

# CareerSource Escarosa

---

## BOARD OF DIRECTORS JANUARY 25, 2024 MINUTES

**Members Participating:** Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Jeffrey Hondorp (Member-at-Large), Douglas Brown, Tawana Gilbert, Michael Listau, and Jerry Kersey, Jr.

**Members Participating via virtual/teleconference:** David Bouvin, Anthony Eman, Fred Genkins, Charlin Knight, Michele Kelson, Brianna Russ, and David Peaden

**Members Not Participating:** Jameson Cutchens and Shannon Ogletree

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

**Others Participating:** Dr. Marcus McBride, Mariezel Halili, Carol Bono, Brenda Fewox (virtual), Tarae Donaldson, Carolyn Fries, 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). Ms. Cole called the roll to confirmed a quorum present.

### CALL FOR PUBLIC COMMENT

There was no public comments.

### READING OF PUBLIC DISCLOSURES

Janay Sims read the public disclosure(s) from the November 3, 2023 CSE Board of Directors meeting.

### APPROVAL OF AGENDA

The agenda was reviewed by the Board.

**Action Taken: Motion by Lloyd Reshard and seconded by Charlin Knight to approve the agenda as printed. Motion carried. (14-Yeas/0-Nays).**

### CONSENT AGENDA: MINUTES – NOVEMBER 3, 2023

The CSE Board of Directors minutes for November 3, 2023, was made available to the board for review.

**Action Taken: Motion by Douglas Brown and seconded by Jeffrey Hondorp to approve the November 3, 2023 Board of Directors minutes. Motion carried (14-Yeas/0-Nays)**

### ITEMS FOR CONSIDERATION

#### FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

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

Highlights from the reports included the funding grant awards due to expire; program grants with slow burn rates due to partner participation; and fully expended grant awards. There has been no issues with the NFA funding. There has been some financial challenges due to some budgets expirations. CSE do not expect total expenditure of the Apprentice Navigator grant.

Inquiry was made regarding the budget variance report – comments for line items 1, 5, & 9. Response to inquiry – the negative dollar amounts are due to open positions, retirement being underspent, and some over costs.

**Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to accept the Financial Expenditure and Budget Variances Reports for the month ending December 31, 2023. Motion carried. (14-Yeas/0-Nays)**

#### **ASSET DISPOSAL**

A list of CSE assets to be disposed was made available to the board for review.

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 are at the direction of the Board of Directors.

All operating systems, software and data have been wiped with DBAN to DOD standards. The working equipment will be donated to a non-profit organization.

**Action Taken: Motion by Michael Listau and seconded by Lloyd Reshard to approve disposal of items on CSE's Asset Disposal List. Motion carried. (14-Yeas/0-Nays)**

#### **"GET THERE FASTER" GRANT REPORT | BAPTIST CUSTOMIZED TRAINING AGREEMENT**

The "Get There Faster" grant program report, Baptist Customized Training Agreement, and program expenditures were made available to the board for review.

As outlined in the agreement, BHC will provide training to 168 eligible participants identified as "at-risk" Floridians in the program area of phlebotomy and medical assistant at a cost not to exceed \$828,000.00; is the employer for the participants with a minimum entry wage of \$12.62 per hour; and will offer permanent employment for successful graduates at a wage, minimum, of \$13.00 per hour, from both training programs, and who meets all certification and background requirements.

There has been no outcomes nor success with the programs. Staff's request is to cancel the agreement with BHC. A balance of \$631,000.00 is unexpended on the "Get There Faster" grant. There was discussion of exploring other options of vendors and training programs for the grant. Staff will confer with Florida Commerce regarding other training program options.

**Action Taken: Motion by Douglas Brown and seconded by Tawana Gilbert to cancel the training agreement with Baptist Health Care by notification and explore other options for training programs and vendors. Motion carried. (14-Yeas/0-Nays)**

#### **UPDATE TO CSE'S ELIGIBLE TRAINING PROVIDER LIST**

CSE's WIOA Eligible Training Provide List currently includes two programs offered by Nursing Bridges Institute – Nursing (RN) and Practical Nursing (LPN). It was brought to CSE's attention that Nursing Bridges was affected by the emergency ceasing of operations by the Florida Commission for Independent Education (CIE). Therefore, staff requested to have Nursing Bridges Institute removed from its CSE WIOA Eligible Training Provider List.

**Action Taken: Motion by Charlin Knight and seconded by Lloyd Reshard to remove training provider, Nursing Bridges Institute, from CSE's WIOA Eligible Training Provide List. Motion carried. (14-Yeas/0-Nays).**

**APPLICATION FOR CSE’S ELIGIBLE TRAINING PROVIDER LIST**

CSE received application from Innovak of Florida, Inc. dba My IT Future Institute (formerly New Horizons Computer Learning Center) to become a CSE training provider. The application was complete and included all required documents. This applicant/vendor is on other local workforce boards’ eligible training provider list, and has produced positive outcomes.

The board was informed of the application process to become a training provider as outlined in the REACH Act. Staff has reached out to the state and is awaiting feedback on guidance. The local workforce boards have been instructed by the state to continue their application process as in the past until further guidance.

**Action Taken: Motion by Douglas Brown and seconded by Jeffery Hondorp to approve CSE’s training provider application from Innovak of Florida, Inc. dba My IT Future Institute (formerly New Horizons Computer Learning Center). Motion carried. (14-Yeas/0-Nays).**

**COMMITTEE REPORT**

**ADMINISTRATIVE PLAN REVIEW – NEW POLICY ON INSURANCE WAIVER BENEFITS**

Changes/updates to CSE’s Administrative Plan was made available to the board.

CSE has been operating by its current administrative plan that was revised in 2020, but had not been approved by the board. The revisions were presented for approval at the March 17, 2022 board meeting, but was tabled due to lack of clarity.

A committee was identified to review the plan and make recommendations of the changes/updates to it. The committee identified to review the plan was not available, therefore staff reviewed the plan and presented the recommended changes/updates for approval. The Code of Federal Regulations (CFR) – 2 CFR Part 200 dictated some of the changes. There is legislation that requires a system of policies. Dr. McBride welcomed the board to discussion and to raise concerns regarding the changes.

The new policy on Insurance Waiver Benefits was made part/inclusion of the CSE Administrative Plan,.

**Action Taken: Motion by Lloyd Reshard and seconded by Tawana Gilbert to approve the recommended changes/revisions and the inclusion of the Policy on Insurance Waiver Benefits to CSE’s Administrative Plan. Motion carried. (14-Yeas/0-Nays).**

**INFORMATION ITEMS**

**BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

Information regarding board membership (attendance, vacancies, criteria for and responsibilities of membership) was made available to the board.

Dr. McBride thanked the board for their service. He informed of the Interlocal Agreement between CSE and the Boards of County Commissioners – Santa Rosa and Escambia Counties. He noted the vacant seats for labor union organization representation and no success in his recruitment efforts. A request for assistance in recruiting for this representation was made by Dr. McBride.

**CHIEF EXECUTIVE OFFICER’S REPORT**

Dr. McBride presented CSE’s newly promoted staff members: Tarae Donaldson, MPA, CWDB – Director of Career Services and One Stop Operations and Carolyn Fries – Director of Workforce Development.

He presented an employee sector reports presentation. He noted working with different targeted sectors, and that other sectors will be explored in the next state required plan.

**ITEMS PENDING WITH CLEO (ESCAMBIA COUNTY)**

Dr. McBride informed the board of the Florida’s REACH Act that will require local workforce development areas to form regional planning areas. For the Northwest Florida area, the collective area will include the Local Workforce Boards of CareerSource Escarosa, CareerSource Okaloosa-Walton, CareerSource Chipola and CareerSource Gulf Coast. It is an effort to develop, align and integrate strategies and resources to support regional economic growth.

A Resolution of Intent to Form a Regional Planning Area (known as the Northwest Florida Workforce Collective) requires the approval and signature of the Chief Local Elected Official (CLEO). CSE’s CEO has presented and provided the document to the designated CLEO for Region 1, Escambia County Board of Commission, to be reviewed and placed on its agenda for approval and signature. The signed document is needed before it can go on CareerSource Florida’s next upcoming meeting agenda. The REACH Act Realignment will be placed on the Governor’s agenda, as well. All of the collective area local workforce boards have completed signatures on their resolutions with exception of CareerSource Escarosa. Omission from the collective area is not optional. To date, CSE’s designated CLEO has not placed the item on its meeting agenda. Dr. McBride solicited ideas from the board of ways to get the document moving forward. He informed that he and the CSE Board Chair would reach out again to the CLEO regarding this matter. Inquiry was made regarding a collective effort by the board. The Liaison for Escambia County suggested to the CEO that he directly place the item for review and approval on the County’s agenda. The Liaison request that the CEO give her a call to discuss this matter.

**OTHER BUSINESS**

Chairperson Kathaleen Cole welcomed new member, David Peaden, to the CSE Board of Directors. All members and staff present introduced themselves.

Ms. Cole presented the below items to the board, noting the Executive Committee’s review and support of them.

- WIOA payment options for last pay versus first pay. An increase from \$7,000 to \$9,000.
- Maximum award amount for veterans of \$9,000 – for veterans training programs and OJTs.
- Increase OJTs from \$5,000 to \$7,800 with \$15.00 minimum starting salary.

The board consented to the Executive Committee’s support of the above items.

**Action Taken: Motion by Michael Listau and seconded by Jeffrey Hondorp to consent to the Executive Committee’s support of the above items. Motion carried. (13-Yeas/0-Nos/1 Abstention) Ms. Cole abstained from the item: Maximum award amount to veterans of \$9,000 – for veterans training programs and OJTs.**

There being no further business, the meeting adjourned.



---

Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa