

CareerSource Escarosa

BOARD OF DIRECTORS OCTOBER 17, 2024 MINUTES

Members Participating In-Person: Lloyd Reshard (Chair), Jerry Kersey (Vice Chair), Douglas Brown (Secretary/Treasurer), Jeffrey Hondorp (Member-at-Large), Steven Harrell, and Bridgette Price

Members Participating via virtual/teleconference: David Bouvin, Anthony Eman, David Peaden, II, and Michael Listau

Members Not Participating: Jameson Cutchens, and Michele Kelson

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

Others Participating: Daniel Harper, Yvette McCullough, and Kenneth Williams – Florida Department of Commerce, Mariezel Halili, Bill Barron, and Janay Sims – CareerSource Escarosa

Lloyd Reshard, Chairperson, called the meeting to order at 3:30 p.m., at the Pensacola Career Center (6913 N. 9th 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

The public disclosures were read by Janay Sims.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

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

ANNUAL PERFORMANCE PRESENTATION

Daniel Harper, Yvette McCullough, and Kenneth Williams with Florida Department of Commerce presented CareerSource Escarosa's annual performance for Program Year 2023. The presentation outlined statewide and local board funding for 2024; financial performance; primary indicators of performance; programmatic and financial monitoring outcomes, and the letter grade for CSE –“B”. It was noted re-calculations are to be made regarding the primary indicators of performance.

CONSENT AGENDA:

MINUTES – JULY 18, 2024

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

Action Taken: Motion by Steven Harrell and seconded by Bridgette Price to approve the July 18, 2024, Board of Directors minutes. Motion carried (9-Yeas/0-Nays).

MINUTES – SEPTEMBER 3, 2024 (SPECIAL MEETING)

The CSE Board of Directors minutes for September 3, 2024, was made available to the board for review.

Action Taken: Motion by Jerry Kersey and seconded by Jeffrey Hondorp to approve the September 3, 2024, Board of Directors minutes. Motion carried (9-Years/0-Nays).

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

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

It was noted that the budget is 11.6% expended. The 5% under expenditure is due to salaries, benefits, and obligated training dollars. It was noted that all allocations have not been received – SNAP allocations. The budget is expected to be modified once allocations are received.

Action Taken: Motion by Bridgette Price and seconded by Jerry Kersey to accept the Financial Expenditure and Budget Variances Reports for the month ending August 31, 2024. Motion carried. (9-Years/0-Nays)

TRANSFER OF WIOA DISLOCATED WORKER FUNDS TO WIOA 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 2024-2025, and has experienced underspending in the WIOA Dislocated Worker program. Current remaining funds in the WIOA Dislocated Worker program is \$579,370.00. Staff is requesting to transfer 81.34 % (\$471,246.29) of Dislocated Worker funds to the WIOA Adult program.

Action Taken: Motion by Jerry Kersey and seconded by Douglas Brown to approve to transfer 81.34% (\$471,246.29) of WIOA Dislocated Worker funds to the WIOA Adult program. Motion carried. (9-Years/0-Nays)

CEO EVALUATION AND COMPENSATION

Mr. Reshard reported on the CEO's evaluation, and members of the board confirmed receipt of it. Mr. Reshard reported the evaluation was scored and some items of discussion during the evaluation with the CEO included the delegation of work to management staff and board membership recruitment. It was expressed that the CEO has done a great job in leading the organization.

Action Taken: Motion by Jerry Kersey and seconded by Bridgette Price to approve the CEO's evaluation and compensation. Motion carried. (9-Years/0-Nays)

INFORMATION ITEMS

2024-2025 INTERNAL CONTROL QUESTIONNAIRE AND ASSESSMENT

The 2024-2025 Internal Controls Questionnaire and Assessment was made available to the board. It was noted that there is room for improvement. It was also expressed that an organization can benefit with the use of the assessment as a blueprint.

BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

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

CHIEF EXECUTIVE OFFICER'S REPORT

Not available.

ITEMS PENDING WITH CLEO (ESCAMBIA COUNTY)

No items pending was noted with the designated CLEO – Santa Rosa County.

There being no further business, the meeting adjourned at 4:04 p.m.

Douglas Brown

Douglas Brown, Secretary/Treasurer
CareerSource Escarosa