

CareerSource Escarosa

BOARD OF DIRECTORS AUGUST 18, 2022 MINUTES

Members Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Anthony Eman, Steven Harrell, Dianne Hatke, and Jeffrey Hondorp

Members Participating via virtual/teleconference: Scott Luth (Vice Chair), Steve Rhodes (Member-at-Large), Tawana Gilbert, and Shannon Ogletree

Members Not Participating: Douglas Brown, Laura Hessler, Michele Kelson, and Michael Listau

Ex-Officio Member Participating: Clara Long

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

Kathaleen Cole, Chair, called the meeting to order at 3:34 p.m. at the Pensacola Career Center (6913 N. 9th 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

Public Disclosures from the June 16, 2022, meeting was read by Janay Sims.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

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

CONSENT AGENDA: MINUTES – JUNE 16, 2022

The minutes were reviewed.

Action Taken: Motion by Dianne Hatke and seconded by Jeffrey Hondorp to approve the June 16, 2022, Board of Directors minutes.

ITEMS FOR CONSIDERATION

JUNE 30, 2022, FINANCIAL EXPENDITURE REPORT /BUDGET AND VARIANCE REPORT

The June 30, 2022, Financial Expenditure and Budget and Variance Reports were made available to the Board.

It was noted that the new year looks good. It was also noted that staff is working with DEO in getting an extension on the Hurricane Sally Grant. The Wagner/Peyser program grant is expected to be fully expended by its award end date.

The Budget Variance Report included comments for each line item.

Action Taken: Motion by Lloyd Reshard and seconded by Dianne Hatke to approve the Financial Expenditure Report for the period ending June 30, 2022. Motion carried. (10-Years/0-Nays)

RFP FOR CAREERSOURCE ESCAROSA MANAGED IT SERVICES AND SUPPORT

CSE issued a solicitation on July 3, 2022, for CSE Managed IT Services and Support for fiscal year 2022-2023. The solicitation requested the need for an IT Managed Service Provider who can become a technical partner with current IT staff and provide remote (on-site assistance) back-up/day-to-day monitoring and maintenance to help manage current infrastructure; provide plans for upgrading equipment; improve security posture; and other solutions that would assist CareerSource Escarosa.

The deadline for receipt of proposals was July 30, 2022. Proposals were received from two (2) service providers: SoftSages Technology and Business Information Solutions.

The proposals were reviewed and individually rated by Kathaleen Cole, Lloyd Reshard, Bill Barron, and Nathaniel Johnson. The results of the ratings were as follows:

SOFT SAGES TECHNOLOGY

Ratings:	85	84	81	12	Average: 65.5
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Comments: Excellent response; good response; Clear organizational structure; presented a detailed list of activities to perform; well qualified; no budget details; Metro Washington is the closest client they've served that's somewhat similar to CSE; medium sized business that has international clients and locations; and no peer review included or mentioned.

BIS (BUSINESS INFORMATION SOLUTIONS)

Ratings:	93	56	85	68	Average: 75
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Comments: Excellent response; good response; has experience with an organization that we partner with locally (organization is similar to CSE); small business is staffed with 25 employees; peer review isn't included, but acknowledged as required; tools possess can do the necessary tasks to keep CSE running smoothly; staff has necessary requirement to service and support CSE in our mission; elaborates on expected scope of work and clearly states what CSE is in need of; and price for each service is clear.

Action Taken: Motion by Lloyd Reshard and seconded by Dianne Hatke to accept the proposal from Business Information Solutions to provide Managed IT Services and Support to CSE. Motion carried. (10-Years/0-Nays)

AGREEMENT BETWEEN CAREERSOURCE ESCAROSA AND BAPTIST HEALTH

At the March 17, 2022, Board of Directors meeting the Board approved moving forward with contracting with Baptist Health at the discretion of the CEO. A copy of the agreement was made

available to the Board. It was noted that Baptist Health is currently reviewing the agreement. The agreement amount is \$828,000.00, with total grant amount being \$1,037,828.00.

Action Taken: Motion by Dianne Hatke and seconded by Steven Harrell to approve the agreement between Workforce Escarosa, Inc. dba Careersource Escarosa and Baptist Health for Customize Training Targeted Industries 22-23. Motion carried. (10-Yeas/0-Nays)

2022-2023 LOCAL TARGETED OCCUPATIONS LIST (LTOL)

The Demand Occupations Review Committee met to review and update CSE's 2022-2023 Demand Occupations List/Local Targeted Occupations List on July 5, 2022. After review of the list, the committee recommended updates, to include Teachers and EMTs, to the list. No other occupations were removed from the list. Due to timing, the Department of Economic Opportunity's deadline for submitting the list did not allow for Board of Directors approval; therefore, ratification as of June 20, 2022, is being requested.

Action Taken: Motion by Steve Rhodes and seconded by Lloyd Reshard to ratify the approval of CSE's 2022-2023 Local Targeted Occupations List (LTOL), effective June 20, 2022. Motion carried. (10-Yeas/0-Nays)

WIOA TRAINING PROVIDER AGREEMENT EXTENSION

With the continuing formulation of the REACH Act language for WIOA Training Provider Agreements, CSE has training provider agreements that expired on June 30, 2022. The Department of Economic Opportunity (DEO) has suggested that the current agreements be extended either by a 3-month or 6-month period until the necessary REACH Act language become available.

There was discussion regarding the 10% holdback, action the REACH Act is driving.

Action Taken: Motion by Dianne Hatke and seconded by Lloyd Reshard to approve a 6-month period extension on CSE's WIOA Training Provider Agreements that expired on June 30, 2022. Motion carried (8-Yeas/0-Nays/2-Abstentions). Kathaleen Cole and Steven Harrell abstained from voting.

BOARD GOVERNANCE: BOARD ATTENDANCE AND VACANCIES

Information on Board Governance, attendance and vacancies, was made available to the Board. CSE continues to focus on vacant seats (6 Santa Rosa Business and 2 Labor Organizations) on the Board of Directors. Request was made regarding assistance with filling these seats. Several reps were mentioned to fill the seats. Request was made regarding dissemination of information to the board regarding criteria to serve as a member.

OTHER BUSINESS

DEO has issued acceptance/clearance of any other action needed as it relates to two (2) findings in CSE's Single Audit Report for the fiscal year ended June 30, 2021. The board voted to have Warren Averette, CSE's formal contracted auditor, provide a letter that the corrective action was completed relating to the two findings in the last audit. The board approved an amount to be set aside for Warren Averette, which was an additional fee of \$5,000.00 to cover the consulting fee to state the issues related to the two (2) findings were resolved.

Warren Averette was not available to get to the scope of work timely due to other obligations. The service was not done by Warren Averette, but through coordination with DEO. Therefore, the fee is not warranted to Warren Averette. Staff request reconsidering the need for the letter stating issues related to the findings were resolved and it would release the \$5,000.00 previously agreed to pay Warren Averette for the service.

Action Taken: Motion by Dianne Hatke and seconded by Anthony Eman to approve CSE's decision to reconsider requesting a letter stating corrective action had taken place and a payment of \$5,000.00 to Warren Averette was no longer needed. Motion carried. (10- Yeas/0-Nays)

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported the August 15, 2022, CSE Newsletter was forwarded to the Board. Request for any feedback was welcomed. He also welcomed feedback on CSE's 2-year modification to the 4-year plan. There was discussion regarding the need for a 3-5year snapshot of the labor market and a formalized strategic plan. Feedback was welcomed from the board.

Veterans Event – "Paychecks for Patriots" (November 2022)

The November 2022 veterans' event will be employment focused. It will be held at the Bayview Center in Pensacola, FL. Marketing recruitment is welcomed now. Plans are to hold this event annually.

The Board's support will allow the opportunity to move forward with supporting veterans, and a signature veterans event (fundraiser for veterans) will allow for the development of a fund pool that is unrestricted for business engagement strategies and veteran services.

The Board requested flyers to share with businesses to support the November event. Dr. McBride also discussed a Spring event with a fundraising goal of \$50,000.00 with the help of the Board of Directors.

There being no further business, the meeting adjourned at 4:37 p.m.



Scott Luth, Vice Chair
for Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa