

# CareerSource Escarosa

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## BOARD OF DIRECTORS OCTOBER 16, 2025 MINUTES

**Members Participating In-Person:** Lloyd Reshard (Chair), James Howe, Michael Listau, and Leslie Moland

**Members Participating via virtual/teleconference:** Douglas Brown (Secretary/Treasurer), David Peaden (Member-at-Large), David Bouvin, Anthony Eman, Steven Harrell, Bridgette Price, and Lisa Walsh

**Members Not Participating:** Jerry Kersey, Jr. (Vice Chair), Jeffrey Hondorp (Member-at-Large), Jameson Cutchens, Michele Kelson, Robert “Chris” Plate,’ and Brandi Rutherford

**Ex-Officio Member Participating:** Clara Long

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

The Chair called the meeting to order at 3:30 p.m. at the Pensacola Career Center (6913 N. 9<sup>th</sup> Avenue, Pensacola, FL 32504).

### CALL FOR PUBLIC COMMENT

There were no public comments.

### READING OF PUBLIC DISCLOSURES

There were no public disclosure.

### APPROVAL OF AGENDA

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

**Action Taken: Motion by Michael Listau and seconded by Steven Harrell to approve the agenda as presented. Motion carried. (11-Yeas/0-Nays)**

### INTRODUCTION OF NEW CSE BOARD MEMBERS: LESLIE MOLAND, JAMES HOWE, AND ROBERT “CHRIS” PLATE’

Leslie Moland and James Howe were welcomed to the CSE Board of Directors and they will represent Santa Rosa County business sector. Robert “Chris” Plate’ was not present. Ms. Moland and Mr. Howe were asked to introduce themselves.

### CONSENT AGENDA:

#### MINUTES – AUGUST 21, 2025

The CSE Board of Directors minutes for August 21, 2025, were made available to the board.

There was one correction to the minutes under “Members Participating via virtual/teleconference.” Michael Listau indicated that he was present and participated in the meeting via virtual. The minutes will be amended to include Michael Listau in attendance via virtual. The attendance log will be amended as well.

**Action Taken: Motion by David Peaden, II and seconded by Lisa Walsh to approve the minutes for August 21, 2025, as amended. Motion carried. (11-Yeas/0-Nays)**

#### **ITEMS FOR CONSIDERATION**

##### **FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS**

Reports on summary of expenditures and budget/variances for the month ending August 2025 was made available to the board.

The budget variance report reflects a favorable status.

The equipment lines on the budget variance report indicate no expenditure, but CSE anticipates expenditure on revamping and repairs to computers for the resource rooms across the three (3) career center locations. CSE is coordinating with BIS to assign an on-site staff member three days a week.

There is no sign of de-obligation of funds, as all funds have been budgeted for use.

The operation of the Florida Healthcare Initiative and HOPE Florida grants has been good.

The WIOA department is recruiting new participants, as funding is available to support training. CSE is experiencing transitions in the WIOA department, causing delays in participant intake.

An explanation was given for the large variances (46.41%) under the facilities line in the variance report.

The board was informed of CSE's receipt of two unrestricted funds awards:

- \$50,000.00 was received from Florida Blue in support of the SNAP program.
- \$20,000.00 was received Simply Healthcare Plan, Inc. in support of the Welfare Transition program.

Dr. McBride made a request to the CFO to include the receipt of unrestricted funds awards with the financial reports as an information item for the board in future board meetings.

**Action Taken: Motion by Lisa Walsh and seconded by Douglas Brown to accept the Financial Expenditure and Budget Variances Reports for the month ending August 2025. Motion carried. (11 Yeas/0-Nays)**

##### **TRANSFER OF PROGRAM FUNDS – WIOA DISLOCATED WORKER 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 2025-2026 and has experienced underspending in the WIOA Dislocated Worker program. Total award amount in the WIOA Dislocated Worker program is \$562,949.00. Staff's request is to transfer 80% (\$450,000.00) of Dislocated Worker funds to the WIOA Adult program.

**Action Taken: Motion by Steven Harrell and seconded by Michael Listau to approve CSE's request to transfer program funds, \$450,000.00, from WIOA Dislocated Workers to WIOA Adult. Motion carried (11 Yeas/0 Nays)**

##### **KEY REVISED AND NEW POLICIES**

The CareerSource Florida key revised and new policies were made available to the board.

In the past two (2) years, there has been a transition of workforce boards, from 24 to 21, across the State of Florida. CareerSource Florida has been tasked with ensuring of streamlined services and consistent branding across the board with program entry and operations. CareerSource Florida is the policy-making board and Florida Commerce is the monitoring agent. The local workforce board cannot change the policies but can redirect funding in accordance with need. CSE can operate accordingly with the new revised policies.

**Action Taken: Motion by James Howe and seconded by Leslie Moland to adopt key revised and new policy #s P9 (Availability of Services to Floridians), 015 (Emergency Response and Disaster Recovery), P122 (WIOA Adult and Dislocated Worker Program Eligibility), and P129 (SNAP E&T Program Components and Case Management. Motion carried. (11 Yeas/0 Nays).**

#### **INFORMATION ITEMS**

##### **SUNSET POLICIES**

CareerSource Florida sunset policies were made available to the board.

The following CareerSource Florida policies: 106 (MOUs and Infrastructure Funding Agreements), 017 (Procedures on One-Stop Closures), 030 (Supplemental Funding for Dislocated Worker Services), 004 (Professional or Other Organization Membership Dues Procedures), and 113 (Disaster Recovery DWG Program Administration) have been sunset due to them being covered in other policies.

##### **BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

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

The REACH Act came into play to ensure board members and our Chief Local Elected Officials (CLEO) are actively engaged in the work of the local workforce board.

The local workforce board composition must consist of 51% business, 20% workforce sector, and other sectors. We have been challenged with the 20% workforce sector which includes two (2) labor organization representatives. CSE has submitted a waiver to CareerSource Florida regarding the two labor organizations, and a vote is expected at their November CareerSource Florida board meeting. The waiver will allow CSE to be compliant with board membership requirements.

It was noted CSE's By-Laws allows discussion when a board member is absent from three (3) consecutive meetings.

##### **CHIEF EXECUTIVE OFFICER'S REPORT**

Dr. McBride reported on the following:

- Professional Workforce Summit in Orlando, Florida. Two CSE staff members were recipients of the Light House Award and Workforce Champion Award, Thelma Manley, and Julie Johnson, respectively.
- Veterans Summit in Orlando, Florida. Two CSE veteran staff members, Michelle Lewis and Jill Mills, were awarded the top performers across the state.
- Douglas Brown with Community Action Program Committee, Inc. and who is a CSE board member attended the Professional Workforce Summit in Orlando, Florida. He attended several sessions. Mr. Brown has been working with some of CSE's Business Services Team.
- CSE has several position vacancies:
  - WIOA Manager and two (2) Career Advisor positions. It was noted CSE information sessions will resume October 31, 2025.
  - Director of Workforce Development. Position to be posted.
  - Business Services Representative

Dr. McBride expressed appreciation to the CSE staff and the members of the board.

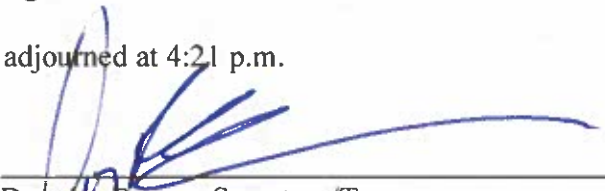
**OTHER BUSINESS**

The board was informed that mold has been detected in the Pensacola Career Center building. The building was closed for two (2) days for an air quality test. There have been other issues with the ceiling, leaks, and air conditioners.

An estimate of \$50,041.25 for mold remediation was presented to the board. Dr. McBride is working with the building's landlord regarding these costs. Without support from the landlord with this cost, it will be a hardship on CSE. Remediation will take 15 days to complete. The building will be subject to a partial closure during the process. It was noted CSE's lease ends in 2030.

The Chair thanked the new members for joining the CSE Board of Directors and the CSE staff.

There being no further business, the meeting adjourned at 4:21 p.m.



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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa