

CareerSource Escarosa

BOARD OF DIRECTORS APRIL 17, 2025 MINUTES

Members Participating In-Person: Lloyd Reshard (Chair), Jeffrey Hondorp (Member-at-Large), and Michael Listau

Members Participating via virtual/teleconference: David Bouvin, Jameson Cutchens, Anthony Eman, Steven Harrell, and Bridgette Price,

Members Not Participating: Douglas Brown (Secretary/Treasurer), Jerry Kersey, Jr. (Vice Chair), David Peaden, III (Member-at-Large), and Michele Kelson

Others Participating: Mariezel Halili, Carol Bono, Melissa Gutierrez, Bill Barron, Dr. Marcus McBride, and Janay Sims – CareerSource Escarosa

Mr. Reshard (Chair) called the meeting to order at 3:30 p.m., at the Pensacola Career Center (6931 N. 9th Avenue, Pensacola, FL), followed by the roll call to confirm that a quorum was present.

CALL FOR PUBLIC COMMENT

There were no public comments.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

APPROVAL OF AGENDA

The agenda was made available to the board for review and approval.

Action Taken: Motion by Jeffrey Hondorp and seconded by Michael Listau to approve the agenda as printed. Motion carried. (8-Yeas/0-Nays).

CONSENT AGENDA:

MINUTES – JANUARY 30, 2025

The CSE Board of Directors minutes for January 30, 2025, was made available to the board for review.

Action Taken: Motion by Jeffrey Hondorp and seconded by Steven Harrell to approve the minutes for January 30, 2025. Motion carried. (8-Yeas/0-Nays)

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

Reports on financial expenditures, budget and variances as of February 28, 2025, was made available to the board.

It was noted that the budget variance comments report indicated some underspending, but in reality there is no underspending as budgeted costs hits at the end of the program year. It is anticipated that there will be no dollars left on the table.

Action Taken: Motion by Bridgette Price and seconded by Jeffrey Hondorp to accept the Financial Expenditure and Budget Variances Reports as of February 28, 2025. Motion carried. (8 Yeas/0-Nays)

CSE ASSET DISPOSAL LIST

The CSE Asset Disposal List was made available to the board.

It is formality for CSE to dispose of its computers after the 3-year depreciation period. It was noted that two items on the asset disposal list was purchased in 2022, which is not within the 3-year disposal period. The items are no longer operational; therefore, they were included on the list.

All operating systems, software and data are wiped with DBAN to DOD standards by BIS (CSE's Managed IT Services and Support vendor). Equipment is donated to non-profit organizations.

Action Taken: Motion by Michael Listau and seconded by Jeffrey Hondorp that the Board of Directors approve to write-off and dispose of items on CSE's Asset Disposal List as presented. Motion carried (8 Yeas/0 Nays)

REQUEST FOR PROPOSALS (RFP) – WIOA YOUTH SERVICES

CSE's WIOA year-round youth services contracts will expire June 30, 2025. Procurement for these services are in process via a Request for Proposals (RFP). The procurement cycle allows for three (3) years of contracted services (FY 2025-2026, with two additional years for renewals, FY 2026-2027, and FY 2027-2028, which will be contingent on performance and funding).

A Rating Committee is needed in this process. The minimal persons needed for the committee is three (3). The Committee will review and rate proposals received for youth services. The timelines for this process was presented.

After discussion on the item, a rating committee was identified – Bridgette Price, Carol Bono, and Douglas Brown.

The meeting of the Rating and Ranking Committee will be scheduled for May 8, 2025, at 9:00 a.m., via Microsoft Teams. A special meeting of the board will be scheduled for May 22, 2025, to be convened virtually.

PROPOSALS – CSE CLEANING SERVICES PROVIDER

CSE's current cleaning services provider has provided services since CSE staff took occupancy at the Pensacola Career Center location. Staff solicited proposals for cleaning services at the Pensacola Career Center, and three (3) proposals were received as outlined below:

Proposer	Monthly Cost	Annual Savings
Coverall (current provider)	\$3,636.00	0.00
Spotless Logistics	\$3,139.25	\$496.75
Office Pride	\$2,901.10	\$5734.90

Staff's recommendation for services was Spotless Logistics, as their cost is in medium range, which will be an annual cost savings of \$496.75, as well as the services to be provided.

The begin date for services will be effective July 1, 2025.

Action Taken: Motion by Jeffrey Hondorp and seconded by Bridgette Price to approve staff's recommended provider for cleaning service at the Pensacola Career Center – Spotless Logistics. Motion carried. (8-Yeas/0-Nays).

INFORMATION ITEMS

BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

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

It was noted there are two (2) Labor Union seats unoccupied on the board, and the Santa Rosa County Board of Commission Ex-Officio seat is currently vacant. Dr. McBride extended an invitation for any assistance in identifying individuals to fill the vacant seats.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported on the following:

- Inauguration at the Capitol;
- Newly hired Manager at the Milton Career Center;
- Numerous meetings held: Regional Planning, Business Alliance Planning, and Industry & Education Consortium.
- Chairmanship term on the FWDA – to end June 30, 2025
- First Ticket to Work success client
- CSE's March Staff Development/Staff Appreciation was recognized
- Federal government RIF
- CSE's 30-Day billboard campaign
- Florida Governor's press conference regarding HOPE Florida; and other issues in Tallahassee unrelated to HOPE Florida.

CSE MEETING SCHEDULE FOR PY2025-2026

The CSE meeting schedule for PY2025-2026 was made available to the board.


Request for input was made regarding the time of the meetings. No response were noted.

OTHER BUSINESS

A request was made to the Board by Dr. McBride on behalf of CSE staff for an early release in observance of the Good Friday holiday (April 18, 2025). The request was approved by the board.

Action Taken: Motion by Michael Listau and seconded by Jeffrey Hondorp to approve CSE's staff request for an early release on April 18, 2025, in observance of the Good Friday holiday. Motion carried (8-Yeas/0-Nays).

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



Douglas Brown, Secretary/Treasurer
CareerSource Escarosa