

CareerSource Escarosa

BOARD OF DIRECTORS NOVEMBER 16, 2022 MINUTES

Members Participating: Lloyd Reshard (Secretary/Treasurer), Steve Rhodes (Immediate Past Chair), Fred Jenkins, Tawana Gilbert, Dianne Hatke, Jerry Kersey, Michael Listau, and Shannon Ogletree

Members Participating via virtual/teleconference: David Bouvin and Charlin Knight

Members Not Participating: Kathaleen Cole (Chair), Scott Luth (Vice Chair), Douglas Brown, Jameson Cutchens, Anthony Eman, Jeffrey Hondorp, and Michele Kelson

Ex-Officio Member Participating: Lani Burritt

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

Lloyd Reshard, Secretary/Treasurer, called the meeting to order at 3:38 p.m. at the Pensacola Career Center (6913 N. 9th Avenue, Pensacola, FL 32504). Kathaleen Cole, Chair, was not present.

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 Shannon Ogletree to approve the agenda as printed. Motion carried. (10-Yeas/0-Nays).

CONSENT AGENDA: MINUTES – SEPTEMBER 15, 2022

The minutes were reviewed.

Action Taken: Motion by Steve Rhodes and seconded by Shannon Ogletree to approve the September 15, 2022, Board of Directors minutes. (10-Yeas/0-Nays).

It was noted there are several newly appointed members to the boards present. Introductions were made by both current and newly appointed board members, as well as CSE staff.

ITEMS FOR CONSIDERATION

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

The financial expenditure report for the month ending September 30, 2022, was made available to the board. The budget and variance report were made available at the meeting. All were informed of the Executive Committee's inquiry of the Hurricane Sally line item being overbudgeted. The Executive

Committee was informed that the line item is not overbudgeted. Items necessary for purchase were not included in the proposed budget. Prior to the end of the grant period, technology needs were requested that were allowable per the grant where funds allowed. The “Get There Faster” grant dollars are under variances due to lack of activity/participation.

Inquiry was made regarding the indirect and administrative rates. There was discussion regarding how rates are being maintained. It was noted that rates are being managed in line with what is allowed.

Action Taken: Motion by Shannon Ogletree and seconded by Dianne Hatke to approve the Financial Expenditure Report for the period ending September 30, 2022. Motion carried. (10-Yeas/0-Nays)

ANNUAL REVIEW OF CSE BY-LAWS

The By-Laws Review Committee met to review the by-laws and recommended several changes to them. Changes were made as follows:

- Article IV.,
Section 1. Meetings – in no event shall the Board meet less than four (4) times per year.
Section 5. Quorum – Fifty percent (50%) plus one of the Directors entitled to vote shall constitute a quorum at any Directors’ meeting.
- Article VI.
Section 3. Number – Board membership shall be in compliance with all applicable federal and state requirements and shall not exceed twenty-five (25) members.
Section 4. Election and Term – Each term of membership shall be for four (4) years for private sector members.
- Article XIII.
Section 2. Annual Review of By-laws
Verbiage added: The committee will present changes to the Board of Directors for approval.
Statutory changes will require Board of Directors acceptance.

Action Taken: Motion by Shannon Ogletree and seconded by Fred Genkin to approve changes recommended by the By-Laws Review Committee. Motion carried. (10-Yeas/0-Nays)

- **Corporate Compliance Attorney**
The By-Laws Review Committee inquired about legal review of the by-laws as well as other documents. CSE do not engage at the corporate attorney level. With HB1507, and its changes, it was recommended to monitor until state gives directives.
- **Guidance for Board/Staff Involvement**
The By-Laws Review Committee inquired about how to direct staff when a board member is being approached by staff. CSE policy gives instruction for Board and CEO involvement as the CEO reports to the Board of Directors. Discussion was brought up to make sure that the instructions for Board members are clear for how Board members are to direct communication with other CSE employees regarding CSE business.

COMMON EXIT POLICY – WIOA (JUNE 2021)

CSE is required to have in place a common exit policy for participants in the WIOA program. As of March 18, 2022, CSE adopted CareerSource Florida’s policy. The item was not carried to the board for the final approval regarding the common exit policy put forth by CareerSource Florida for

guidance. CSE request adoption of CareerSource Florida's policy on Common Exit, and that it be ratified with an effective date of March 18, 2022.

Action Taken: Motion by Steve Rhodes and seconded by Tawana Gilbert to adopt CareerSource Florida's Policy on Common Exit and the action be ratified, effective March 18, 2022. Motion carried. (10-Yeas/0-Nays)

PRESENTATION OF ANNUAL REPORT

The first peak of the CSE Annual Report (2021-2022) was presented to the board. The report is scheduled to be released to the public in December. Several suggestions/recommendations were made relating to the annual report:

- A release date in January, as this will allow for more sponsorships.
- Inclusion of the Ex-Officio members of the board with the board.
- Inclusion of CSE staff picture be recognized in the annual report.

The employee of the year award was awarded to Tarae Donaldson, WT/SNAP Manager. Mrs. Donaldson was not present at the meeting.

The Board member of the year was awarded to Steve Rhodes. Mr. Rhodes accepted the award with a response to the recognition. He also informed that this meeting would be his last meeting, as he has assumed another role within his employment.

A request was made for a press release of CSE's Employee and Board Member of the Year.

Sponsorships will allow for unrestricted dollars opportunities. All were encouraged to participate in a sponsorship. CSE is in the process of identifying items/events to raise unrestricted funds. Its signature fundraiser is veterans focused. A March 2023 fundraiser is being planned, with a goal of \$50,000. .

There was discussion of grant opportunities, to include a clothes closet. Mr. Rhodes offered his support to follow-up on the opportunity.

An update was given on the November 2022 "Paychecks for Patriots" event.

BOARD GOVERNANCE: BOARD ATTENDANCE AND VACANCIES

Information on Board Governance was made available to the Board.

OTHER BUSINESS

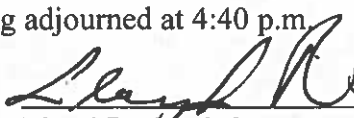
None to report.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

No business to report.

There being no further business, the meeting adjourned at 4:40 p.m.


Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa