

# CareerSource Escarosa

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## **BOARD OF DIRECTORS MAY 18, 2023 MINUTES**

**Members Participating:** Kathaleen Cole (Chair), Scott Luth (Vice Chair), Lloyd Reshard (Secretary/Treasurer), Jameson Cutchens, Jeffrey Hondorp, Brianna Russ, Charlin Knight, and Michele Kelson

**Members Participating via virtual/teleconference:** David Bouvin, Douglas Brown, and Anthony Eman

**Members Not Participating:** Tawana Gilbert, Fred Genkins, Dianne Hatke, Jerry Kersey, Jr., Michael Listau, and Shannon Ogletree

**Ex-Officio Member Participating:** Lani Burritt and Clara Long

**Others Participating:** Ben Clark - James Moore & Co., P.L., Daniel Harper, Yvette McCullough, and Chadwick Myrick - The Florida Department of Economic Opportunity, Dr. Marcus McBride, Bill Barron, Carol Bono (virtual), Brenda Fewox (virtual), and Janay Sims – CareerSource Escarosa

Kathaleen Cole, Chair, called the meeting to order at 3:30 p.m. at the Pensacola Career Center (6913 N. 9<sup>th</sup> 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 March 16, 2023 meeting.

### **APPROVAL OF AGENDA**

The agenda was reviewed by the Board.

**Action Taken: Motion by Lloyd Reshard and seconded by Scott Luth to approve the agenda as printed. Motion carried. (11-Yeas/0-Nays).**

### **INTERNAL AUDIT REPORT**

The Internal Audit Report for the year ended June 30, 2022, was presented by Ben Clark who is with James Moore & Co., P.L. One Financial Statement Finding noted - Finding 2022-001: Material Adjustments. CSE's Corrective Action Plan (CAP) was noted in the report as well.

### **ANNUAL PERFORMANCE PRESENTATION**

The Florida Department of Economic Opportunity (DEO) Annual Performance presentation was presented by DEO - Daniel Harper (Senior Management Analyst Supervisor) and Yvette McCullough (Revenue Program Administrator I). The presentation was reflective of Program Year PY 2021 (July 1, 2021 - June 30, 2022).

## **CONSENT AGENDA: MINUTES – MARCH 16, 2023**

The minutes were reviewed. One correction was made to the minutes - Page 2 of the minutes, Transfer of Program Funds - WIOA Dislocated Worker to WIOA Adult.

**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-Yeas/0-Nays). Lloyd Reshard abstained from voting.**

**Action Taken: Motion by Scott Luth and seconded by Jeffrey Hondorp to approve the March 16, 2023, Board of Directors minutes with adjustment as noted above. (11-Yeas/0-Nays).**

## **ITEMS FOR CONSIDERATION**

### **FINANCIAL EXPENDITURE AND BUDGET AND VARIANCE REPORTS (MARCH 31, 2023)**

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

The expenditure rate at the end of closeout (March 2023) is at seventy-three percent (73%).

The “Get There Faster” program grant was extended and funds are expected to be expended. Rapid Response grant dollars, \$27,346.62, were de-obligated back to the state due to vacant position for several months.

**Action Taken: Motion by Brianna Russ and seconded by Lloyd Reshard to approve the Financial Expenditure Reports for the period ending March 31, 2023. Motion carried. (11-Yeas/0-Nays)**

### **BUDGET FOR PY 2023-2024 (DRAFT)**

A draft of the PY 2023-2024 budget was presented. It was noted that no official allocations have been received. The draft budget is based on current year’s allocations. Staff suggest to move forward with the current draft budget with revisions to come once allocations for PY 2023-2024 are available.

**Action Taken: Motion by Michele Kelson and seconded by Scott Luth to approve the CSE Draft Budget for FY 2023-2024 pending allocations. Motion carried. (11-Yeas/0-Nays).**

### **LOCAL TARGETED OCCUPATIONS LIST**

Administrative Policy 82 requires Local Workforce Development Boards (LWDBs) to develop Local Targeted Occupations Lists (LTOLs) in consultation with local business and industry representatives. LTOLs help LWDBs determine the occupations for which eligible participants may receive training assistance under the Workforce Innovation and Opportunity Act.

The Department of Labor (DOL) assists LWDBs in determining which occupational training programs can be supported with WIOA Individual Training Accounts (ITAs). Training programs must relate to the occupations on the DOL before ITAs can be applied. CSE’s 2022-2023 Targeted Occupations List (LTOL) will require review for additions/deletions. Additions to the LTOL must be in accordance with selection criteria.

The Demand Occupations Review Committee met on May 9, 2023 to review CSE's Local Targeted Occupations List (LTOL). The Committee voted to accept the current LTOL as is without any additions/deletion.

The Florida Statewide Demand Occupations and Regional Demand Occupations List for 2023-2024 was available after the Demand Occupations Review Committee met. An additional 53 occupations were included between both lists. It was recommended to move forward with the additional occupations inclusive on CSE's Local Targeted Occupations List.

**ADDITIONAL TRAINING TO CSE'S LOCAL TARGETED OCCUPATION LIST**

The training providers from Fortis Institute and George Stone Technical College have requested additional training programs to CSE's ETPL. The below training programs are being requested:

Fortis Institute - Medical Assistant and Practical Nursing (LPN)  
George Stone Technical College - Welding Technology

The Demand Occupations Review Committee met on May 9, 2023 to review the request for additions to CSE's WIOA Eligible Training Provider List (ETPL). The Committee voted to recommend approving additions to CSE's WIOA ETPL as requested by the full Board.

**Action Taken: Motion by Scott Luth and seconded by Charlin Knight to approve: 1) CSE's current Local Targeted Occupations List with inclusion of the additional occupations on the 2023-2024 lists, and 2) additions to CSE's WIOA Eligible Training Provider List as requested. Motion carried. (11-Yeas/0-Nays)**

**REQUEST FOR EXTENSION TO SERVICE AS DIRECT PROVIDER OF WORKFORCE SERVICES**

Local Workforce Development Boards (LWDBs) are required to submit a Request for Extension to Serve as a Direct Provider of Workforce Services to operate as a direct provider of workforce services at least every three years. CSE's current Extension will expire on June 30, 2023.

The request for extension will require approval by CSE's Board, the Board of County Commissioners (Escambia and Santa Rosa Counties), and further approval by CareerSource Florida (CSF).

**Action Taken: Motion by Jeffrey Hondorp and seconded by Scott Luth to approve CSE's Request for Extension to Serve as a Direct Provider of Workforce Services. Motion carried. (11-Yeas/0-Nays).**

**WIOA YOUTH SERVICES CONTRACT RENEWALS**

WIOA year-round youth services were procured in February 2019. The procurement allows for three years of contracted services (FY 2022-2023, FY 2023-2024, and FY 2024-2025) if the service providers are in good standing with CSE and are meeting performance measures. All three youth providers are in good standing and are meeting current performance requirements.

Service providers are: Children's Home Society  
Escambia County School District  
Santa Rosa County School District

Based upon performance measures being met, Escarosa staff is recommending that the above youth services contracts be renewed for FY2023-2024.

Funding levels to be determined based on funding allocations.

**Action Taken: Motion by Jeffrey Hondorp, and seconded by Douglas Brown to approve the above contract renewals for FY 2023-2024 at funding levels based on funding allocations. Motion carried. (11-Yeas/0-Nays/2 abstentions - Charlin Knight and Lloyd Reshard).**

#### **STAFF POSITIONS AND SALARY RANGES**

Dr. McBride request a 3-person committee to review CSE staff positions and salaries prior to the next board meeting. The meeting will be held via Zoom. The following were identified to serve on the committee: Jerry Kersey, Douglas Brown, and Charlin Knight.

**Action Taken: Motion by Lloyd Reshard, and seconded by Douglas Brown to approve the Jerry Kersey, Douglas Brown, and Charlin Knight to serve on the Committee to review CSE staff positions and salaries. Motion carried. (11-Yeas/0-Nays).**

#### **SLATE OF CSE OFFICERS**

The Nomination Committee met to review a slate of CSE Officers. Mr. Jeffrey Hondorp was nominated by the committee to serve as Member-at-Large on the Executive Committee. The floor was opened for additional nominations. None were noted. The current Chair, Kathaleen Cole, consented to serve as Chair for the upcoming Program Year - 2023-2024, as well as Scott Luth, Vice Chair, and Lloyd Reshard, Secretary Treasurer.

**Action Taken: Motion by Charlin Knight, and seconded by Jameson Cutcherson to approve the slate of CSE Officers - Kathaleen Cole (Chair), Scott Luth (Vice Chair), Lloyd Reshard (Secretary/Treasurer), and Jeffrey Hondorp (Member-at-Large). Motion carried. (11-Yeas/0-Nays).**

#### **TANF - TEEN PREGNANCY PREVENTION PROGRAMS**

The TANF Teen Pregnancy Prevention Program is open for service, but due to discrepancies with timing of the application process and CSE's website, program dollars will roll over to support the Summer Youth Employment Program that serves youth ages 15-19.

**Action Taken: Motion by Scott Luth, and seconded by Jameson Cutcherson to approve rolling over TANF Teen Pregnancy Prevention Program dollars to the Summer Youth Employment Program. Motion carried. (11-Yeas/0-Nos/1- Abstention - Lloyd Reshard).**

#### **INFORMATION ITEMS**

##### **ANNUAL RETIREMENT CONTRIBUTION**

Escarosa' Fiscal Year 2021-2022 Budget approved by the Board on July 29, 2021, included a 2% annual retirement contribution for employees enrolled in the 401(k) plan as of December 31, 2018. This contribution is in addition to the matching contributions received by employees each pay period.

The contribution is based on the employee's 2022 W-2 wages. The amount originally budgeted and approved by the Board was \$44,656.00 which included both 2% annual retirement and matching contributions. The actual contribution is \$14,241.97. The annual contribution for 2022 will be paid in June 2023.

### **APPLICATION FOR LOCAL WORKFORCE DEVELOPMENT AREA RE-DESIGNATION**

CareerSource Escarosa has submitted its application to the Department of Economic Opportunity for Local Workforce Development Area Re-Designation.

### **BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

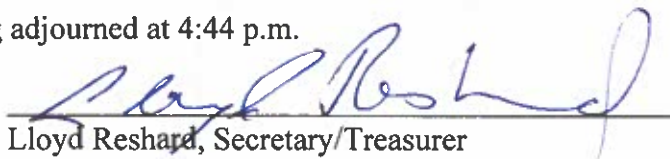
Information regarding Board attendance and vacancies was made available to the board. There are currently three Santa Rosa County (3) business sector vacancies and two (2) labor organization vacancies. One Escambia County business seat will become vacant due to change in employment and not eligible to serve on the board. It was noted Florida Power and Light will have a representative to replace Steve Rhodes. It was suggested to explore possible union affiliation - linemen, at Florida Light and Power.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

Dr. McBride reported on the following:

- The REACH Act - Board realignment resulted in three (3) less workforce boards. CSE will work on recommendations made to comply.
- The REACH Act - The 10% holdback was repealed.
- Non-disclosure Agreement with AETNA.
- Job Description for position with the Greater Pensacola Chamber regarding workforce.
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There being no further business, the meeting adjourned at 4:44 p.m.

  
Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa