

CareerSource Escarosa

BOARD OF DIRECTORS AUGUST 21, 2025 MINUTES

Members Participating In-Person: Douglas Brown (Secretary/Treasurer)

Members Participating via virtual/teleconference: David Peaden (Member-at-Large), David Bouvin, Anthony Eman, Steven Harrell, Bridgette Price, Brandi L. Boyer Rutherford, and Lisa Walsh

Members Not Participating: Lloyd Reshard (Chair), Jerry Kersey, Jr. (Vice Chair), Jeffrey Hondorp (Member-at-Large), Jameson Cutchens, Michele Kelson, and Michael Listau

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

The Chair and Vice Chair was not present at the meeting; therefore, the Secretary/Treasurer, Douglas Brown chaired the meeting. Mr. Brown called the meeting to order at 3:30 p.m. The roll was called to confirm a quorum.

CALL FOR PUBLIC COMMENT

There were no public comments.

READING OF PUBLIC DISCLOSURES

Janay Sims read the public disclosure(s) of May 22, 2025, CSE Board of Directors meeting.

APPROVAL OF AGENDA

The agenda was made available to the board for review and approval. One additional item was noted – Financial Expenditure and Budget Variance Reports for June 30, 2025 (Year-end Closeout). The revised agenda included the additional item.

Action Taken: Motion by David Peaden and seconded by Steven Harrell to approve the revised agenda which is inclusive of the additional item – Financial Expenditure and Budget Variance Reports for June 30, 2025 (Year-end Closeout). Motion carried. (8-Yeas/0-Nays)

INTRODUCTION OF NEW CSE BOARD MEMBERS: LISA WALSH AND BRANDI L. BOYER RUTHERFORD

Lisa Walsh and Brandi L. Boyer Rutherford were welcomed to the CSE Board of Directors. They were asked to introduce themselves. Ms. Walsh will represent the business sector on the board and Ms. Rutherford will represent Vocational Rehabilitation, which is a required seat on the board.

CONSENT AGENDA:

MINUTES – MAY 22, 2025, AND APRIL 17, 2025

The CSE Board of Directors minutes for May 22, 2025, and April 17, 2025, were made available to the board.

Action Taken: Motion by Steven Harrell and seconded by David Peaden to approve the minutes for May 22, 2025, and April 27, 2025. Motion carried. (8-Yeas/0-Nays)

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

Reports on financial expenditures, budget and variances for the month ending May 2025, was made available to the board.

The total funds available, the remaining funds available, and end dates were noted on the Summary of Expenditures report. Some dates ended June 30, 2025, but CSE received extensions through December on the Hope Florida – Pathway to Promise grant, and through August for the Hope Healthcare Training grant. The extension will allow for total expenditure of these grants.

The Budget Variance report reflects a favorable status with the budget (\$6 million budget/\$4 million expenditure). It was noted the line-item for Operational Support was over budgeted due to the purchase of computers that needed to be updated by replacement. Updated computers will allow for new Microsoft requirements.

Action Taken: Motion by David Peaden and seconded by Lisa Walsh to accept the Financial Expenditure and Budget Variances Reports for the month ending May 2025. Motion carried. (8 Yeas/0-Nays)

ADDITIONAL ITEM: FINANCIAL EXPENDITURE AND BUDGET VARIANCE REPORTS

Reports on financial expenditures, budget and variances for the month ending June 2025 (Year-end closeout) was presented.

It was noted there are several red areas in the budget variance report, and a available balance of \$1.3 million to carry over into the next program year. This is due to grants being two-year grants. It was also noted that CSE is not at risk of losing any funds or having to deal with de-obligating any funds at this time.

CSE's fiscal year starts July 1 and has received all of its NFAs with the addition of a couple of other grants. CSE is awaiting two more NFAs from Florida Commerce.

Dr. McBride commended the Accounting staff on a job well done in keeping the finances in order.

Action Taken: Motion by David Peaden and seconded by Lisa Walsh to accept the Financial Expenditure and Budget Variances Reports for the month ending June 2025 (Year-end closeout). Motion carried. (8 Yeas/0 Nays).

LOCAL TARGETED OCCUPATIONS LIST

Information relating to the Local Targeted Occupations List (LTOL) was made available to the board.

The Local Workforce Development Boards (LWDBs) are required to use the Florida Commerce Bureau of Workforce Statistics and Economic Research generated, 2025-2026 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.

Dr. McBride reported that an email was sent out to representatives from Pensacola State College, the University of West Florida, Santa Rosa County School District, Escambia County School District, and economic development requesting their review of the list and to provide or share any areas that were not included on our local target occupations list to ensure inclusion. This will allow CSE to pay for the necessary training individuals in our area need to enter a high skill and high demand career that may not be on the regional list

that's provided by the state. Feedback received from Pensacola State College and the University of West Florida included request for additional occupations to be added to the CSE LTOL. Occupations were noted. Other partners concurred with what was on the list and was not in disagreement with the requested occupations. No items were requested to be removed from the list.

Action Taken: Motion by Steven Harrell and seconded by Lisa Walsh to approve the additional occupations requests from Pensacola State College and the University of West Florida. Motion carried (8 Yeas/0 Nays)

NOMINATIONS FOR CSE BOARD MEMBERSHIP

A list of candidates for nomination for CSE Board membership was made available to the board.

In accordance with CSF Administrative Policy Number 091, Local Workforce Development Board (LWDB) Composition and Certification, a majority of the local board members must represent business in the local area.

CSE By-Laws outlines the process and procedures for the nomination of potential candidates for membership, which includes the board's review and selection of nominations.

Candidates for nomination include:

- Leslie Moland, Senior Director – Regional Business Development, Florida Blue. Candidate will represent Santa Rosa County business sector on the board.
- James Howe, Corporate Vice President, Landrum Workforce Solutions. Candidate will represent Santa Rosa County business sector on the board.
- Robert Christopher (Chris) Plate', Chief Executive Officer, Florida West Economic Development Alliance. Candidate will represent Escambia County business sector on the board.

With the above nominations and approval by the Board of County Commissioners, the board will have open 2-Escambia County seats, and 1-Santa Rosa County seat.

Business sector membership is "balanced" by counties: 7-Escambia/7-Santa Rosa.

Action Taken: Motion by Lisa Walsh and seconded by Steven Harrell to approve the above candidate nominations for CSE Board membership. Motion carried. (8 Nays/0 Nays).

EVALUATION – CHIEF EXECUTIVE OFFICER (CEO)

The evaluation instrument and supporting documentation used for the evaluation of the CEO was made available to the board on behalf of the Executive Committee.

The floor was open for any comments relating to the CEO's evaluation. There were no comments.

Action Taken: Lisa Walsh and Steven Harrell to approve the CEO evaluation report. Motion carried. (8-Yeas/0-Nays).

Mr. Brown noted that the incentive bonus identified in the CEO evaluation report was not included in the motion to approve the report. He called for a motion to ratify the approval of the CEO report, inclusive of the incentive bonus.

David Peaden expressed thanks for the good job Dr. McBride and staff are doing in the community.

Action Taken: Motion by David Peaden and seconded by Steven Harrell to approve ratification of the action to approve the CEO evaluation inclusive of the incentive bonus identified in the report. Motion carried. (8 Yeas/0 Nays)

INFORMATION ITEMS

BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

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

Upon approval of the candidates' nominations, there will be 3 vacant business sector seats (2-Escambia/1-Santa Rosa).

Dr. McBride reported soliciting a waiver to Florida Commerce for the required labor union representative seats (2) on the board. The waiver included documentation of efforts made over the past years to recruit members in this area. Approval of the waiver will allow CSE's board to be certified by Florida Commerce. He noted Florida Commerce's upcoming policy in September – Sanctions policy from CareerSource Florida.

He also noted the continued work with the nominating bodies to provide letters of support to provide to Escambia County and/or those who serve as our CLEO. Today's approved candidate nominations will be forwarded to Clara Long, CSE Ex-Officio members, who will coordinate getting approved nominations on the BOCC's agenda.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported on the following:

- The closeout of disallowed (misallocated funding dollars from years 2020-2021) costs from Florida Commerce, with a settlement of \$8,000.00.
- Summer Youth Program partnership with Escambia County.
- Receipt of funds from Florida Commerce – Sector Strategy Plan (\$200,000) and HOPE Florida Planning (\$100,000).
- Application for funding through Impact 100. CSE is awaiting the results.
- All Staff Training/Appreciation Day.
- Continued networks, recognitions, and nominations from various organizations.

Douglas Brown expressed appreciation for CSE staff's support in volunteering at the various Head Start program locations on the first day of school.

RATIFICATION OF APPROVED NOMINATIONS FOR CSE BOARD MEMBERSHIP

The Board of County Commissioners' approved nominations, Lisa Walsh and Brandi L. Boyer Rutherford, for CSE Board membership was presented to the board for ratification.

Action Taken: Motion by David Peaden and seconded by Steve Harrell to approve ratification of approved nominations, Lisa Walsh and Brandi L. Boyer Rutherford, for CSE Board membership. Motion carried. (8 Yeas/0 Nays).

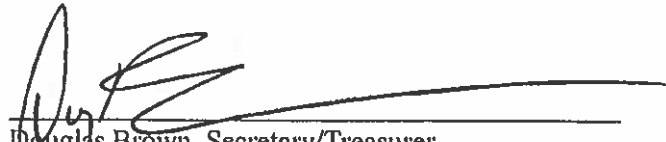
OTHER BUSINESS

No other business was noted.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:10 p.m.

Action Taken: Motion by David Peadar and seconded by Lisa Walsh to adjourn the meeting of the CSE Board of Directors. Motion carried (8-Yeas/0-Nays).



Douglas Brown, Secretary/Treasurer
CareerSource Escarosa