

CareerSource Escarosa

BOARD OF DIRECTORS SEPTEMBER 15, 2022 MINUTES

Members Participating: Scott Luth (Vice Chair), Doug Brown, Dianne Hatke, Jeffrey Hondorp, Michele Kelson, and Shannon Ogletree

Members Participating via virtual/teleconference: Steve Rhodes (Immediate Past Chair), Anthony Eman, and Tawana Gilbert

Members Not Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Charlin Knight, Laura Hessler, and Michael Listau

Ex-Officio Member Participating: Clara Long and Lani Burritt

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

Scott Luth, Vice Chair, called the meeting to order at 3:31 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

Public Disclosures from the August 18, 2022, meeting was read by Janay Sims.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Scott Luth and seconded by Lani Burritt to approve the agenda as printed. Motion carried.

CONSENT AGENDA: MINUTES – AUGUST 18, 2022

The minutes were reviewed.

Action Taken: Motion by Lani Burritt and seconded by Doug Brown to approve the August 18, 2022, Board of Directors minutes. (9-Years/0-Nays).

ITEMS FOR CONSIDERATION

JULY 31, 2022, FINANCIAL EXPENDITURE REPORT /BUDGET AND VARIANCE REPORT

The July 31, 2022, Financial Expenditure/Budget and Variance Reports were made available to the Board. The floor was opened for questions regarding the reports. Inquiry was made regarding the Hurricane Sally grant, which has an expenditure rate of 56% and is termed to ends on September 30,

2022. It was noted that CSE requested an extension on the grant, but it is uncertain whether the extension will be granted.

Action Taken: Motion by Doug Brown and seconded by Michele Kelson to approve the Financial Expenditure Report for the period ending July 31, 2022. Motion carried. (9-Years/0-Nays)

2-YEAR MODIFICATION TO CSE'S 4-YEAR PLAN

The 2-Year Modification to CSE's 4-Year Plan was made available to the Board and all its stakeholders. CSE sent notifications to all its stakeholders that a presentation of the Plan will be presented on August 17, 2022, and feedback and comments will be welcomed. The notification was also public noticed in the August 10, 2020, Pensacola News Journal. Many partners attended, but no comments were received at the time of the presentation, but some received during the 14-day comment period. Comments received did not include any major requests. Modifications included changes to processes, but no additional content. It is scheduled to be reviewed for approval at the September 22, 2022, Santa Rosa County Board of Commissioners' meeting. Under Section (3) Designation of Chief Local Elected Officer ("CLEO") of the Interlocal Agreement, it designates the "CLEO" for CareerSource Escarosa. Santa Rosa County serves as the CLEO for the period of July 1, 2022 – June 30, 2023. The minutes and its approval will be forwarded to Escambia County Board of County Commissioners. Escambia County will review the Plan at its October 6, 2022, meeting. The Plan will require both County signatures. The Plan is due to DEO on October 3, 2022.

Action Taken: Motion by Dianne Hatke and seconded by Doug Brown to accept the 2-Year Modifications to CSE's 4-Year Plan. Motion carried. (9-Years/0-Nays)

ANNUAL REVIEW OF CSE BY-LAWS

CSE's By-Laws states that the document will be reviewed annually by a committee of the Board of Directors. Steve Rhodes was named to chair the committee and Doug Brown offered to serve on the committee. Scott Luth/Marcus McBride will serve as alternates on the committee.

CONTRACT BETWEEN CSE AND BIS FOR IT MANAGED SUPPORT AND SERVICES

CSE will move forward with the contract terms as accepted by Business Information Services (BIS). A contract will be executed soon.

PY 2022-2023 NEGOTIATED PERFORMANCE LEVELS

The PY2022-2023 Local Performance Level Negotiation Response from DEO was made available to the Board. CSE has fared well and exceeded its performance with a 90% percentile. DEO presents an annual performance review to the Board annually.

CSE TEAM BUDGETED INCREASE

Dr. McBride presented guidance information for awarding merit incentive to staff. CSE staff received an increase to salary, totaling 9% (6% and 3%) during PY 2021-2022. This years' budget allows for up to a 6% merit increase. Disbursement of the merits will be made available next week if Board approved. This will be a one-time incentive that's based on merit performance. Performance of metrics dictates the merit award. There was discussion and inquiry regarding funding sources and merit increases going forward.

Action Taken: Motion by Doug Brown and seconded by Shannon Ogletree to accept the recommendation as presented – a one-time merit incentive based on CSE’s performance metric at the ranges presented. Motion carried. (9-Yeas/0-Nays)

CEO EVALUATION

The CEO’s self-evaluation was not complete at this time.

EXECUTIVE COMPENSATION

CSE’s budget allows for a 10% merit incentive for senior staff (CEO, CFO, and COO). This incentive is at the discretion of the Board. The CFO position is vacant; therefore, would only apply to the CEO and COO.

Action Taken: Motion by Doug Brown and seconded by Dianne Hatke to approve a 10% merit incentive for CSE’s senior staff – CEO and COO. Motion carried. (9-Yeas/0-Nays)

BOARD GOVERNANCE: BOARD ATTENDANCE AND VACANCIES

Information on Board Governance was made available to the Board.

Ms. Lani Burritt, Ex-Officio representing Santa Rosa County Board of Commissioner was welcomed to the CSE Board. All present/participating in the meeting was asked to introduce themselves.

CSE continues to focus on filling vacant seats on the Board of Directors.

OTHER BUSINESS

None to report.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER’S REPORT

Dr. McBride reported the following:

- The FWDA meeting regarding board realignment and its impact on customers and providers.
- Update on HB1507
- CSE’s new hire and position vacancies
- Hurricane Sally grant ending date – September 2023
- Potential Grants: Non-Custodial Parent and Navigator

Mr. Luth attended the FWDA meeting in Orlando, FL and reported on information presented at the meeting – Board structure and anticipated legislation to be passed.

There being no further business, the meeting adjourned at 4:36 p.m.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa