

**AGENDA**  
**CareerSource Escarosa**  
**Executive Committee Meeting**  
**Thursday, January 25, 2024**  
**2:00 p.m.**

**Location: Microsoft Teams**

**Call-in: 1-872-242-8932 | Conf. ID: 656 398 65#**

- I. Call Meeting to Order..... Executive Committee Chair
- II. Call for Public Comment
- III. Approval of Minutes: October 12, 2023
- IV. Items for Consideration:
  - Financial Expenditure and Budget Variances Reports (December 2023)\*
  - Asset Disposal List\*
  - “Get There Faster” Grant Report | Baptist Customized Training Agreement\*
  - Update to CSE’s Eligible Training Provider List\*
  - Application for CSE’s Eligible Training Provider List\*
  - Review – Agenda (Board of Directors | January 25, 2024)\*
- Committee Reports
  - Administrative Plan Review\*
    - New Policy on Insurance Waiver Benefits\*
- V. Other Business
- VI. Adjournment

\*See January 25, 2024 CSE Board of Directors Information Packet.

**CareerSource Escarosa dba Workforce Escarosa, Inc.**  
**Executive Committee Meeting**  
**Minutes**  
**October 12, 2023**

**Members Present:** Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), and Jeffrey Hondorp

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

Kathaleen Cole called the meeting to order at 3:30 p.m. via Microsoft Teams.

**Call for Public Comments**

No public comments were noted.

**Approval of Minutes: July 13, 2023 & August 7, 2023**

The minutes for the July 13, 2023 and August 7, 2023 Executive Committee meeting was made available to the committee for review.

**Action Taken: Motion by Jeffrey Hondorp and seconded by Lloyd Reshard to approve the July 13, 2023 and August 7, 2023 Executive Committee Meeting minutes. Motion carried.**

**Items for Consideration**

**Financial Expenditure and Budget Variance Reports (August 2023)**

The financial expenditure and budget variance reports for August 2023 was made available to the committee for review.

It was noted with all funding combined, the expenditures are underspent due to vacant positions. It was also noted there is a change in budget due to added funds under Wagner Peyser, WIOA Hope Program, and additional RESEA funds.

**Action Taken: Motion by Lloyd Reshard and seconded by Jeffrey Hondorp to approve the financial expenditure and budget variance reports for August 2023. Motion carried.**

**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 2023-2024, and has experienced underspending in the WIOA Dislocated Worker program. Current remaining funds in the WIOA Dislocated Worker program is \$715,657.00. Staff is requesting to transfer 74% (\$527,697.30 of Dislocated Worker funds to the WIOA Adult program.

**Action Taken: Motion by Lloyd Reshard and seconded by Jeffrey Hondorp to approve to transfer 74% (\$527,697.30) of WIOA Dislocated Worker funds to the WIOA Adult program. Motion carried.**

### **Letter of Cancellation - VGP Eastgate**

A letter from Validus Group Properties (VGP) was made available to the board.

The letter serves as a formal notice acknowledging Workforce Escarosa has fulfilled its obligations pursuant to Section 24.23 of its lease; therefore releasing the Letter of Credit provided by Workforce Escarosa effectively immediately. The release of the Letter of Credit will be a cost saving for the organization.

### **Asset Disposal List**

The asset disposal list was made available to committee.

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 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.

The asset disposal list was not complete on some items; therefore, this item was tabled.

### **Eligible Training Provider List Policy and Performance Council**

A copy of the Eligible Training Provider List Policy and Performance Council was made available to the committee.

Revisions were made to CareerSource Florida Administrative Policy 090 - Eligible Training Providers List to conform to requirements established by the U.S. Department of Labor, the REACH Act, and to implement a critical system-wide improvement as part of the Florida Workforce System Transformation Plan.

CSE staff request the board adopt the revised CareerSource Florida Administrative Policy 090 - Eligible Training Providers List.

### **Strategic Policy and Performance Council**

A copy of CareerSource Florida Strategic Policy - Education and Industry Consortia were made available to the board.

CareerSource Florida convened a workgroup to develop a collaborative strategic policy that meets statutory requirements of Senate Bill 240 and aligns all relevant federal, state and local laws and policies. The workgroup included stakeholders from education, business, state government and local workforce development boards.

The policy requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area. The chair of the local workforce development board shall appoint the consortium members from a list of criteria described in the policy.

CSE staff request the board adopt the CareerSource Florida Strategic Policy - Education and Industry Consortiums.

#### **Letter to Form**

A proposed resolution to create the Northwest Florida Workforce Planning Region which consist of local workforce boards 1-CareerSource Escarosa, 2-Okaloosa-Walton, 3-CareerSource Chipola, and 4-CareerSource Gulf Coast was made available to the board. The purpose is to share commonalities of industry sectors, and economic and workforce development.

CSE staff requested approval of the proposed resolution. Further approval will be required by the Boards of County Commissioners.

**Action Taken: Motion by Jeffrey Hondorp and seconded by Lloyd Reshard to approve the proposed resolution. Motion carried.**

#### **Training Provider Agreements | One Year Performance**

With the continuing formulation of the REACH Act language for WIOA Training Provider Agreements, CSE has Training Provider Agreements that expired in September 2023 and one that will expire in November 2023. Florida Commerce has suggested that we extend agreements until the necessary REACH Act language becomes available. CSE request the Training Provider Agreements with the below institutions be extended through June 30, 2024.

- 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)
- Applied Technology Academy

Performance data is in the process of being complete, as required.

**Action Taken: Motion by Jeffrey Hondorp and seconded by Lloyd Reshard to approve extending the above Training Provider Agreements through June 30, 2024 (September 16, 2023-June 30, 2024). Motion carried. Kathaleen Cole abstained from voting.**

## **Review - Agenda (Board of Directors | October 19, 2023)**

The agenda was reviewed, and one amendment was made to the agenda: Table the item - Asset Disposal List.

## **Committee Reports**

### **By-Laws Review**

The By-Laws Review Committee met on September 13, 2023, to review the CSE By-Laws, as required annually.

Recommended revisions to the By-Laws were presented as follows:

### **ARTICLE III. BOARD MEMBERSHIP AND COMPOSITION, Section 4. Board Member Recruiting, Betting and Nomination**, page 5, added language:

*Private sector membership is "balanced" by counties. The Chief Executive Officer will contact the general purpose business organization (FloridaWest or Santa Rosa Economic Development Council) from the county where a vacancy will occur/has occurred of the vacancy. The general purpose business organization will contact business leaders in their county (in targeted membership sectors) to solicit nominations. As part of the recruitment/nomination process, a Board Profile Sheet will be completed by each nominee. The general purpose business organization will use the Board Profile Sheet in their process for consideration and selection of a nominee. **The general purpose business organization will submit their recommended nominee(s) to the CareerSource Escarosa Board of Director for review and selection prior to submitting to the Chief Local Elected Official for appointment consideration.***

### **ARTICLE IV. MEETINGS OF DIRECTORS, Section 1. Meetings**, page 5, revised:

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

### **Compensation Review**

The Compensation Review Committee met on August 28, 2023 to review CSE' salary scale. Information relating to current and proposed pay grade, salary range, and positions was presented. Changes reflected on the proposed pay grade was based on an increase to offer a beginning wage of at least \$15.00 per hour which will align with the proposed state law increase to \$15.00 for hourly employees. It was noted the compression from the increase impacted all pay grades.

Recommendation from the Compensation Review Committee: To approve the proposed CareerSource Escarosa Salary Scale.

There being no further business, the meeting adjourned at 2:09 p.m.

Respectfully submitted,

Janay Sims  
Recording Secretary