

**AGENDA**  
**CAREER SOURCE ESCAROSA**  
**BOARD OF DIRECTORS**  
**THURSDAY, JUNE 16, 2022**  
**3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504**

**CALL IN: 1-941-404-1062 | CONF ID: 989 414 364**

- I. Call Meeting to Order ..... Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Review of Changes Due to House Bill 1507.....Marti Coley, Vice President  
PinPoint Results, LLC**
- VI. Consent Agenda**
  - Minutes – June 1, 2022
- VII. Items for Consideration**
  - Approval – Provisional Budget for FY 2022-2023 (To Be Provided)
  - Approval – Annual Retirement Contribution
  - Approval – OJT Contract (CareerSource Escarosa and Net Synergy Virtual Solutions dba LT3 Academy)
  - Review – Board Governance: Board Attendance and Vacancies
  - Introduction of New Board Member(s)
  - Information – Form 1 Filing Reminder
- VIII. Ratification of Decision(s) Made Between Meetings**
  - TANF Summer Program Project – Teen Pregnancy Prevention Program
- IX. Information Items**
  - Chief Executive Officer’s Report
  - PY 2022-2023 Meeting Schedule – Board of Directors/Executive Committee
- X. Other Business**
- XI. Adjournment**

**NEXT BOARD MEETING – JULY 21, 2022 | LOCATION: TBD**

# CareerSource Escarosa

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## **BOARD OF DIRECTORS JUNE 1, 2022 MINUTES**

**Members Participating In-Person:** Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Steve Rhodes (Immediate Past Chair), Tawana Gilbert, Shannon Ogletree, Michele Kelson, Steven Harrell, Michael Listau, and Jeffrey Hondorp

**Members Participating via virtual/teleconference:** Scott Luth (Vice Chair), Douglas Brown, Anthony Eman and Dianne Hatke

**Members Not Participating:** Laura Hessler

**Others Participating:** Andrew Merchel (DEO)/CSE, 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. 9<sup>th</sup> Avenue, Pensacola, FL 32504). Ms. Cole called the roll to confirm members 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 Steven Harrell and seconded by Steve Rhodes to approve the agenda as printed. Motion carried.**

### **BOARD EDUCATION MOMENT**

Andrew Merchel, Jobs and Benefits Supervisor, presented information on the upcoming November 2022 hiring event – “Paychecks for Patriots.” There was discussion regarding planning for the event – location, sponsorships, business, food trucks, etc. CSE has reached out to the City of Pensacola regarding a location. The board offered support of the event. Sponsorship values was not determined at this time. Shannon Ogletree who is with Santa Rosa Economic Development Alliance offered support (\$1,000.00) of the event.

Mr. Merchel reported during the federal reporting period, October 2021-May 2022, 50 veterans were placed into employment. Region 1 placed #2 (Janet Taylor - Pensacola) and #5 (Craig Briggs - Milton) with veteran placement of 10 and 8, respectively. The 50 veteran placements put Region 1 in the #2 spot in the state.

## **CONSENT AGENDA: MINUTES – MARCH 17, 2022**

The minutes were reviewed. The following corrections were noted to the 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 Participant: Lloyd Reshard (Secretary/Treasurer), Steve Rhodes (Immediate Past Chair), Tawana Gilbert, Steven Harrell, Michele Kelson, Michael Listau, and Shannon Ogletree
- Board Governance: Update on Board Membership  
*Michele Kelson represents non-joint labor management apprenticeship program.*

**Action Taken: Motion by Lloyd Reshard and seconded by Steven Harrell to approve the March 17, 2022, Board Meeting minutes with the noted corrections. Motion carried.**

## **ITEMS FOR CONSIDERATION**

### **FINANCIAL EXPENDITURE REPORT**

The financial expenditure report for the month ending April 30, 2022, was presented. The following was noted: It was noted

- Several program awards ending June 30, 2022, are totally expended. CSE will request from DEO a transfer of funds from the WIOA Dislocated Worker program to the WIOA Adult program.
- Other programs noted with an award end date past June 30<sup>th</sup> was the Hurricane Sally program. Staff is working with BRACE and QLM for services to expend the funds.
- It is uncertain of a possible extension to the Military Family Employment Advocacy Program.
- The SNAP Program award ends September 30, 2022. Funds are totally expended to date.
- The Welfare Transition Program award ends September 30, 2022. The Summer Youth Employment Program and the WT Summer Teen Pregnancy Prevention Programs will be support with Welfare Transition program funds.
- The “Get There Faster” grants are special grants to support veterans and Military Spouses, and at-risk Floridians. CSE is in the process of completing staffing for these program grants.

Inquiry was made regarding the financial summary report balance verses the transfer request (from WIOA Dislocated Worker to the Adult program) amount to be submitted to the DEO. There was discussion on how the transfer funds will be utilized to support the WIOA adult program, as well as the 2021 audit and general ledger findings.

**Action Taken: Motion by Steve Rhodes and seconded by Shannon Ogletree to approve the financial expenditure report for the month ending April 30, 2022. Motion carried.**

## **WIOA YOUTH SERVICES CONTRACT AWARDS (FY 2022-2025)**

CSE issued a Request for Proposals (RFP) for WIOA youth services on February 23, 2022. Proposals were received from four organizations – Children’s Home Society, Santa Rosa County School District, The School Board of Escambia County, and The Urban Development Center. A committee (Tawana Gilbert, Dianne Hatke, Michael Listau, and Doug Brown) was identified to rate the proposals.

Mr. Doug Brown had a conflict with one of the proposing organizations, so Tarae Donaldson rated in his stead.

Once CSE received rating scores from the Rating Committee, CSE averaged and ranked them as follows:

Ranking	Organization	Requested Funding	Average Score
1	Children's Home Society of Florida	\$353,207	127.50 (130/130/120/130)
2	Santa Rosa County School District	\$300,000	127.25 (130/121/128/130)
3	The School Board of Escambia County	\$246,018	119.50 (130/112/111/125)
4	The Urban Development Center	\$313,750	113.75 (104/111/125/115)

The Rating Committee meet to review the cumulative scores and how the proposals ranked.

The Executive Committee met to review the proposal ratings/rankings summary. The committee discussed the process for funding proposals. Based on the summary, the committee recommended awarding the top three organizations a youth services contract. After administrative related costs are identified, the number one ranked organization will be funded at their requested amount and the remaining funds amount will be split amongst the second and third ranked organizations. It was noted after review of all available funding for the youth programs, all recommended organizations will be funded at their requested amount.

Inquiry was made regarding outcomes in respect to cost per student. There have been discrepancies in cost from past year's cycles. The proposing organizations' proposed cost per participant was made available as requested. There was discussion regarding the population being served by each provider and cost; documentation that speak to variances in calculating cost to serve individuals; and CSE's monthly reports that identifies costs to serve individuals. It was expressed that it would be helpful to have the provider come and speak about their program, as well as present reports later in the program year that explains discrepancies in cost to serve.

**Action Taken: Motion by Doug Brown and seconded by Shannon Ogletree to approve the WIOA youth services contract awards (FY 2022-2025) as outline above. Motion carried. Steven Harrell and Lloyd Reshard abstained from voting.**

#### **BOARD GOVERNANCE: BOARD ATTENDANCE**

The board attendance for this current fiscal year was presented for review.

#### **REVISED DRAFT OF THE INTERLOCAL AGREEMENT**

At the March 17, 2022, Board of Directors Meeting, the board reviewed and approved a draft of the Interlocal Agreement. CSE submitted the approved agreement to both Boards of County Commissioners (Santa Rosa and Escambia) for review and approval. CSE received approval from the Santa Rosa County Board of Commissioners, but the Escambia County Board of Commissioners revised the agreement.

With revisions to the agreement, all parties will need to review it for further revisions or approval. The Santa Rosa County Board of Commissioners have received the revised draft agreement to review for further revisions and/or approval.

A mark-up of the agreement was not available, but it was noted by the Escambia County liaison that the revisions did not include any statutory changes, but formatting and grammatical related changes.

**Action Taken: Motion by Shannon Ogletree and seconded by Lloyd Reshard to approve the revised draft of the Interlocal Agreement. Motion carried.**

#### **ADD-ON ITEM**

#### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT AND DISLOCATED WORKER FUNDS TRANSFER**

CareerSource Florida Administrative Policy Number 118 outlines the requirements to transfer funds between the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs. All requests to transfer funds that exceeds 25% of the program's annual allocation will require full board approval.

CSE has \$799,005.00 of available funds in the WIOA – Dislocated Worker program. The WIOA Adult program funds are 100% expended. An initial request was made to the DEO to transfer 25% (\$199,750.00) of PY 2020 Dislocated Worker funds between WIOA Adult and Dislocated Worker programs. CSE is looking to submit an additional request for 50% (\$398,532.21), for a cumulative total of 75% (\$598,282.21), which exceeds 25% of the program's annual award amount and will require full board approval.

**Action Taken: Motion by Lloyd Reshard and seconded by Shannon Ogletree to approve CSE's request to DEO to transfer PY 2020 Dislocated Worker Funds between the WIOA Adult and Dislocated Worker program as outlined above. Motion carried.**

#### **INFORMATION ITEMS**

#### **UPDATE – REACH ACT IMPLEMENTATION**

A summary of The Reimagining Education and Career Help (REACH) Act was made available to the board. Florida's 2021 Reimagining Education and Career Help Act, known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment, and accountability across the state's workforce development system.

There was discussion regarding several items included in the Act:

- The formation of a Credentials Review Committee to identify degree and nondegree credentials of value for approval by the state workforce development board and inclusion on a master Credentials List to be provided to the State board of Education.
- The realignment of workforce boards and the structure. Regions 1-4 are working with a consultant to identify ways in which the regions can work together. It was expressed the alignment would cause some areas to be underserved. It was suggested to invite our political representatives to speak on this issue and/or keep them informed.

#### **OTHER BUSINESS**

The board will meet in two weeks via Microsoft Teams, virtual. FY's 2022-2033 Budget will be on the agenda.

CSE has signed an agreement with a consultant for Chief Financial Officer (CFO) services. The CFO is a former CFO from Polk County, Florida. She has over 30 years of experience with workforce financial operations.

It was suggested that the board garner support for unrestricted funds by forming a committee within the board. With the upcoming veteran's event along with its military affiliation, this will be a great opportunity to launch for future unrestricted funding. This item will be added to the upcoming board meeting agenda.

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

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Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa

**CAREERSOURCE ESCAROSA  
INFORMATION/ACTION ITEM  
ANNUAL RETIREMENT CONTRIBUTION**

**Date:** June 16, 2022

**INFORMATION ITEM**

Escarosa' Fiscal Year 2021-2022 Budget approved by the Board on July 29, 2021, included a 2% annual retirement contribution for employees enrolled in the 401(k) plan as of December 31, 2018. This contribution is in addition to the matching contributions received by employees each pay period.

The contribution is based on the employee's 2021 W-2 wages. The amount originally budgeted and approved by the Board was \$44,656.00 which included both 2% annual retirement and matching contributions. The actual contribution is \$13,239.74. The annual contribution for 2021 will be paid in July 2022.

**CAREERSOURCE ESCAROSA  
ACTION ITEM  
OJT CONTRACT  
(CAREERSOURCE ESCAROSA AND NET SYNERGY  
VIRTUAL SOLUTIONS DBA LT3 ACADEMY)**

**Date:** June 16, 2022

**ITEM FOR CONSIDERATION**

Staff proposes the same OJT agreement that CareerSource Pinellas and CareerSource Tampa Bay have executed with the provider. The amendment was adjusting the OJT reimbursement rate from 50% to a minimum of 66.14%.

The true value of the Pre-Apprenticeship Software Developer Program is to prepare the participant for the apprenticeship then they can work for the employers.

The main feature the 66.14% of OJT unlocks is the level of Software Developer-Junior/Practitioner (Novice), exposure to real development, build their own API's, 2-3 months experience working on a team and involvement in project version release from start to finish.

**RECOMMENDATION:**

The Board of Directors approve an OJT Contract between CareerSource Escarosa and Net Synergy Virtual Solutions dba LT3 Academy at an OJT reimbursement rate of 66.14%.



**PY 2021-2022**  
**CareerSource Escarosa Board of Directors**  
**Meeting Attendance**

<b>Member's Name</b>	<b>PY 2021-2022</b>					
	<b>7/29/21</b>	<b>9/16/21</b>	<b>11/18/21</b>	<b>1/20/22</b>	<b>3/17/22</b>	<b>6/1/22</b>
Steve Rhodes	P	P	P	P	A	P
Tracy Andrews	A					
Douglas Brown					P	P
Kathaleen Cole	P	P	P	A	P	P
Anthony Eman					P	P
Tawana Gilbert		P	P	P	A	P
Russell Green	A					
Dianne Hatke	P	P	P	P	P	P
Steven Harrell	P	P	P	P	P	P
Laura Hessler					P	A
Jeffrey Hondorp					P	P
Michael Johnson	P	A	P	A	P	
Michele Kelson					A	P
Michael Listau	P	P	P	A	A	P
Scott Luth	P	P	A	A	P	P
Shannon Ogletree	P	P	A	A	A	P
Lloyd Reshard	A	P	P	P	A	P
Anna Weaver	P	P	P	P	P	
<b>Ex-Officio Members</b>						
Erica Grancagnolo	P	P	A	A		
Clara Long	A	A	P	P	A	A

## CareerSource Escarosa Board of Directors Membership Update

<b>Business Sector Members (The majority of the local board membership)</b>
<b>6 – Vacancies (Santa Rosa County)</b>
Filled Seats: 1 – Santa Rosa County   7 – Escambia County
<b>Workforce Sector Members (Not less than 20% of the board membership)</b>
<b>2 – Vacancies in Labor Organization</b>
Filled Seats: Non-Labor Affiliated registered apprenticeship program
<b>Other Sector Members</b>
Filled Seats:
Adult Education/Literacy
Institution of higher education
Economic and community development entity
Vocational Rehabilitation
Other entity that administers education and training activities, represents local educational agencies or community-based organizations that have expertise in addressing the education or training needs for individuals with barriers to employment.
Community Services Block Grant

**CAREERSOURCE ESCAROSA  
RATIFY ACTION  
TANF SUMMER PROGRAM PROJECT  
(TEEN PREGNANCY PREVENTION PROGRAM)**

**Date:** June 16, 2022

**ITEM FOR CONSIDERATION**

CSE issued a solicitation for the TANF Summer Program Project – Teen Pregnancy Prevention Program services.

Maximum funding available for the program: \$65,000.00.

There were six vendors who responded to the solicitation – two new vendors: JHT Safe Haven Development Center and New World Believers, and four vendors who provided services last fiscal year (FY 2020-2021): James B. Washington Education and Sports, Inc., Navarre Beach Fire Rescue, Inc., Kukua Institute, and the Urban Development Center, Incorporated. The committee was in support of approving the four vendors from last fiscal year.

The numbers to be served and cost per participant for each vendor are below:

<b>Vendor</b>	<b># of participants to be served</b>	<b>Price per Participant</b>
JHT Safe Haven Development Center	50	\$100.00
New World Believers	50	\$300.00
James B. Washington Education and Sports, Inc.	275	\$350.00
Navarre Beach Fire Rescue, Inc.	50	\$400.00
Kukua Institute	150	\$500.00
The Urban Development Center, Incorporated	200	\$750.00

Based on this information, the committee was in support of setting an average cost per participant at \$487.50. CSE will request each vendor to serve a select number of youths based on the set average cost per participant.

There was consent from the committee regarding the following actions:

- 1) To approve four vendors, all who provided services last fiscal year (FY 2020-2021):
  - James B. Washington Education and Sports, Inc.
  - Navarre Beach Fire Rescue, Inc.
  - Kukua Institute
  - The Urban Development Center, Incorporated
- 2) To set an average cost per participant at \$487.50.
- 3) Request the approved vendors to serve a select number of youths based on the set average cost per participant.

**RECOMMENDATION:**

The Board of Directors ratify the action taken by the Executive Committee regarding the TANF Summer Program Project – Teen Pregnancy Prevention Program.

**CAREERSOURCE ESCAROSA**  
**EXECUTIVE COMMITTEE & BOARD OF DIRECTORS**  
**MEETING SCHEDULE**



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**PY 2022–2023**

Executive Committee will meet at 3:30 p.m. on:

<b>14 July 2022</b>	<b>8 September 2022</b>	<b>10 November 2022</b>	<b>12 January 2023</b>	<b>9 March 2023</b>	<b>11 May 2023</b>
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Board of Directors will meet at 3:30 p.m. on:

<b>21 July 2022</b>	<b>15 September 2022</b>	<b>17 November 2022</b>	<b>19 January 2023</b>	<b>16 March 2023</b>	<b>18 May 2023</b>
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**Location of Meetings TBD**