

# CareerSource Escarosa

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## BOARD OF DIRECTORS

JULY 18, 2024

## MINUTES

**Members Participating In-Person:** Lloyd Reshard (Chair), Jerry Kersey (Vice Chair), Douglas Brown (Secretary/Treasurer), Jeffrey Hondorp (Member-at-Large), David Peaden, III (Member-at-Large), Michael Listau, and Bridgette Price

**Members Participating via virtual/teleconference:** David Bouvin, Jameson Cutchens, Anthony Eman, Charlin Knight, Michele Kelson,

**Members Not Participating:** Fred Genkins

**Ex-Officio Member Participating:** Lani Burritt (in-person)

**Others Participating:** Mariezel Halili (virtually), Bill Barron, Tarae Donaldson, Dr. Marcus McBride, and Janay Sims – CareerSource Escarosa

Lloyd Reshard, Chairperson, called the meeting to order at 3:32 p.m., at the Pensacola Career Center (6913 N. 9<sup>th</sup> Avenue, Pensacola, FL 32504). Mr. Reshard called the attendance roll to confirm a quorum.

### CALL FOR PUBLIC COMMENT

There were no public comments.

### READING OF PUBLIC DISCLOSURES

There were no public disclosures.

### APPROVAL OF AGENDA

The agenda was reviewed by the Board.

**Action Taken: Motion by David Peaden, III and seconded by Douglas Brown to approve the agenda as printed. Motion carried. (12-Yeas/0-Nays).**

### CONSENT AGENDA: MINUTES – APRIL 18, 2024

The CSE Board of Directors minutes for April 18, 2024, was made available to the board for review.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the April 18, 2024, Board of Directors minutes. Motion carried (12-Yeas/0-Nays)**

### ITEMS FOR CONSIDERATION

#### FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

Reports of financial expenditures, budget and variances for the month ending May 31, 2024, was made available to the board.

The summary of expenditures indicates a 64.8% expenditure rate of allocations. Variances in the budget variance report is due to CSE staff positions being filled during mid-year or not at all. The termination of contract with Baptist Health Care to provide customized training in targeted industries under the “Get There Fast Grant” was also a contributing factor to the variances.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to accept the Financial Expenditure and Budget Variances Reports for the month ending May 31, 2024. Motion carried. (12-Years/0-Nays)**

**CSE LOCAL TARGETED OCCUPATIONS LIST**

The 2024-2025 Statewide and Regional Demand Occupations Lists, as well as CSE’s 2023-2024 Demand Occupation List were made available to the board.

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 (WIOA). This is an annual process.

LWDBs should use the Florida Commerce Bureau of Workforce Statistics and Economic Research generated, 2024-2025 Statewide and Regional Demand Occupations List, as a baseline for establishing the LTOL. The Statewide and Regional Demand Occupations Lists identifies the labor market needs of Florida’s business community and encourages job training based on local needs.

Staff request its Local Targeted Occupations List for 2024-2025 be inclusive of the 2024-2025 Statewide and Regional Demand Occupations Lists and CSE’s 2023-2024 Demand Occupations Lists.

Inquiry was made regarding the occupation area of Elementary School Teacher and the need to expand this area to include Early Education, if possible.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the CSE Local Targeted Occupations List for PY 2024-2025, as requested. Motion carried. (12-Years/0-Nays)**

**ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

CSE’s Eligible Training Provider List (ETPL) for PY 2024-2025 was made available to the board.

Local Workforce Development Boards (LWDB) are required to review, annually, its Eligible Training Provider List (ETPL).

CSE’s ETPL for PY 2024-2025 has been updated to include new and/or additional program titles.

**Action Taken: No Action Required.**

**WIOA TRAINING PROVIDER AGREEMENTS (JULY 1, 2024 – JUNE 30, 2026)**

CareerSource Escarosa’s Training Provider Agreements with the below training institutions expired on June 30, 2024. Policy OSPS FG 90 states that all eligible training providers must submit an application for “Continued Eligibility” every two (2) years to maintain their eligibility, along with verification that the provider is licensed, certified, or authorized under Florida law (if applicable) to provide training services programs.

CSE request approval to enter into a Training Provider Agreement, effective July 1, 2024 – June 30, 2026, with the below training institutions, contingent upon completion of the application process and verification of documents, as required.

- Applied Technology Academy
- Coastal Alabama Community College
- George Stone Technical College
- Innovak of Florida, Inc. dba My IT Future Institute
- Pensacola State College
- Security Services Training Institute
- Truck Drive Institute
- University of West Florida
- CDL of AL, LLC
- Fortis Institute
- Locklin Technical College
- Reid State Technical College
- Sky Warrior

**Action Taken: Motion by Douglas Brown, and seconded by Bridgette Price to approve entering into an Individual Training Account Agreement, effective July 1, 2024 – June 30, 2026, with the above training institution, contingent upon completion of the application process and verification of documents, as required. Motion carried. (9-Yeas/0-Nays/3-Abstentions).**

#### **POLICY CHANGE – INDIVIDUAL TRAINING ACCOUNTS**

Administrative Policy #074 Policies and Procedures, revised July 1, 2024, was made available to the board.

The policy states:

*“WIOA funds may only be used to provide training services to eligible participants when there is no grant or other assistance available to pay for training, or the eligible participant requires WIOA assistance in addition to other sources of grant assistance, include Federal Pell Grants established under Title IV of the Higher Education Act of 1965. ITAs must be coordinated with other sources of grant assistance as prescribed in Administrative Policy #122 – Adult and Dislocated Worker Eligibility Program Eligibility.”*

CSE’s current policy does not require its ITAs to be coordinated with other sources of grant assistance for WIOA eligible participants. WIOA payments are “First Pay” verses “Last Pay.”

CSE staff requests the board:

- Adopt Administrative Policy #074, revised July 1, 2024; and
- Approve, going forward, a “First Pay vs. Last Pay” option for all special project funding (excluding formula funds) that supports all training programs.

**Action Taken: Motion by Douglas Brown, and seconded by David Peaden, III to approve CSE’s request as outlined above. Motion carried. (12-Yeas/0-Nays).**

There was discussion regarding the “First Pay vs. Last Pay” option. Correction was made to the recommendation as follows: “Going forward, a “First Pay” vs. “Last Pay” option for all formula funds (excluding special projects) that supports all training programs.

**Action Taken: Motion by Douglas Brown, and seconded by David Peaden, III to revised the language in the recommendation as indicated above. Motion carried. (12-Yeas/0-Nays).**

**PY 2024-2025 WIOA YOUTH SERVICES CONTRACT RENEWALS**

WIOA year-round youth services were procured in April 2022. The procurement cycle allowed for three (3) years of contracted services, PY 2022-2023, with additional two-year renewals for PY 2023-2024 and PY 2024-2025, provided the service provider is in good standing with CSE and are meeting performance measures. CSE contracted with Children’s Home Society, Santa Rosa County School District, and Escambia County School District to provide youth services.

As CSE enters its final fiscal year (PY 2024-2025) of the three-year cycle for contracted services, and based upon performance measures being met by all youth services providers, CSE staff request contract renewals for PY 2024-2025, with the below providers at the funding levels as outlined. Funding levels are based on funding allocations.

- Children’s Home Society - \$350,000.00
- Santa Rosa County School District – \$300,000.00
- Escambia County School District - \$250,000.00

CSE’s Administrative Plan does not allow for the CEO to sign contracts and contract modifications for CSE that exceeds \$25,000.00. All contract and contract modification signatures by the CEO that exceeds \$25,000.00 must be authorized by the Board.

**Action Taken: Motion by Jeffrey Hondorp, and seconded by Bridgette Price to approve the above WIOA youth services contract renewals for PY 2024-2025, as outlined above, with authorization of the CEO’s signature on the contract renewals and/or modifications. Motion carried. (9-Yeas/0-Nay/3-Abstentions).**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL PLAN**

CareerSource Florida, in accordance with Florida’s REACH Act requires Local Workforce Development Areas (LWDA) to form regional planning areas to be approved by the CareerSource Florida Board and the Governor. The Northwest Florida Workforce Collective was formed and includes LWDA’s 1-4.

The regional plan will identify efforts to develop, align and integrate strategies and resources to support regional economic growth. This will be a first year submission, and it must be submitted prior to submission of the state’s WIOA Unified or Combined Plan. The plan is due to the state on October 2, 2024.

Discussion and action was deferred until after the process for public comment is complete.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) 4-YEAR PLAN**

The Local Workforce Development Areas are required to submit its local 4-Year Plan every four years. The 4-year local plan must be modified at the end of the first two-year period of the four years. The 4-year submission is due on October 2, 2024.

Discussion and action was deferred until after the process for public comment is complete.

**CEO COMPENSATION & ANNUAL REVIEW**

The CEO’s annual review was not completed due to timing of the previous Board Chair’s term expiration and exit from the board. Therefore, the current Board Chair will complete the review and present it to the Executive Committee for review and approval. Action taken by the Executive Committee will be ratified at the next board meeting.

**INFORMATION ITEMS**

**BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

A report of both attendance and vacancies was made available to the board.

New members to the CSE board was acknowledged – David Peaden, III and Bridgette Price.

Thanks was expressed to the members for their service, and a request was made for assistance with recruitment.

**CHIEF EXECUTIVE OFFICER’S REPORT**

Dr. Marcus McBride, CEO, gave highlights on the following:

- CSE’s receipt of the Purple Heart Award from the state.
- Santa Rosa Economic Development sponsored Hiring Heroes Health Fair.
- TSA Job Fair at CSE.
- CSE’s receipt of an additional \$200,000.00 of program funds for PY 2024-2025.
- An update on CSE’s 2021 Financial Monitoring Report by Florida Commerce.
- Broadband initiatives.

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

An update was given on CSE items pending with the designated CLEO – Escambia County.

There being no further business, the meeting adjourned at 4:27 p.m.



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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa