

AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
THURSDAY, JANUARY 19, 2023
3:30 P.M.

LOCATION: 6913 N. 9TH Avenue | Pensacola, FL 32504

CALL IN: 1-872-424-8932 | CONF ID: 689 614 638#

- 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. Consent Agenda**
 - Minutes – November 16, 2022
- VI. Items for Consideration**
 - Financial Expenditure and Budget Variances Reports (November 31, 2022)
 - Application to be added to CSE's Eligible Training Provider List – LT3 Academy
 - Summer Youth Employment Program & Summer Teen Pregnancy Prevention Program
 - CSE Asset Disposal List
 - CEO Evaluation
- VII. Information Items**
 - Chief Executive Officer's Report
 - CSE Orientation for New Board Members – February 9, 2023|10:00 a.m.
- VIII. Other Business**
- IX. Adjournment**

NEXT BOARD MEETING – MARCH 16, 2023 | LOCATION: TBD

CareerSource Escarosa

BOARD OF DIRECTORS NOVEMBER 16, 2022 MINUTES

Members Participating: Lloyd Reshard (Secretary/Treasurer), Steve Rhodes (Immediate Past Chair), Fred Genkins, 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-Years/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-Years/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-Years/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-Years/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-Years/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 fundraise 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

<i>NFA ID</i>	<i>Grant</i>	<i>Project/Program</i>	<i>End Date</i>	<i>Total Funds Released</i>	<i>Life-to-Date Expenditures</i>	<i>Remaining Balance</i>	<i>Percentage</i>
039997	UCR21	RESEA	3/31/2023	\$60,356.00	\$48,013.82	\$12,342.18	80%
040050	WIY22	WIOA - Youth	6/30/2023	\$929,041.00	\$788,223.04	\$140,817.96	85%
040161	WIA22	WIOA - Adult	6/30/2023	\$757,453.00	\$757,453.00	\$0.00	100%
040185	WID22	WIOA - Dislocated Worker	6/30/2023	\$642,537.00	\$121,011.53	\$521,525.47	19%
040534	FWFLP	Supplemental Nutrition Assistance Program	9/30/2022	\$60,282.09	\$60,282.09	\$0.00	100%
040840	WIS22	Get There Faster Veterans and Military Spouses	9/30/2023	\$551,078.00	\$131,640.49	\$419,437.51	24%
040896	WIS22	Get There Faster At-Risk Floridians	9/30/2023	\$1,037,828.00	\$48,983.67	\$988,844.33	5%
041042	DVP22	Veterans Program-Disabled Veterans	12/31/2023	\$64,059.00	\$56,870.76	\$7,188.24	89%
041064	LVR22	Veterans Program-Local Veterans	12/31/2023	\$46,007.00	\$46,007.00	\$0.00	100%
041363	WIY23	WIOA - Youth	6/30/2024	\$870,776.00	\$0.00	\$870,776.00	0%
041509	WIA23	WIOA - Adult	6/30/2024	\$528,863.00	\$20,158.61	\$683,325.39	4%
041533	WID23	WIOA - Dislocated Worker	6/30/2024	\$536,743.00	\$0.00	\$715,657.00	0%
041588	WPA23	Wagner Peyser	9/30/2023	\$238,938.00	\$24,573.53	\$214,364.47	10%
041612	WPB23	WP7B SFY22-23 Military Family Employment Advocacy Program	6/30/2023	\$81,417.00	\$13,739.90	\$67,677.10	17%
041649	WIR23	Rapid Response	6/30/2023	\$128,993.00	\$50,406.26	\$78,586.74	39%
041672	WPB23	Apprenticeship Navigator	6/30/2023	\$62,500.00	\$0.00	\$62,500.00	0%
041900	WTS23	Welfare Transition Program - Oct - June	6/30/2023	\$343,272.00	\$0.00	\$1,029,814.00	0%
041930	UCR22	RESEA	9/30/2023	\$0.00	\$0.00	\$58,290.00	0%
041955	FSH23	Supplemental Nutrition Assistance Program	9/30/2023	\$52,800.00	\$26,330.24	\$26,469.76	50%
041979	TAC21	Trade Adjustment Assistance-Trade Adjustment Assistance Case Management	9/30/2023	\$741.08	\$0.00	\$741.08	0%
041996	TAT21	Trade Adjustment Assistance-Trade Adjustment Assistance Training	9/30/2023	\$6,886.22	\$0.00	\$6,886.22	0%



CareerSource Escarosa
BUDGET VARIANCE REPORT
November 30, 2022

TOTAL AVAILABLE FUNDING	TOTALS					
Available Funding PY 2022-2023		\$ 4,835,128				
Carried Forward from PY 2021-2022		\$ 4,074,405				
New Funds Added PY 2022-2023		\$ 95,280				
Deobligations PY 2022-2023		\$ -				
Planned Carry Forward PY 2023-2024		\$ -				
Transfers PY 2022-2023		\$ -				
Total		\$ 9,004,813				
EXPENDITURES	ACTUAL EXPENDITURES	APPROVED BUDGET	BUDGET VARIANCE Under/(Over)	Expended FAVORABLE 41.67%		OVER-/UNDER
Board Admin Operating Costs (Indirect)	\$ 203,169	\$ 604,677	\$ 401,508	33.60%		-8.07%
Payroll & Benefits	\$ 135,786	\$ 434,208	\$ 298,422	31.27%	1	-10.40%
Facilities	\$ 7,293	\$ 19,472	\$ 12,179	37.45%	2	-4.22%
Equipment	\$ -	\$ 1,200	\$ 1,200	0.00%	3	-41.67%
Operational Support	\$ 60,090	\$ 149,797	\$ 89,707	40.11%	4	-1.56%
Board Program Operating Costs Indirect	\$ 27,066	\$ 186,874	\$ 159,808	34.47%		-7.20%
Payroll & Benefits	\$ 23,831	\$ 79,200	\$ 55,369	30.09%	5	-11.58%
Facilities	\$ 143	\$ 9,565	\$ 9,422	1.49%	6	-40.18%
Equipment	\$ 256	\$ -	\$ (256)	0.00%	7	-41.67%
Operational Support	\$ 2,836	\$ 98,109	\$ 95,273	2.89%	8	-38.78%
One Stop Centers, Program Management, WIOA Direct	\$ 1,666,334	\$ 4,318,995	\$ 2,652,661	38.58%		-3.09%
Payroll & Benefits	\$ 1,005,656	\$ 2,615,866	\$ 1,610,210	38.44%	9	-3.23%
Facilities	\$ 248,570	\$ 740,552	\$ 491,982	33.57%	10	-8.10%
Equipment	\$ 26,002	\$ 8,250	\$ (17,752)	315.17%	11	273.50%
Operational Support	\$ 147,254	\$ 313,413	\$ 166,159	46.98%	12	5.31%
DEO State Control	\$ 238,852	\$ 640,914	\$ 402,062	37.27%	13	-4.40%
Tuition, Training and Supportive Services Costs	\$ 197,585	\$ 1,319,378	\$ 1,121,793	14.98%		-26.69%
Tuition/Books/Supplies	\$ 92,433	\$ 1,112,528	\$ 1,020,095	8.31%	14	-33.36%
Supportive Services	\$ 95,953	\$ 185,350	\$ 89,397	51.77%	15	10.10%
Supportive Services/ Transportation	\$ 9,200	\$ 21,500	\$ 12,300	42.79%	16	1.12%
Contracted Service Costs	\$ 281,410	\$ 2,479,609	\$ 2,198,199	11.35%		-30.32%
Specialized Training (EWT, OJT, CET)	\$ -	\$ 203,000	\$ 203,000	0.00%	17	-41.67%
Youth Customer Services	\$ 129,297	\$ 899,225	\$ 769,928	14.38%	18	-27.29%
Work Experience/Internship Youth	\$ 152,113	\$ 549,384	\$ 397,271	27.69%	19	-13.98%
Baptist Health Care GTF Floridian	\$ -	\$ 828,000	\$ 828,000	0.00%	20	-41.67%
Total Expenditures	\$ 2,375,564	\$ 8,909,533	\$ 6,533,969	26.66%		-15.01%
Balance Available	\$ 6,629,248					
% of Funds Expended				FAVORABLE 41.67%		
Comments						
OVER-/UNDER		\$ 95,280	not included in the budget			



BUDGET VARIANCE REPORT COMMENTS

November30, 2022

Line Item#	Comments
1, 5, & 9	<ul style="list-style-type: none"> Includes salaries and benefits, employee cost, retirement under spent by \$-138,695.85 /-3.91% of the favorable 41.67%.
2, 6, & 10	<ul style="list-style-type: none"> Includes building rent, maintenance, cleaning, and utilities, under spent \$-64,682.08/-0.06% of the favorable 41.67%.
3, 7, & 11	<ul style="list-style-type: none"> Includes equipment and software – over spent \$22,320.20/244.53% of the favorable 41.67%.
4, 8, & 12	<ul style="list-style-type: none"> Includes items such as advertising, audit, bank, communication, consulting, copier, legal, cloud services, security guard, insurance, meetings, memberships, finance charge, postage, publication& subscriptions, equipment rental, office supplies, staff training, travel, outreach, job fairs, work verification, PEO fees under spent \$-23,721.14/-4.11% of the favorable 41.67%.
13	<ul style="list-style-type: none"> DEO merit staff salaries and benefits paid and controlled by the State Wagner Peyser DVOP and LVER. Under spent \$-28,216.38/-3.94% of the favorable 41.67%.
14	<ul style="list-style-type: none"> Expenditures are based on the number of customers determined eligible for ITA's under spent \$-371,157.84/-33.36% of the favorable 41.67%. The Budget includes the approved 30% of available Adult and Dislocated Workers program funds for ITA's in accordance with the accountability act. We are currently at 19.00% under 11.00% of the Adult and Dislocated Workers program expenditures.
15	<ul style="list-style-type: none"> Expenditures are based on the number of customers determined eligible for supportive services over spent \$18,717.38/10.10% of the favorable 41.67%.
16	<ul style="list-style-type: none"> Transportation expenditures are over spent 240.95/1.12% of the favorable 41.67%.
17	<ul style="list-style-type: none"> The OJT providers/agreements under spent -\$84,590.10/-41.67% of the favorable 41.67%.
18	<ul style="list-style-type: none"> Youth Services Sub-Awards expenditures are under spent – \$-245,410.50/-27.29% of the favorable 41.67%.
19	<ul style="list-style-type: none"> Youth Work Experience Sub-Awards expenditures are under spent -\$76,815.05/-13.98% of the favorable 41.67%.
20	<ul style="list-style-type: none"> Get There Faster At-Risk Floridians/ Baptist Health Care Contract expenditures are under spent -\$345,027.60/-41.67% of the favorable 41.67%.

- All funding combined the expenditures are under -\$1,337,038.02/ -15.01% of the favorable 41.67% of the budget.
- Allocations projected in the budget based on history are Rapid Response, SNAP, DVOP, LVER, and RESEA.

**CAREERSOURCE ESCAROSA
ACTION ITEM
APPLICATION FOR ELIGIBLE TRAINING PROVIDER LIST – LT3 ACADEMY**

Date: January 19, 2023

ITEM FOR CONSIDERATION

At the June 16, 2022, CSE Board of Directors meeting, the Board approved an OJT agreement between CareerSource Escarosa and LT3 Academy. The agreement included an adjustment reimbursement rate from 50% to a minimum of 66.14%. CareerSource Pinellas and CareerSource Tampa Bay entered into same agreement with LT3 Academy.

At the time the agreement between CSE and LT3 Academy was approve, they were not on CSE's eligible training provide list. Staff is requesting the Board revisit the action taken to include LT3 Academy be added to the CSE Eligible Training Provider List.

RECOMMENDATION:

The Board of Directors approve LT3 Academy be added to the CSE Eligible Training Provider List.

**CAREERSOURCE ESCAROSA
ACTION ITEM
SUMMER YOUTH EMPLOYMENT PROGRAM
&
SUMMER TEEN PREGNANCY PREVENTION PROGRAM**

Date: January 19, 2023

ITEM FOR DISCUSSION

CareerSource Escarosa (CSE) has in its budget dollars to support two programs: Summer Youth Employment Program and Summer Teen Pregnancy Prevention Program. The Summer Youth Employment Program is a collaboration between CSE and Escambia and Santa Rosa Counties in putting teens to work during the summer months. The Summer Teen Pregnancy Prevention Program supports the TANF purpose of reducing the number of out-of-wedlock pregnancies through summer youth initiatives and provide supportive services to prevent teen pregnancy. A solicitation is issued for Summer Teen Pregnancy Prevention Program services.

These programs are operational during the period of May – August and are funded out of TANF/Welfare Transition dollars. CSE's budget will allow for, at a minimum, \$300k for summer programs.

CSE has provided these programs in the past with much success.

DISCUSSION/RECOMMENDATION:

The Board of Directors approve CSE to operate two (2) summer programs for PY 2022-2023: Summer Youth Employment Program and the Summer Teen Pregnancy Prevention Program.

**CAREERSOURCE ESCAROSA
ACTION ITEM
ASSET DISPOSAL LIST**

Date: January 19, 2023

ITEM FOR DISCUSSION

As Escarosa purchases new computers/equipment for staff or client use, there is a need to dispose of the old equipment. CSE retains some computers that are not broken or obsolete to use for parts and for new or temporary programs.

All disposal of property is in accordance with Uniform Guidance Part 200.313 and at the direction of the Board of Directors.

A list of old equipment that CSE would like to write-off for disposal was presented at the January 12, 2023 Executive Committee Meeting. After the meeting, staff realized additional items needed to be included on the list. The revised list is attached.

All operating systems, software and data have been wiped with DBAN to DOD standards. The working equipment will be given to non-profit organizations with preference given to George Stone and Locklin Technical Schools.

RECOMMENDATION

The Board of Directors approve to write-off and dispose of items on CSE's Asset Disposal List.

ERWDB TAG #	DESCRIPTION	MANUFACTURER	SERIAL #	PURCHASE DATE
1461	TELEPHONE SYSTEM CARD	SAMSUNG		2008
1468	LASERJET 4014N	HP	CNDX309596	2008
1561	DR-2580C	CANON	DG349016	4/15/09
1575	DR-2580C	CANON	DG348600	5/01/09
1576	DR-2580C	CANON	DG348602	5/01/09
1577	DR-2580C	CANON	DG348603	5/01/09
1578	DR-2580C	CANON	DG348605	5/01/09
1581	DR-2580C	CANON	DG348620	5/01/09
1582	DR-2580C	CANON	DG348621	5/01/09
1584	DR-2580C	CANON	DG348779	5/01/09
1588	DR-2580C	CANON	DG349329	5/01/09
1591	DR-2580C	CANON	DG349464	5/01/09
1592	DR-2580C	CANON	DG349469	5/01/09
1705	DR-2580C	CANON	DG364006	10/12/10
1706	DR-2580C	CANON	DG364005	10/12/10
1707	DR-2580C	CANON	DG364007	10/12/10
1708	DR-2580C	CANON	DG364048	10/12/10
1872	OPTIPLEX 990	DELL	4P4YNS1	5/4/12
1874	POWEREDGE T110	DELL	DY8WNS1	6/10/12
1877	CRC D0824 D SERIES DVR			7/29/12
1881	OPTIPLEX 390	DELL	G9C77V1	7/29/12
1883	OPTIPLEX 390	DELL	G9BD7V1	7/29/12
1884	OPTIPLEX 390	DELL	G9C87V1	7/29/12
1903	PRO 4300	HP COMPAQ	MXL3120538	4/4/13
1915	PRO 4300	HP COMPAQ	MXL3040XL0	4/4/13
1927	PRO 4300	HP COMPAQ	MXL312053L	4/4/13
1935	PRO 4300	HP COMPAQ	MXL3040XK4	4/4/13
1936	PRO 4300	HP COMPAQ	MXL3040XL7	4/4/13
1941	LTO-5	QUANTUM	HU1302U4RB	4/24/13
1951	LATITUDE E6430	DELL	85P4XY1	12/19/13
1952	32IN LCD HDTV	LG	311RMZL5S861	10/01/13
1953	OPTIPLEX 7010	DELL	5N0WG02	2/5/14
1958	OPTIPLEX 9020	DELL	G6ZWH02	3/5/14

1959	OPTIPLEX 9020	DELL	G0PQH02	3/5/14
1986	OPTIPLEX 9020	DELL	HL6CM02	5/15/14
1990	OPTIPLEX 9020	DELL	HL5KM02	5/15/14
2001	OPTIPLEX 3030	DELL	C4LGN22	8/1/14
2017	OPTIPLEX 3030	DELL	76CM822	4/13/15
2020	OPTIPLEX 3030	DELL	BYMM822	4/13/15
2021	OPTIPLEX 3030	DELL	66CM822	4/13/15
2022	OPTIPLEX 3030	DELL	C7CM822	4/13/15
2024	OPTIPLEX 3030	DELL	C8CM822	4/13/15
2025	OPTIPLEX 3030	DELL	DPLM822	4/13/15
2027	OPTIPLEX 3030	DELL	B6CM822	4/13/15
2030	OPTIPLEX 3030	DELL	98CM822	4/13/15

Board of Directors Governance & Orientation

CareerSource Escarosa
February 9, 2023