

CareerSource Escarosa

BOARD OF DIRECTORS JANUARY 30, 2025 MINUTES

Members Participating In-Person: Lloyd Reshard (Chair), Jerry Kersey (Vice Chair), Jeffrey Hondorp (Member-at-Large), Steven Harrell, and Michele Kelson

Members Participating via virtual/teleconference: Douglas Brown (Secretary/Treasurer), David Peaden, III (Member-at-Large), David Bouvin, Jameson Cutchens, Anthony Eman, Michael Listau, and Bridgette Price

Ex-Officio Member Participating: Lani Burritt (virtual)

Others Participating: Lloyd Reshard (Board Chair), Ben Clark – James Moorer & Company, Lonnie Saunders – Florida Commerce, Mariezel Halili, Carol Bono, Melissa Gutierrez, Bill Barron, Dr. Marcus McBride, and Janay Sims (virtual) – CareerSource Escarosa

The Chair refrained from chairing the meeting and voting, as the Santa Rosa County Board of Commissioners' meeting to approve the Chair's reappointment was rescheduled from January 23, 2025 to February 3, 2025, due to a shut-down caused by increment weather.

Jerry Kersey, Jr., Vice Chair, chaired the meeting. Mr. Kersey called the meeting to order at 3:30 p.m., at the Pensacola Career Center (6913 N. 9th Avenue, Pensacola, FL 32504). Mr. Kersey called the attendance roll to confirm a quorum.

CALL FOR PUBLIC COMMENT

There were no public comments.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

APPROVAL OF AGENDA

A revised agenda that included additional items for approval was made available to the Board.

Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the revised agenda as printed. Motion carried. (11-Yeas/0-Nays).

PRESENTATION OF FY 23-24 AUDIT

Ben Clark with James Moore and Company presented CSE's FY 23-24 audit report. The audit report covered the year ended June 30, 2024. He highlighted items related to the Independent Auditor's Report, the Statement of Net Position, the Balance Sheet – Governmental Fund, the Statement of Revenue, Expenditures, and Changes in Fund Balance – Governmental Fund, the Schedule of Expenditures of Federal Awards, and the Schedule of Findings and Questioned Costs. There were no audit findings for the year ended June 30, 2023. A finding was noted in the report for fiscal years 2021 and 2022 – SERA Reporting Errors. It was recommended that CSE implement a process to ensure costs are properly

reflected in SERA. CSE has acknowledged the recommendation and has updated its closing process and procedures immediately after identifying the issues.

Action Taken: Motion by Steven Harrell and seconded by Bridgette Price to accept the FY 23-24 audit report as presented. Motion carried. (11-Yeas/0-Nays)

CONSENT AGENDA:

MINUTES – OCTOBER 17, 2024

The CSE Board of Directors minutes for October 17, 2024, was made available to the board for review.

Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the minutes for October 17, 2024. Motion carried. (11-Yeas/0-Nays)

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

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

The floor was opened for any questions regarding the financials. There were no inquiries.

Action Taken: Motion by Michele Kelson and seconded by David Peaden to accept the Financial Expenditure and Budget Variances Reports for the month ending December 31, 2024. Motion carried. (11-Yeas/0-Nays)

UPDATE TO ADMINISTRATIVE PLAN – PAYOUT POLICY

CareerSource Escarosa's employee handbook policy on Payout states:

Payout

"Payout option may be subject to funding availability and would only be available during the months of December and June. To be eligible for the payout, employees must have completed at least 12 months of continuous service on or before December 1 or June 1. Employees are eligible to cash out of their Leave Pool. A request must be made to receive the payout option. A maximum of up to 10 hours per request and two request per program year is allowed. For a December payout, the request must be received by the end of November. A balance of 20 hours of leave must be maintained in the employee's Leave Pool."

CareerSource Escarosa (CSE) has been operating by its administrative plan, and request that the plan be updated to include the above Payout Policy.

It was noted it is formality that this policy, with no changes to it, be added to the CSE Administrative Plan.

Action Taken: Motion by Michael Listau and seconded by Steven Harrell to approve updating CSE's Administrative Plan to include its Payout Policy . Motion carried. (11-Yeas/0-Nays)

UPDATE TO CSE BY-LAWS – CEO PERFORMANCE REVIEW/CLEO REVIEW

CareerSource Florida Policy #110 states:

"Local Workforce Development Boards (LWDBs) must include in their board policies the requirement to conduct regular performance reviews, at a minimum annually, for the executive director. Performance reviews must, at a minimum, include local area performance in the federal and state programs

administered by the LWDB, and state-issued letter grades. Additionally, performance reviews must evaluate the executive director's effectiveness in:

a) Ensuring workforce investment activities carried out in the local area enable the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2).

b) Meeting the functions outlined in Section IV.A.5. of this policy. The annual performance review must be provided to and reviewed by the CLEO(s)."

CSE request updating its By-Laws to include the following:

Annual Review of the Chief Executive Officer (CEO)

CSE will conduct regular performance reviews, at a minimum annually, for the chief executive officer. Performance reviews will, at a minimum, include the local area performance in the federal and state programs administered by the LWDB, and state-issued letter grades. Additionally, performance reviews will evaluate the chief executive officer's effectiveness in:

- a) Ensuring workforce investment activities are carried out in the local area enable the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2).
- b) Meeting the functions outlined in Section VI.A.5. (**Local Workforce Development Board Executives**) of this policy.

The annual performance review will be completed and reviewed by the board prior to its annual meeting, and provided, annually, for review by the CLEO(s) no later than the CSE annual meeting.

Action Taken: Motion by Bridgette Price and seconded by Jeffrey Hondorp to approve updating CSE's By-Laws to include the CEO Performance Review/CLEO Review as outlined above. Motion carried. (11-Yeas/0-Nays)

WORKFORCE POLICIES: 091 – LOCAL WORKFORCE DEVELOPMENT BOARD COMPOSITION AND CERTIFICATION, 110 – LOCAL WORKFORCE DEVELOPMENT AREA AND BOARD GOVERNANCE, AND CAREERSOURCE FLORIDA ETHICS AND TRANSPARENCY

Workforce Policies 091 – Local Workforce Development Board Composition and Certification, 110 – Local Workforce Development Area and Board Governance, and CareerSource Florida Ethics and Transparency were made available to the Board. It is formality that these policies are handed down to the local workforce board. It was noted that more policies are expected to be handed down to the local workforce board.

Action Taken: A motion and second was made to adopt Workforce Policies 091 – Local Workforce Development Board Composition and Certification, 110 – Local Workforce Development Area and Board Governance, and CareerSource Florida Ethics and Transparency. Motion carried. (11-Yeas/0-Nays)

ADDITIONAL ITEMS FOR APPROVAL
CSE SUCCESSION PLAN

The CSE Succession Plan was made available to the Board. The key element of the plan outlines how to move forward in the absence of a Chief Executive Officer (CEO). It has been submitted to Florida Department of Commerce and the Board of Directors as part of Risk Management.

Action Taken: Motion Bridgette Price and seconded by Steven Harrell to approve CSE's Succession Plan. Motion carried. (11-Yeas/0-Nays)

CSE BUDGET REVISIONS

CSE's approved FY 2024-2025 Projected Budget was based on the prior year budget and trends. The revised budget is based on actual funding awards, expired grants, and multiple positions not renewed. The revised budget reflects a \$500,000.00 decrease in funding FY 2024-2025.

Action Taken: Motion by Douglas Brown and seconded by Steven Harrell to approve the CSE Budget Revisions are presented. Motion carried. (11-Yeas/0-Nays)

CSE ADMINISTRATIVE PLAN UPDATES

Updates to the CSE Administrative Plan was made available to the Board.

Updates include changes to job titles, positions, the account payable system, and Uniform Guidance for Accounting Principles requirements.

Action Taken: Motion by Douglas Brown and seconded by Bridgette Price to approve the CSE Administrative Plan updates as presented. Motion carried. (11-Yeas/0-Nays)

INFORMATION ITEMS

BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

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

Dr. McBride expressed thanks for the efforts made to fill board vacancies. He noted that CSE is in need of board members, with emphasis on union labor representative. Information has been presented to the Chief Local Elected Official (CLEOs), union labor organizations, and nominating agencies regarding the need for board membership. He expressed the difficulty in recruiting union labor representatives on the board.

Steven Harrell offered his assistance regarding recruitment for labor union representation.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported on CSE's end-of-the year training, and continued work with Florida Department of Commerce and CareerSource Florida.

There being no further business, the meeting adjourned at 4:11 p.m.

Douglas Brown

Douglas Brown, Secretary/Treasurer
CareerSource Escarosa