

# CareerSource Escarosa

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## BOARD OF DIRECTORS JUNE 16, 2022 MINUTES

**Members Participating In-Person:** Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), and Douglas Brown

**Members Participating via virtual/teleconference:** Scott Luth (Vice Chair), Anthony Eman, Tawana Gilbert, Steven Harrell, Dianne Hatke, Jeffrey Hondorp, Michele Kelson, and Michael Listau

**Members Not Participating:** Steve Rhodes (Immediate Past Chair), Laura Hessler, and Shannon Ogletree

**Others Participating:** Bill Barron, Carol Bono, Dr. Marcus McBride, 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

Janay Sims read the public disclosures from the June 1, 2022, Board of Directors meeting.

### APPROVAL OF AGENDA

The agenda was reviewed by the Board.

**Action Taken: Motion by Douglas Brown and seconded by Steve Harrell to approve the agenda as printed. Motion carried.**

### REVIEW OF CHANGES DUE TO HOUSE BILL 1507

Marti Coley, Vice President of PinPoint Results, LLC, was not available to present a review of changes due to House Bill 1507. He will be scheduled for another date.

### CONSENT AGENDA: MINUTES – JUNE 1, 2022

The minutes were reviewed.

**Action Taken: Motion by Lloyd Reshard and seconded by Jeffrey Hondorp to approve the June 1, 2022, Board of Directors minutes.**

## **ITEMS FOR CONSIDERATION**

### **PROVISIONAL BUDGET FOR FY 2022-2023**

The Provisional Budget for fiscal year 2022-2023 was provided to the Board at the meeting. It was noted the budget will be placed on a shared drive for access. The budget includes predictions from this month through the end of June. The following was noted as it relates to the budget:

- WIOA Adult Program – Will require a request for a 30% ITA Waiver.
- WIOA Dislocated Worker Program – A transfer of funds was requested from DEO, and the transfer is reflected in the budget.
- WIOA Youth Program – There was carryover funds to support the year activities. CSE receives 2-year awards for a 12-month budget.
- No new expenses are included in the budget as compared to last year's budget.
- Welfare Transition/SNAP – There was an increase in funds in the SNAP Program.

The Administrative Rate is under 10% and the Indirect Rate is at 10.74%.

Dr. McBride noted the following:

- CSE has contracted with a CFO who has come out of retirement to assist with CSE's financial oversight.
- There are 8-10 positions within CSE to be filled in the next quarter.
- Some Hurricane Sally grant dollars will be de-obligated back to the State.

Inquiry was made regarding sufficient time to review the budget prior to approving it. It was noted all grant awards are not in at this time. There will be amendments due to on-going changes.

**Action Taken: Motion by Douglas Brown and seconded by Lloyd Reshard to approve the Provisional Budget for FY 2022-2023. Motion carried.**

### **ANNUAL RETIREMENT CONTRIBUTION**

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.

**Action Taken: Motion by Doug Brown and seconded by Scott Luth to approve the annual retirement contribution as outlined above. Motion carried.**

### **OJT CONTRACT (BETWEEN CAREERSOURCE ESCAROSA AND NET SYNERGY VIRTUAL SOLUTIONS DBA LT3 ACADEMY)**

Staff proposes the same OJT agreement that CareerSource Pinellas and 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.

**Action Taken: Motion by Dianne Hatke and seconded by Steven Harrell to approve an OJT Contract between CareerSource Escarosa and Net Synergy Virtual Solutions dba LT3 Academy. Motion carried. Lloyd Reshard abstained from voting.**

**BOARD GOVERNANCE: BOARD ATTENDANCE AND VACANCIES**

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

Membership participation is good.

There are currently six private sector/business vacancies in Santa Rosa County. There are also two labor organization vacancies. Dr. McBride will forward to the CLEOs the CSE Board Recruitment Packet for recommendations. Recommendations will be brought to the Board for consideration, then forwarded to the nominating organizations (Santa Rosa Economic Development, FloridaWest, and Chamber of Commerce) for submission to the Boards of County Commissioners for approval.

**INTRODUCTION OF NEW BOARD MEMBER(S)**

Dr. McBride introduced two new members to the Board, Michele Kelson and Douglas Brown.

**FORM 1 FILING REMINDER**

Board members were reminded to do their annual filing of the Form 1. Some members did not receive the form and requested one from CSE.

**RATIFICATION OF DECISION(S) MADE BETWEEN BOARD OF DIRECTORS MEETINGS**  
**TANF SUMMER PROGRAM PROJECT – TEEN PREGNANCY PREVENTION PROGRAM**

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, as submitted 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.

**Action Taken: Motion by Scott Luth and seconded by Jeffrey Hondrop to accept the action taken by the Executive Committee as outlined above. Motion carried. Lloyd Reshard abstained from voting.**

#### **INFORMATION ITEMS**

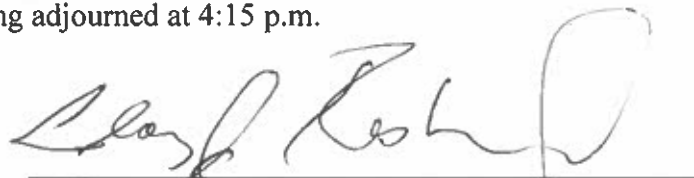
##### **CHIEF EXECUTIVE OFFICER'S REPORT**

Dr. McBride reported on the numbers being served at all career center locations; Welfare Transition numbers served; and the June CSE newsletter.

##### **PY 2022-2023 MEETING SCHEDULE – BOARD OF DIRECTORS/EXECUTIVE COMMITTEE**

The meeting schedule of the Board of Directors and Executive Committee for program year 2022-2023 was presented. Inquiry was made regarding revisiting meeting times and dates. Suggestions were welcomed. CSE staff will do a survey to identify availability of the membership.

There being no further business, the meeting adjourned at 4:15 p.m.



Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa