20, 2022

The minutes were made available to the Board.

Action Taken: Motion by Dianne Hatke and seconded by Jeffery Hondorp to approve the January 20, 2022, meeting minutes. Motion carried.

Several new members appointed to the CSE Board of Directors was present at the meeting. Ms. Cole asked new and current members to introduce themselves.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT (JANUARY 31, 2022)

Item tabled, as it is under review.

REVISIONS TO CSE'S BY-LAWS

Vacancies on the board are required to be filled within six (6) months of the vacancy. The last revisions to the By-Laws were completed on September 16, 2021. Revisions to the By-Laws are essential due to requirements for board governance and recommendations for compliance, inquiries of clarity from the Chief Local Elected Officials, and as new members are appointed to the board. Revisions to the By-Laws includes the items on: Directors Number, Election and Term, and an additional item was added – Training Needed for Board Members.

Action Taken: Motion by Dianne Hatke and seconded by Kathaleen Cole to approve revisions to by-laws as presented. Motion carried.

REVISIONS TO CSE'S ADMINISTRATIVE PLAN

Item tabled.

BOARD GOVERNANCE:

UPDATE ON BOARD MEMBERSHIP

An update on Board membership was made available to the Board.

Several candidates have been appointed to the CSE Board of Directors: Jeff Hondorp, Anthony Eman, Laura Hessler, Douglas Brown, all business representatives on the board. Michele Kelson represents a non-joint labor management apprentice program.

BOARD ATTENDANCE

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

Membership attendance is addressed in the CSE By-Laws, as the goal is to drive discussion and policy that build our workforce region. Presence is important as it speaks for very important industries and the region.

CUSTOMIZED TRAINING (BAPTIST HEALTH CARE)

CSE received the "Get There Faster" grant award in the amount of \$1,037,828.00. The grant will allow CSE to partner with Baptist Health Care in provide training opportunities for at-risk Floridians in the areas of Phlebotomy and Certified Medical Assistant. Staff is requesting the board approve moving

forward in contracting with Baptist Health Care at the discretion of the CEO to create the terms of the contract – based on allowable policies for the actual roll out of the contract and contingent on discussion with Baptist Health Care and the best course for relations.

Action Taken: Motion by Jeffery Hondorp and seconded by Michael Johnson to approve moving forward with contracting with Baptist Health Care at the discretion of the CEO. Motion carried.

INTER-LOCAL AGREEMENT

A draft of the Inter-Local Agreement was made available to the Board.

The Inter-Local Agreement is between Santa Rosa County Board of Commissioners, Escambia County Board of Commissioners and Workforce Escarosa, Inc. dba CareerSource Escarosa and it is an outline of the laws that spell out the responsibilities for the organization and all covered in the sub-grantee agreement with the Department of Economic Opportunity (DEO).

Revisions to the agreement will allow the Chief Local Elected Officials (CLEO) for Santa Rosa and Escambia Counties to serve as the designated official signatory authority for both counties for the purpose of executing jointly approved documents. The designation will be for alternating years during the period of the agreement.

Action Taken: Motion by Dianne Hatke and seconded by Jeffery Hondorp to approve revisions to the Inter-Local Agreement. Motion carried.

ADD-ON ITEMS

WELFARE TRANSITION (WT) EMPLOYMENT PROGRAMS AND TANF/WELFARE TRANSITION (WT) SUMMER TEEN PREGNANCY PREVENTION PROGRAM

CSE propose to operate a WT Summer Employment Program that will target youth participants. The purpose of the program is to engage employers to establish worksites for youth employment over the summer.

CSE operated the TANF/Welfare Transition (WT) Summer Teen Pregnancy Prevention Program last year and is interested in soliciting organizations for the program this year. The programs are educational. Staff request the Board to approve the solicitation of the Request for Proposals (RFP) for the Summer Teen Pregnancy Prevention Program. Given the timing with the process, the Executive Committee will need to review and approve the proposals.

CSE has a large bucket of funding beneficial for participants and the community. CSE want to ensure its ability to maximize the resources for our region.

Action Taken: Motion by Jeffery Hondorp and seconded by Dianne Hatke to approve the solicitation of a Request for Proposals (RFP) for the TANF/Welfare Transition (WT) Summer Teen Pregnancy Prevention Program and the Executive Committee authority to review and approve the proposals and move forward with the programs. Motion carried.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride presented the CSE Quarterly Board Member Newsletter March 2022. He highlighted from the newsletter, the Community Achievement Award, Northwest Florida Day in Tallahassee, FL, Job Fairs and Recruitment, Community Service, Florida Labor Statistics, Local Labor Statistics, Employ Florida Data Region 1, social media, Giving Back, GED Success, and Success Stories.

Dr. McBride noted the CSE CFO position being vacant and receipt of 30 resumes, with 10 of them being good and four (4) really good. Interviews are expected in the next week or so. CSE continues to work with consultant Warren Averette to discuss current financial reports.

There being no further business, the meeting adjourned at 4:21 p.m.

A handwritten signature in cursive script, appearing to read "Lloyd Reshard", is written over a horizontal line.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa