

CareerSource Escarosa

BOARD OF DIRECTORS MARCH 16, 2023 MINUTES

Members Participating: Kathaleen Cole (Chair), Jameson Cutchens, Tawana Gilbert, Jeffrey Hondorp, Jerry Kersey, Jr., and Michael Listau

Members Participating via virtual/teleconference: Scott Luth (Vice Chair), David Bouvin, Anthony Eman, Fred Genkins, and Dianne Hatke

Members Not Participating: Lloyd Reshard (Secretary/Treasurer), Douglas Brown, Charlin Knight, Michele Kelson, and Shannon Ogletree

Ex-Officio Member Participating: Lani Burritt and Clara Long

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

Kathaleen Cole, Chair, called the meeting to order at 3:33 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

Janay Sims noted the public disclosure(s) from the January 19, 2023 meeting.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Jeffrey Hondorp and seconded by Tawana Gilbert to approve the agenda as printed. Motion carried. (11-Yeas/0-Nays).

CONSENT AGENDA: MINUTES – JANUARY 19, 2023

The minutes were reviewed.

Action Taken: Motion by Jeffrey Hondorp and seconded by Michael Listau to approve the January 19, 2023, Board of Directors minutes. (11-Yeas/0-Nays).

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE AND BUDGET AND VARIANCE REPORTS (JANUARY 31, 2023)

Reports of financial expenditures, budget and variances for the month ending January 31, 2023, was made available to the board.

The expenditure rate at the end of closeout (January 2023) is at fifty-eight percent (58%).

The “Get There Faster” program grant will expire on September 30, 2023. Participant participation for training is slow, and training staff is short. The first graduate of the program was placed at a wage of \$19 per hour. CSE is unsure of a grant extension. Without an extension, dollars will be de-obligated back to the state. West Florida Hospital may be interested in the program if extended.

The RESEA position has been posted and will run to the end of this month. Staff is unsure of de-obligation.

Action Taken: Motion by Tawana Gilbert and seconded by Anthony Eman to approve the Financial Expenditure Reports for the period ending January 31, 2023. Motion carried. (11-Years/0-Nays)

TRANSFER OF PROGRAM FUNDS - WIOA DISLOCATED WORKER TO WIOA ADULT

CareerSource Florida Administrative Policy Number 118 provides authority to transfer funds between Adult and Dislocated Worker programs. CSE anticipates a depletion of current funding in the WIOA Adult program prior to the end of the program year (2022-2023), and has experienced underspending in the WIOA Dislocated Worker program. Current funding in the WIOA Dislocated Worker program is \$642,537.00. Staff is requesting to transfer 60% (\$385,522.00) of Dislocated Worker funds to the WIOA Adult program.

Administrative Policy Number 118 does not require approval to transfer 25% or less of funds between programs. Staff will transfer 25% (\$160,634.25) of WIOA Dislocated Worker programs funds to the WIOA Adult program.

Action Taken: Motion by Jeffrey Hondorp and seconded by Jameson Cutchens to approve to transfer 60% (\$385,522.20) of WIOA Dislocated Worker funds to the WIOA Adult program. Motion carried. (11-Years/0-Nays).

APPLICATION FOR CSE’S ELIGIBLE TRAINING PROVIDER LIST: CDL OF AL, LLC, INNOVAK OF FLORIDA, INC. DBA NEW HORIZONS COMPUTER LEARNING CENTER, AND SKY WARRIOR TRAINING

CSE received applications from three (3) training providers to be placed on it’s Eligible Training Provider List: CDL of AL, LLC, Innovak of Florida, Inc. dba New Horizons Computer Learning Center, and Sky Warrior Training. Applications for the three training providers are complete with required documents. It was noted one application is an out of state provider.

Action Taken: Motion by Tawana Gilbert and seconded by Fred Jenkins to approve the application from CDL of AL, LLC, Innovak of Florida, Inc. dba New Horizons Computer Learning Center, and Sky Warrior Training to be placed on CSE’s Eligible Training Provider List. Motion carried. (11-Years/0-Nays)..

CSE TRAINING AGREEMENT EXTENSIONS

With the continuing formulation of the REACH Act language for WIOA Training Provider Agreements, CSE has Training Provider Agreements that will expire 6/30/2023. The Department of Economic Opportunity (DEO) has suggested that we extend the current agreements by either a 3-month or a 6-month period until the necessary REACH Act language becomes available. CSE request the Training Provider Agreements with the below institutions be extended for an additional 6-month period.

- Pensacola State College (PSC)
- Coastal Alabama Community College (CACC)
- Truck Driver Institute (TDI)
- Security Services Training Institute (SSTI)
- University of West Florida (UWF)
- George Stone Technical College (GSTC)
- Locklin Technical College (LTC)
- Fortis Institute (Fortis)
- Reid State Technical College (RSTC)

To approved the above Training Provider Agreements for an additional 6-month period.

Action Taken: Motion by Fred Genkins and seconded by Anthony Eman to approve the above Training Provider Agreements for an additional 6-month period. Motion carried. (9-Yeas/0-Nays/2 abstentions - Kathaleen Cole and Michael Listau.

UPDATES TO CSE'S ELIGIBLE TRAINING PROVIDER LIST

Staff's review of its current (revised: 10/8/2021) PY 2021-2022 WIOA Training Programs Eligible for CareerSource Escarosa require some program deletions. CSE has been informed by some training providers that certain programs are no longer being offered or the programs do not appear on the provider's website. Training programs no longer offered or not on provider's website were noted. CSE's current WIOA Training Provider List has been revised to exclude programs that are no longer being offered or do not appear on the provider's website.

Action Taken: Motion by Jeffrey Hondorp, and seconded by Tawana Gilbert to approve the updates made to CSE's Eligible Training Provider List. Motion carried.

CEO OUT-OF-STATE TRAVEL - THE FORUM 2023 (WASHINGTON, DC - MARCH 25-28, 2023)

Typical travel for the CEO is outlined in CSE's administrative policy and does not include out-of-state travel. The upcoming NAWB Forum 2023 in Washington, DC will allow the CEO to connect with workforce colleagues, as well as advocate on behalf of the State of Florida. CSE is a member of NAWB.

Action Taken: Motion by Michael Listau, and seconded by Jeffrey Hondorp to approve the CEO's out-of-state travel to Washington, DC for the NAWB Forum 2023. Motion carried.

CEO EVALUATION AND CONTRACT REVIEW

Kathaleen Cole, Chair, reported on her review of the CEO's performance. She also informed that a salary review was conducted that compared CSE's CEO salary with other CEOs in neighboring CareerSource regions. Information relating to the salary comparison was presented to the board. Ms. Cole recommended the following:

A suggested raise to 2% of the 2022-2023 annual budget for CareerSource Escarosa CEO Total Compensation = \$175,274.64 | Salary = \$130,000.00

- Estimated Total Retirement Benefits: \$15,600.00 Annually
 - Retirement Benefits: auto 2% benefit of base salary = \$2,600.00
 - Personal contribution to Retirement: Match up to 5% = \$9,100.00

- Estimated Employer Paid Insurance: \$9,175.64
- Estimated Cashed-In or Funded Leave Time: \$7,500.00
- Estimated Annual Incentive for Performance as 10% of Salary: \$13,000.00

Federal Salary Cap restricts the amount of direct salary to Executive Level II of the Federal Executive pay scale. The Office of Personnel Management released new salary levels for the Executive Pay Scale and effective January 2, 2022, the salary limitation for Executive Level II is \$203,700 for 2022.

She also recommended extending the CEO's contract to an additional five (5) years, as his performance has been favorable.

There was discussion regarding the impact of a salary increase as it relates to indirect costs; timing between last CEO review - two (2) years; administrative rate; and inquiry of recommended salary being locked in with the five (5) year contract extension.

Action Taken: Motion by Tawana Gilbert, and seconded by Fred Genkin to approve raising the CEO's salary to \$130,000.00 for total compensation of \$175,274.64 as outlined above. Motion carried.

Action Taken: Motion by Jeffrey Hondorp, and seconded by Michael Listau to approve extending the CEO's contract to an additional five (5) years. Motion carried.

CSE BOARD VACANCIES AND OFFICERS ON BOARD

CSE currently has four (4) business seats vacant (1 Escambia/3 Santa Rosa), and two (2) labor seats vacant.

CSE's Board of Directors Officer seats will be affected with the end of Kathaleen Cole's tenure as Chair, ending June 30, 2023, and possible departure of Scott Luth, Vice Chair, from the board in May 2023. Ms. Cole will move to the seat of Past Chair following her departure of Chair.

CSE's By-Laws states that the Chair shall be chosen by the Board of Directors and all other officers be recommended by a Nominating Committee and approved by the Board of Directors. The Chair requested a Nominating Committee be established to address/nominate the upcoming vacant officer seats on the board. The following members will serve on the Nominating Committee: Jerry Kersey, Michael Listau, Tawana Gilbert, and Jeffrey Hondorp.

Action Taken: Motion by Jameson Cutchenson, and seconded by Jeffrey Hondorp to approve the members of the Nominating Committee: Jerry Kersey, Michael Listau, Tawana Gilbert, and Jeffrey Hondorp. Motion carried.

BOARD GOVERNANCE: BOARD ATTENDANCE AND VACANCIES

The attendance roster was reviewed by the board.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported on the following:

- The REACH Act - Reduction of workforce boards: There were three (3) options presented, with option to reduce the 24 workforce boards to 21 boards recommended.

- CSE's CFO position will be posted after the local audit is complete.
- CSE will host the Northwest Florida Employer Focus Group on March 28, 2023.
- The Summer Youth Program Partners application process has begun.
- CSE has partnered with Aetna for a pilot program at CSE. The funds received from the program will be unrestricted - \$50,000.00

CSE's Annual Report 2021-2022 was presented to the board.

There being no further business, the meeting adjourned at 4:35 p.m.



5-18-2023

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa