

CareerSource Escarosa

BOARD OF DIRECTORS JULY 20, 2023 MINUTES

Members Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Douglas Brown, Jerry Kersey, Jr., Michael Listau, and Brianna Russ

Members Participating via virtual/teleconference: Scott Luth (Vice Chair), Jameson Cutchens, Anthony Eman, Fred Jenkins, Tawana Gilbert, and Charlin Knight

Members Not Participating: Jeffrey Hondorp (Member-at-Large), David Bouvin, Michele Kelson, and Shannon Ogletree

Ex-Officio Member Participating: Lani Burritt

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 3:37 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 March 18, 2023 CSE Board of Directors meeting.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Douglas Brown and seconded by Lloyd Reshard to approve the agenda as printed. Motion carried. (12-Yeas/0-Nays).

CONSENT AGENDA: MINUTES - MAY 18, 2023

The CSE Board of Directors minutes for May 18, 2023, was made available to the board for review.

Action Taken: Motion by Douglas Brown and seconded by Brianna Russ to approve the May 18, 2023 Board of Directors minutes. Motion carried (12-Yeas/0-Nays)

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS (MAY 31, 2023)

Reports of financial expenditures, budget and variances for the month ending May 31, 2023, was made available to the board. Reports reflects one (1) month remaining in FY 2022-2023. CSE is on track with close-out. The WIOA Adult Program reflects a transfer of \$84,752.51 from the WIOA Dislocated Worker Program. Program grants are two-year cycle grants and some are moving on schedule. CSE is

91.67% towards the budget's variance as of the end of May. The budget is 58% expended and spending is favorable - not over, but a little bit under due to low employment in the panhandle.

Inquiry was made relating to the "Get There Faster" grant - opportunity for additional vendors. It was noted only one vendor has partnered for the program. The "Get There Faster" grant will roll over for another year.

Action Taken: Motion by Douglas Brown and seconded Jerry Kersey, Jr. to approve the Financial Expenditure and Budget Variances Reports for the month ending May 31, 2023. Motion carried. (12-Years/0-Nays)

ANNUAL REVIEW OF BY-LAWS

CareerSource Escarosa's By-Laws require that the document be reviewed annually. ARTICLE XIII. MISCELLANEOUS, Section 2. Annual Review of By-Laws states,

"These By-laws will be reviewed annually by a committee of the Board of Directors. The committee will present changes to the Board of Directors for approval. Statutory changes will require Board of Directors acceptance."

A committee was identified to review the By-Laws: Douglas Brown, Michael Listau, and Jerry Kersey, Jr. It was noted a list of changes will be provided to the committee for review and the committee will present to the board for review and approval.

Action Taken: Motion by Lloyd Reshard and seconded by Douglas Brown to approve Douglas Brown, Michael Listau, and Jerry Kersey, Jr. to serve as the By-Laws Review Committee. Motion carried. (12-Years/0-Nays)

ADMINISTRATIVE PLAN

CareerSource Escarosa has been operating by its current administrative plan, which was revised in 2020, but not approved by the board. CSE request that a committee be identified to review the administrative plan and present to the board for approval. Inquiry was made regarding the nature of the administrative plan. It was noted the plan is the governing document/operational plan for finances and programs. Members of the By-Laws Review Committee will serve as the Administrative Plan Committee. Updates to the plan will be provided to the committee for review.

WAIVER FOR WORKFORCE INNOVATION & OPPORTUNITY ACT OUT-OF-SCHOOL YOUTH EXPENDITURE REQUIREMENT AND USE OF INDIVIDUAL TRAINING ACCOUNTS FOR IN-SCHOOL YOUTH

A memorandum dated May 24, 2023, from the Department of Economic Opportunity to the local workforce development board Executive Directors with the subject: Waivers for Workforce Innovation & Opportunity Act Out-of-School Youth Expenditure Requirement and Use of Individual Training Accounts for In-School-Youth was made available to the board. The waiver allows the local workforce boards to lower the local youth formula funds expenditure requirement from 75 percent to 50 percent for OSY and to utilize ITAs for ISY, ages 16-21.

A request was made to allow CSE staff to work with youth providers in developing a ratio as it relates to DEO's memorandum dated May 24, 2023.

Action Taken: Motion by Lloyd Reshard and seconded by Brianna Russ to approve the request to allow CSE staff to work with the youth service providers in developing a ratio as it relates to DEO's memorandum dated May 24, 2023. Motion carried. (12-Years/0-Nays)

TANF TEEN PREGNANCY PREVENTION PROGRAM

CSE issued a solicitation on July 7, 2023 for Teen Pregnancy Prevention Program services. The solicitation details the need to support the TANF purpose of reducing the number of out-of-wedlock pregnancies through summer youth initiatives and provide supportive services to prevent teen pregnancy. Programs will be supported for the period of May 24, 2023 – August 9, 2023, and funded out of FY 2022-2023 Welfare Transition funds.

Potential vendors were asked to complete a survey and responses were received from nine (9) vendors. The numbers to be served and price per participant for each vendor is listed below:

Vendor	# of participants to be served	Price per Participant
James B. Washington Education and Sports, Inc.	165	\$375.00
Kukua Institute	12	\$500.00
The Urban Development Center, Incorporated	100	\$550.00
Refreshing Springs Church of God in Christ	75	\$487.50
Boys and Girls Clubs of the Emerald Coast	40	\$1,081.00
Emerald Coast Lifesaving Association	25	\$400.00
Erica Lanes, LLC	250	\$700.00
Jesus Holy Tabernacle Church	100	\$1,500.00
St. John Divine Missionary Baptist Church	50	\$500.00

Once vendors have been approved, and pending receipt of required documentation ((DUNS Number/FEIN, copy of 501c3/Business License, and W9) from the vendors, funding levels are to be determined.

CSE received an additional \$300,000.00 in TANF funding. These dollars will be used to support the program.

The Executive Committee reviewed the applications and made the following recommendations:

- 1) Past vendors be approved and funded as indicated above:
James B. Washington Education and Sports, Inc.
KuKua Institute
The Urban Development Center, Incorporated
Boys and Girls Clubs of the Emerald Coast
Emerald Coast Lifesaving Association
- 2) New vendors be approved and funded as follows:
St. John Divine Missionary Baptist Church - as indicated above.
Refreshing Springs Church of God in Christ - 65 youth at \$487.50 per youth.
Erica Lanes, LLC, - 47 youth at \$700 per youth.
Jesus Holy Tabernacle Church - 22 youth at \$1,500.00 per youth.

Action Taken: Motion by Douglas Brown and seconded by Michael Listau to accept the Executive Committee's recommendation as indicated above. Motion carried. (11-Yeas/0-Nays/1 Abstention - Lloyd Reshard)

MEETING ADJUSTMENT - CAREERSOURCE ESCAROSA BOARD OF DIRECTORS

ARTICLE IV. MEETING OF DIRECTORS, Section 1. Meetings, states:

The Board shall meet every other month or as called by the Chair, but in no event shall the Board meet less than four (4) times per year.

Dr. McBride indicated that he had spoken with the CSE Board Chair and Vice Chair regarding a quarterly meeting schedule. It is felt that this change could boost attendance. Inquiry was made regarding affect/consequences for less meetings. It was noted the change would not affect board governance.

Action Taken: Motion by Lloyd Reshard and seconded by Douglas Brown to approve adjusting CSE Board of Director meeting schedule to quarterly. Motion carried. (12-Yeas/0-Nays)

It was noted that the Board will need to meet next month to approve an upcoming item, and that the Executive Committee can act on behalf of the full board.

The time of the meeting will be determined by polling the members.

INFORMATION ITEMS

BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

The CSE Board of Directors attendance and vacancy reports were made available to the board.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride noted the following:

- The Summer Youth Employment Program Ceremony for Escambia County was held on today.
- Effective July 1, 2023, Dr. McBride was elected President of the Florida Workforce Development Association (FWDA).
- The REACH Act has resulted with a structure change. Regionalism and a collaborative regional area plan amongst the panhandle.
- CSE has a partnership with Pensacola State College for Building Construction. Hurricane Sally dollars were awarded to support the project.

**RATIFICATION OF DECISION(S) MADE BETWEEN CSE BOARD OF DIRECTORS MEETING
TRANSFER OF PROGRAM FUNDS - WIOA DISLOCATED WORKER TO 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 Program Year 2022-2023, and has experienced underspending in the WIOA Dislocated Worker program. Current remaining funds in the WIOA Dislocated Worker program is \$84,752.51. Staff is requesting to transfer current remaining Dislocated Worker funds to the WIOA Adult program.

On June 29, 2023, a Special Meeting of the Executive Committee convened and voted to approve the transfer of current remaining WIOA Dislocated Worker funds of \$84,752.51 to the WIOA Adult program.

Action Taken: Motion by Michael Listau and seconded by Charlin Knight to ratify the action taken by the Executive Committee as indicated above. Motion carried. (12-Yeas/0-Nays)

OFFICE CLOSURE - JULY 3, 2023

The Executive Committee was informed at the June 29, 2023 Special Meeting of the Executive Committee that Governor DeSantis issued a press release regarding the closure of state offices on July 3rd in observance of the July 4th holiday. There are state employees located in the CSE offices, and closure of the CSE offices would mirror closure for state offices.

CSE closed its offices on July 3, 2023, in observance of the 4th of July holiday.

Action Taken: Motion by Douglas Brown and seconded by Jameson Cutchens to ratify support of the Executive Committee regarding the closure of the CSE offices on July 3rd in response to Governor DeSantis press release of closure of state offices. Motion carried. (12-Yeas/0-Nays)

INCENTIVE FUNDING FOR CSE STAFF

The below information was presented at the June 29, 2023, Special Meeting of the Executive Committee.

A six percent (6%) incentive for CSE employees who contributed to the organization's performance during the 2022 program year is scheduled for disbursement on June 30, 2023. Per the CSE handbook, adjustments to salaries of CSE staff is the responsibility of the CEO. Incentives are subject to approval by the CEO and funding availability as determined by CareerSource Escarosa's board approved budget. An incentive is a one-time payment for CSE employees. This incentive is only available for CSE employees who have completed 1 full year of employment. Eligible CSE employees must have continuous employment at CSE from June 30, 2022 through June 30, 2023.

Inquiry was made regarding latitude for employees whose tenure was less than one year. It was noted performances was achieved prior to their employment with CSE making them ineligible for the incentive. The total cost for incentives and numbers impacted was made available as requested.

BUDGET FOR FY 2023-2024

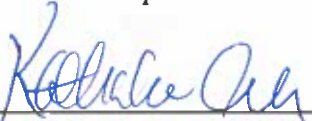
The below information was presented at the June 29, 2023, Special Meeting of the Executive Committee.

With the approval to transfer program funds from the WIOA Dislocated Worker to Adult programs, the budget was presented reflecting the transfer and no other changes.

OTHER BUSINESS

CSE is in planning with DEO regarding the impact due to natural disasters.

There being no further business, the meeting adjourned at 4:41 p.m.



Kathaleen Cole, Chair
for Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa