

CareerSource Escarosa

BOARD OF DIRECTORS NOVEMBER 3, 2023 MINUTES

Members Participating: Kathaleen Cole (Chair), Jerry Kersey, Jr., and Jeffrey Hondorp (Member-at-Large)

Members Participating via virtual/teleconference: David Bouvin, Douglas Brown, Jameson Cutchens, Tawana Gilbert, Charlin Knight, and Brianna Russ

Members Not Participating: Lloyd Reshard (Secretary/Treasurer), Anthony Eman, Fred Genkins, Michele Kelson, Michael Listau, Shannon Ogletree, and David Peaden

Ex-Officio Member Participating: Lani Burritt

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

Kathaleen Cole, Chair, called the meeting to order at 2:02 p.m. at the Pensacola Career Center (6913 N. 9th Avenue, Pensacola, FL 32504). Ms. Cole called the roll to confirmed a quorum present. A quorum was confirmed after Dr. Marcus McBride presented information on: JVSG Summit, the upcoming Paychecks for Patriots Hiring Event, and the Region's letter grade.

CALL FOR PUBLIC COMMENT

No public comments were noted.

READING OF PUBLIC DISCLOSURES

Janay Sims noted the public disclosure(s) from the July 20, 2023 CSE Board of Directors meeting.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Jeffrey Hondorp and seconded by Jerry Kersey, Jr. to approve the agenda as printed. Motion carried. (9-Yeas/0-Nays).

CONSENT AGENDA: MINUTES - JULY 20, 2023

The CSE Board of Directors minutes for July 20, 2023, was made available to the board for review.

Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the July 20, 2023 Board of Directors minutes. Motion carried (9-Yeas/0-Nays)

ITEMS FOR CONSIDERATION

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

Reports of financial expenditures, budget and variances for the month ending August 31, 2023, was made available to the board. No inquiries was made regarding the reports.

Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the Financial Expenditure and Budget Variances Reports for the month ending August 31, 2023. Motion carried. (9-Yeas/0-Nays)

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 Jerry Kersey, Jr. and seconded by Douglas Brown to approve to transfer 74% (\$527,697.30) of WIOA Dislocated Worker funds to the WIOA Adult program. Motion carried. (9-Yeas/0-Nays)

VGP EASTGATE LETTER OF CANCELLATION

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.

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 board.

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.

Action Taken: Motion by Douglas Brown and seconded by Jeffery Hondorp to adopt the revised CareerSource Florida Administrative Policy 090 - Eligible Training Providers List. Motion carried (9-Yeas/0-Nays)

CAREERSOURCE FLORIDA STRATEGIC POLICY - EDUCATION AND INDUSTRY CONSORTIUMS

A copy of CareerSource Florida Strategic Policy - Education and Industry Consortiums 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.

Action Taken: Motion by Douglas Brown and seconded by Jeffery Hondorp to adopt the CareerSource Florida Strategic Policy - Education and Industry Consortiums. Motion carried. (9-Yeas/0-Nays).

INTENT 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 request the board approve the proposed resolution. Further approval will be required by the Boards of County Commissioners.

Action Taken: Motion by Douglas Brown and seconded by Jeffrey Hondorp to approve the proposed resolution to form the Northwest Florida Workforce Planning Region. Motion carried. (9-Yeas/0-Nays).

INDIVIDUAL TRAINING ACCOUNT 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

Action Taken: Motion To approve extending the above Training Provider Agreements through June 30, 2024 (September 16, 2023-June 30, 2024). Motion carried. (8-Yeas/0-Nays/2-Abstention: Charlin Knight and Kathaleen Cole).

REGIONAL PLAN FOR CONSOLIDATION

It was noted this item is relative to the Intent to Form.

COMMITTEE REPORTS

BY-LAWS REVIEW COMMITTEE

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, Vetting 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.

Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the recommendations from the CSE By-Laws Committee. Motion carried. (9-Yeas/0-Nays)

COMPENSATION REVIEW COMMITTEE

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.

Action Taken: Motion by Jerry Kersey, Jr. and seconded by Jeffrey Hondorp to approve the recommendation from the Compensation Review Committee. Motion carried. (9-Yeas/0-Nays).

INFORMATION ITEMS

BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

The CSE Board of Directors attendance and vacancy reports were made available to the board. Attendance has been good. Staff continues to work with entities to fill vacancies.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride noted:

- FWDA's upcoming event.

- Encourage all to attend the Paychecks for Patriots event.

**RATIFICATION OF DECISION(S) MADE BETWEEN CSE BOARD OF DIRECTORS MEETING
APPLICATION TO THE STATE - CAREERSOURCE ESCAROSA BE NAMED AS ONE-STOP OPERATOR**

The Executive Committee met on August 7, 2023 to review the Application to the State - CareerSource Escarosa to be named as One-Stop Operator. After review of the third party's (Florida Workforce Development Association - FWDA) procurement process, FWDA recommended CareerSource Escarosa be selected to serve as One-Stop Operator for PY2023-2026 (3 years) based on the proposal submitted, and the CSE Executive Committee gave support to the recommendation.

Action Taken: Motion by Jeffrey Hondorp and seconded by Tawana Gilbert to approve the recommendation from the Executive Committee. Motion carried. (9-Yes/0-Nays).

OTHER BUSINESS

CSE has a new hire, Carolyn Fries, Workforce Development Director. Ms. Fries is housed at the Greater Pensacola Chamber.

There being no further business, the meeting adjourned.



Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa