

**AGENDA**  
**CAREER SOURCE ESCAROSA**  
**BOARD OF DIRECTORS**  
**THURSDAY, JULY 20, 2023**  
**3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504**

**CALL IN: 1-872-242-8932 | CONF ID: 542 996 061#**

- I. Call Meeting to Order .....Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures ..... Janay Sims**
- IV. Approval of Agenda**
- V. Consent Agenda**
  - Minutes – May 18, 2023
- VI. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports (May 31, 2023)
  - Annual Review of By-Laws
  - Administrative Plan
  - Waiver for Workforce Innovation & Opportunity Act Out-of-School Youth Expenditure Requirement and Use of Individual Training Accounts for In-School Youth
  - TANF Teen Pregnancy Prevention Program
  - Meeting Adjustment - CareerSource Escarosa Board of Directors
- VII. Information Items**
  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
- VIII. Ratification of Decision(s) Made Between CSE Board of Directors Meetings**
  - Transfer of Program Funds - WIOA Dislocated Worker to Adult
  - Information - Office Closure - July 3, 2023
  - Information - Incentive Funding for CSE Staff
  - Information - Budget for FY 2023-2024
- IX. Other Business**
- X. Adjournment**

**NEXT BOARD MEETING – TBD |LOCATION: TBD**

**AGENDA**  
**CAREER SOURCE ESCAROSA**  
**BOARD OF DIRECTORS**  
**FRIDAY, NOVEMBER 3, 2023**  
**2:00 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504**  
**CALL IN: 1-872-242-8932 | CONF ID: 940 935 420#**

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- I. Call Meeting to Order** ..... Chair, Board of Directors
- II. Call for Public Comment**
- III. Reading of Public Disclosures**..... Janay Sims
- IV. Approval of Agenda**
- V. Consent Agenda**
  - Minutes – July 20, 2023
- VI. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports
  - Transfer of Program Funds - WIOA Dislocated Worker to Adult
  - VGP Eastgate Letter of Cancellation
  - Eligible Training provider List Policy and Performance Council
  - Strategic Policy and Performance Council
  - Intent to Form
  - Individual Training Account Agreements  
One Year Performance
  - Regional Plan for Consolidation

**Committee Reports**

  - By-Laws Review
  - Compensation Review
- VII. Information Items**
  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
- VIII. Ratification of Action Taken Between Meetings**
  - Application to the State - CareerSource Escarosa be named as  
One-Stop Operator
- IX. Other Business**
- X. Adjournment**

**NEXT BOARD MEETING – JANUARY 18, 2024 | LOCATION: TBD**

**AGENDA**  
**CAREER SOURCE ESCAROSA**  
**BOARD OF DIRECTORS**  
**THURSDAY, JANUARY 25, 2024**  
**3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504**  
**CALL IN: 872-242-8932 | CONF ID: 647 649 000#**

- I. Call Meeting to Order ..... Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Consent Agenda**
  - Minutes – November 3, 2023
- VI. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports
  - Asset Disposal
  - “Get There Faster” Grant Report | Baptist Customized Training Agreement
  - Update to CSE’s Eligible Training Provider List
  - Application for CSE’s Eligible Training Provider List

**Committee Report**

  - Administrative Plan Review  
New Policy on Insurance Waiver Benefits
- VII. Information Items**
  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
  - Items Pending with CLEO (Escambia County)
- VIII. Other Business**
- IX. Adjournment**

**NEXT BOARD MEETING – APRIL 18, 2024 |LOCATION: TBD**

**REVISED  
AGENDA  
CAREER SOURCE ESCAROSA  
BOARD OF DIRECTORS  
THURSDAY, APRIL 18, 2024  
3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504  
CALL IN: 872-242-8932 | CONF ID: 583 185 765#**

- I. Call Meeting to Order.....** Chair, Board of Directors
- II. Call for Public Comment**
- III. Reading of Public Disclosures .....**Janay Sims
- IV. Approval of Agenda**
- V. Internal Audit Report.....**James Moore & Co., P.L.
- VI. Consent Agenda**
  - Minutes – January 25, 2024
- VII. Items for Consideration**
  - Amendments:
    - CSE Board of Directors Meeting Minutes – November 3, 2023
    - CSE By-Laws
  - Update/Amendment to CSE By-Laws
  - Financial Expenditure and Budget Variances Reports
  - CSE’s Provisional Budget for Program Year 2024-2025
  - Annual Retirement Contribution
  - IT and MIS/RSO Contract Review and Selection
- Special Meeting of the Executive Committee Report (February 23, 2024)**
  - CSE Slate of Officers
- Information Items**
  - Letter to Baptist Health Care Regarding Contract Termination
  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
  - Items Pending with CLEO (Escambia County)
- VIII. Other Business**
- IX. Adjournment**

**NEXT BOARD MEETING – JULY 18, 2024 | LOCATION: TBD**

**AGENDA**  
**CAREER SOURCE ESCAROSA**  
**BOARD OF DIRECTORS**  
**THURSDAY, JULY 18, 2024**  
**3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504**  
**CALL IN: 1-872-242-8932 | CONF ID: 423 702 176/3**

- I. Call Meeting to Order** ..... Chair, Board of Directors
- II. Call for Public Comment**
- III. Reading of Public Disclosures** ..... Janay Sims
- IV. Approval of Agenda**
- V. Consent Agenda**
  - Minutes – April 18, 2024
- VI. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports
  - CSE Local Targeted Occupations List
  - Eligible Training Provider List (ETPL)
  - WIOA Training Provider Agreements (July 1, 2024 – June 20, 2026)
  - Policy Change – Individual Training Accounts
  - PY 2024-2025 WIOA Youth Services Contracts Renewals
  - Workforce Innovation and Opportunity Act (WIOA) Regional Plan
  - Workforce Innovation and Opportunity Act (WIOA) 4-Year Plan
  - CEO Compensation & Annual Review

**Information Items**

  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
  - Items Pending with CLEO (Escambia County)
- VII. Other Business**
- VIII. Adjournment**

**NEXT BOARD MEETING – OCTOBER 17, 2024 | LOCATION: TBD**

**REVISED AGENDA  
CAREER SOURCE ESCAROSA  
SPECIAL MEETING  
BOARD OF DIRECTORS  
TUESDAY, SEPTEMBER 3, 2024  
3:00 P.M.**

**CALL IN: 1-872-242-8932| CONF ID: 485 074 792#**

- I. Call Meeting to Order ..... Chair, Board of Directors**
- II. Call for Public Comment**
- III. Item for Consideration**
  - Workforce Innovation and Opportunity Act (WIOA) 4-Year/Regional Plan  
[WIOA-Strategic-Plan-DRAFT.pdf \(careersourceescarosa.com\)](#)
- III. Other Business**
- IV. Adjournment**

**NEXT BOARD MEETING – OCTOBER 17, 2024 |LOCATION: TBD**

**AGENDA**  
**CAREER SOURCE ESCAROSA**  
**BOARD OF DIRECTORS**  
**THURSDAY, OCTOBER 17, 2024**  
**3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504**  
**CALL IN: 1-872-242-8932| CONF ID: 690 689 680#**

- I. Call Meeting to Order ..... Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Annual Performance Presentation ..... Florida Department of Commerce**
- VI. Consent Agenda**
  - Minutes – July 18, 2024
  - Minutes – September 3, 2024 (Special Meeting)
- VII. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports
  - Transfer of WIOA Dislocated Worker Funds to WIOA Adult
  - CEO Evaluation and Compensation

**Information Items**

  - 2024-2025 Internal Control Questionnaire and Assessment
  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
  - Items Pending with CLEO (Santa Rosa County)
- VIII. Other Business**
- IX. Adjournment**

**NEXT BOARD MEETING – JANUARY 16, 2025 |LOCATION: TBD**

**REVISED AGENDA  
CAREER SOURCE ESCAROSA  
BOARD OF DIRECTORS  
THURSDAY, JANUARY 30, 2025  
3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504  
CALL IN: 1-872-242-8932| CONF ID: 812 627 696#**

- I. Call Meeting to Order ..... Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Presentation of FY23-24 Audit..... Ben Clark, James Moorer and Company**
- VI. Consent Agenda**
  - Minutes – October 17, 2024
- VII. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports
  - Update to Administrative Plan – Payout Policy
  - Update to CSE By-Laws – CEO Performance Review/CLEO Review
  - Workforce Policies:
    - 091 – Local Workforce Development Board Composition and Certification
    - 110– Local Workforce Development Area and Board Governance
    - CareerSource Florida Ethics and Transparency
- VIII. Additional Items for Approval**
  - CSE Succession Plan
  - CSE Budget Revisions
  - CSE Administrative Plan Update
- IX. Information Items**
  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
- X. Other Business**
- IX. Adjournment**

**NEXT BOARD MEETING – APRIL 17, 2025 |LOCATION: TBD**

**AGENDA  
CAREER SOURCE ESCAROSA  
BOARD OF DIRECTORS  
THURSDAY, APRIL 17, 2025  
3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504  
CALL IN: 1-872-242-8932| CONF ID: 862 465 422#**

- I. Call Meeting to Order ..... Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Consent Agenda**
  - Minutes – January 30, 2025 **(TAB 1)**
- VI. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports **(TAB 2)**
  - CSE Asset Disposal List **(TAB 3)**
  - Request for Proposals (RFP) – WIOA Youth Services **(TAB 4)**
  - Proposals – CSE Cleaning Services Provider **(TAB 5)**

**Information Items**

  - Board Governance: Attendance and Vacancies **(TAB 6)**
  - Chief Executive Officer’s Report
  - CSE Meeting Schedule for PY 2025-2026 **(TAB 7)**
- VII. Other Business**
- VIII. Adjournment**

**NEXT BOARD MEETING – JULY 17, 2025 |LOCATION: TBD**

**AGENDA**  
**CAREER SOURCE ESCAROSA**  
**SPECIAL MEETING - BOARD OF DIRECTORS**  
**THURSDAY, MAY 22, 2025**  
**3:30 P.M.**

**VIRTUAL MEETING**  
**CALL-IN: 1-872-242-8932 | CONF ROOM #: 631 967 811#**

- I. Call Meeting to Order .....Lloyd Reshard  
Chair
  
- II. Call for Public Comment
  
- III. Approval of Agenda
  
- IV. Items for Consideration:
  - CSE’s Provisional Budget for PY 2025-2026
  - Letter Extension – James Moore Engagement Letter
  - WIOA Youth Services Contract Awards
  
- V. Other Business
  
- VI. Adjournment

# CareerSource Escarosa

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## BOARD OF DIRECTORS JULY 20, 2023 MINUTES

**Members Participating:** Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Douglas Brown, Jerry Kersey, Jr., Michael Listau, and Brianna Russ

**Members Participating via virtual/teleconference:** Scott Luth (Vice Chair), Jameson Cutchens, Anthony Eman, Fred Genkins, Tawana Gilbert, and Charlin Knight

**Members Not Participating:** Jeffrey Hondorp (Member-at-Large), David Bouvin, Michele Kelson, and Shannon Ogletree

**Ex-Officio Member Participating:** Lani Burritt

**Others Participating:** Dr. Marcus McBride, Bill Barron, Carol Bono, Brenda Fewox (virtual), and Janay Sims – CareerSource Escarosa

Kathaleen Cole, Chair, called the meeting to order at 3:37 p.m. at the Pensacola Career Center (6913 N. 9<sup>th</sup> Avenue, Pensacola, FL 32504).

### CALL FOR PUBLIC COMMENT

No public comments were noted.

### READING OF PUBLIC DISCLOSURES

Janay Sims noted the public disclosure(s) from the March 18, 2023 CSE Board of Directors meeting.

### APPROVAL OF AGENDA

The agenda was reviewed by the Board.

**Action Taken: Motion by Douglas Brown and seconded by Lloyd Reshard to approve the agenda as printed. Motion carried. (12-Yeas/0-Nays).**

### CONSENT AGENDA: MINUTES - MAY 18, 2023

The CSE Board of Directors minutes for May 18, 2023, was made available to the board for review.

**Action Taken: Motion by Douglas Brown and seconded by Brianna Russ to approve the May 18, 2023 Board of Directors minutes. Motion carried (12-Yeas/0-Nays)**

### ITEMS FOR CONSIDERATION

#### **FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS (MAY 31, 2023)**

Reports of financial expenditures, budget and variances for the month ending May 31, 2023, was made available to the board. Reports reflects one (1) month remaining in FY 2022-2023. CSE is on track with close-out. The WIOA Adult Program reflects a transfer of \$84,752.51 from the WIOA Dislocated Worker Program. Program grants are two-year cycle grants and some are moving on schedule. CSE is

91.67% towards the budget's variance as of the end of May. The budget is 58% expended and spending is favorable - not over, but a little bit under due to low employment in the panhandle.

Inquiry was made relating to the "Get There Faster" grant - opportunity for additional vendors. It was noted only one vendor has partnered for the program. The "Get There Faster" grant will roll over for another year.

**Action Taken: Motion by Douglas Brown and seconded Jerry Kersey, Jr. to approve the Financial Expenditure and Budget Variances Reports for the month ending May 31, 2023. Motion carried. (12-Yeas/0-Nays)**

#### **ANNUAL REVIEW OF BY-LAWS**

CareerSource Escarosa's By-Laws require that the document be reviewed annually. ARTICLE XIII. MISCELLANEOUS, Section 2. Annual Review of By-Laws states,

*"These By-laws will be reviewed annually by a committee of the Board of Directors. The committee will present changes to the Board of Directors for approval. Statutory changes will require Board of Directors acceptance."*

A committee was identified to review the By-Laws: Douglas Brown, Michael Listau, and Jerry Kersey, Jr. It was noted a list of changes will be provided to the committee for review and the committee will present to the board for review and approval.

**Action Taken: Motion by Lloyd Reshard and seconded by Douglas Brown to approve Douglas Brown, Michael Listau, and Jerry Kersey, Jr. to serve as the By-Laws Review Committee. Motion carried. (12-Yeas/0-Nays)**

#### **ADMINISTRATIVE PLAN**

CareerSource Escarosa has been operating by its current administrative plan, which was revised in 2020, but not approved by the board. CSE request that a committee be identified to review the administrative plan and present to the board for approval. Inquiry was made regarding the nature of the administrative plan. It was noted the plan is the governing document/operational plan for finances and programs. Members of the By-Laws Review Committee will serve as the Administrative Plan Committee. Updates to the plan will be provided to the committee for review.

#### **WAIVER FOR WORKFORCE INNOVATION & OPPORTUNITY ACT OUT-OF-SCHOOL YOUTH EXPENDITURE REQUIREMENT AND USE OF INDIVIDUAL TRAINING ACCOUNTS FOR IN-SCHOOL YOUTH**

A memorandum dated May 24, 2023, from the Department of Economic Opportunity to the local workforce development board Executive Directors with the subject: Waivers for Workforce Innovation & Opportunity Act Out-of-School Youth Expenditure Requirement and Use of Individual Training Accounts for In-School-Youth was made available to the board. The waiver allows the local workforce boards to lower the local youth formula funds expenditure requirement from 75 percent to 50 percent for OSY and to utilize ITAs for ISY, ages 16-21.

A request was made to allow CSE staff to work with youth providers in developing a ratio as it relates to DEO's memorandum dated May 24, 2023.

**Action Taken: Motion by Lloyd Reshard and seconded by Brianna Russ to approve the request to allow CSE staff to work with the youth service providers in developing a ratio as it relates to DEO’s memorandum dated May 24, 2023. Motion carried. (12-Years/0-Nays)**

**TANF TEEN PREGNANCY PREVENTION PROGRAM**

CSE issued a solicitation on July 7, 2023 for Teen Pregnancy Prevention Program services. The solicitation details the need to support the TANF purpose of reducing the number of out-of-wedlock pregnancies through summer youth initiatives and provide supportive services to prevent teen pregnancy. Programs will be supported for the period of May 24, 2023 – August 9, 2023, and funded out of FY 2022-2023 Welfare Transition funds.

Potential vendors were asked to complete a survey and responses were received from nine (9) vendors. The numbers to be served and price per participant for each vendor is listed below:

<b>Vendor</b>	<b># of participants to be served</b>	<b>Price per Participant</b>
James B. Washington Education and Sports, Inc.	165	\$375.00
Kukua Institute	12	\$500.00
The Urban Development Center, Incorporated	100	\$550.00
Refreshing Springs Church of God in Christ	75	\$487.50
Boys and Girls Clubs of the Emerald Coast	40	\$1,081.00
Emerald Coast Lifesaving Association	25	\$400.00
Erica Lanes, LLC	250	\$700.00
Jesus Holy Tabernacle Church	100	\$1,500.00
St. John Divine Missionary Baptist Church	50	\$500.00

Once vendors have been approved, and pending receipt of required documentation ((DUNS Number/FEIN, copy of 501c3/Business License, and W9) from the vendors, funding levels are to be determined.

CSE received an additional \$300,000.00 in TANF funding. These dollars will be used to support the program.

The Executive Committee reviewed the applications and made the following recommendations:

- 1) Past vendors be approved and funded as indicated above:
  - James B. Washington Education and Sports, Inc.
  - KuKua Institute
  - The Urban Development Center, Incorporated
  - Boys and Girls Clubs of the Emerald Coast
  - Emerald Coast Lifesaving Association
  
- 2) New vendors be approved and funded as follows:
  - St. John Divine Missionary Baptist Church - as indicated above.
  - Refreshing Springs Church of God in Christ - 65 youth at \$487.50 per youth.
  - Erica Lanes, LLC, - 47 youth at \$700 per youth.
  - Jesus Holy Tabernacle Church - 22 youth at \$1,500.00 per youth.

**Action Taken: Motion by Douglas Brown and seconded by Michael Listau to accept the Executive Committee's recommendation as indicated above. Motion carried. (11-Yeas/0-Nays/1 Abstention - Lloyd Reshard)**

**MEETING ADJUSTMENT - CAREERSOURCE ESCAROSA BOARD OF DIRECTORS**

ARTICLE IV. MEETING OF DIRECTORS, Section 1. Meetings, states:

*The Board shall meet every other month or as called by the Chair, but in no event shall the Board meet less than four (4) times per year.*

Dr. McBride indicated that he had spoken with the CSE Board Chair and Vice Chair regarding a quarterly meeting schedule. It is felt that this change could boost attendance. Inquiry was made regarding affect/consequences for less meetings. It was noted the change would not affect board governance.

**Action Taken: Motion by Lloyd Reshard and seconded by Douglas Brown to approve adjusting CSE Board of Director meeting schedule to quarterly. Motion carried. (12-Yeas/0-Nays)**

It was noted that the Board will need to meet next month to approve an upcoming item, and that the Executive Committee can act on behalf of the full board.

The time of the meeting will be determined by polling the members.

**INFORMATION ITEMS**

**BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

The CSE Board of Directors attendance and vacancy reports were made available to the board.

**CHIEF EXECUTIVE OFFICER'S REPORT**

Dr. McBride noted the following:

- The Summer Youth Employment Program Ceremony for Escambia County was held on today.
- Effective July 1, 2023, Dr. McBride was elected President of the Florida Workforce Development Association (FWDA).
- The REACH Act has resulted with a structure change. Regionalism and a collaborative regional area plan amongst the panhandle.
- CSE has a partnership with Pensacola State College for Building Construction. Hurricane Sally dollars were awarded to support the project.

**RATIFICATION OF DECISION(S) MADE BETWEEN CSE BOARD OF DIRECTORS MEETING**

**TRANSFER OF PROGRAM FUNDS - WIOA DISLOCATED WORKER TO 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 2022-2023, and has experienced underspending in the WIOA Dislocated Worker program. Current remaining funds in the WIOA Dislocated Worker program is \$84,752.51. Staff is requesting to transfer current remaining Dislocated Worker funds to the WIOA Adult program.

On June 29, 2023, a Special Meeting of the Executive Committee convened and voted to approve the transfer of current remaining WIOA Dislocated Worker funds of \$84,752.51 to the WIOA Adult program.

**Action Taken: Motion by Michael Listau and seconded by Charlin Knight to ratify the action taken by the Executive Committee as indicated above. Motion carried. (12-Yeas/0-Nays)**

**OFFICE CLOSURE - JULY 3, 2023**

The Executive Committee was informed at the June 29, 2023 Special Meeting of the Executive Committee that Governor DeSantis issued a press release regarding the closure of state offices on July 3rd in observance of the July 4th holiday. There are state employees located in the CSE offices, and closure of the CSE offices would mirror closure for state offices.

CSE closed its offices on July 3, 2023, in observance of the 4th of July holiday.

**Action Taken: Motion by Douglas Brown and seconded by Jameson Cutchens to ratify support of the Executive Committee regarding the closure of the CSE offices on July 3rd in response to Governor DeSantis press release of closure of state offices. Motion carried. (12-Yeas/0-Nays)**

**INCENTIVE FUNDING FOR CSE STAFF**

The below information was presented at the June 29, 2023, Special Meeting of the Executive Committee.

A six percent (6%) incentive for CSE employees who contributed to the organization's performance during the 2022 program year is scheduled for disbursement on June 30, 2023. Per the CSE handbook, adjustments to salaries of CSE staff is the responsibility of the CEO. Incentives are subject to approval by the CEO and funding availability as determined by CareerSource Escarosa's board approved budget. An incentive is a one-time payment for CSE employees. This incentive is only available for CSE employees who have completed 1 full year of employment. Eligible CSE employees must have continuous employment at CSE from June 30, 2022 through June 30, 2023.

Inquiry was made regarding latitude for employees whose tenure was less than one year. It was noted performances was achieved prior to their employment with CSE making them ineligible for the incentive. The total cost for incentives and numbers impacted was made available as requested.

**BUDGET FOR FY 2023-2024**

The below information was presented at the June 29, 2023, Special Meeting of the Executive Committee.

With the approval to transfer program funds from the WIOA Dislocated Worker to Adult programs, the budget was presented reflecting the transfer and no other changes.

**OTHER BUSINESS**

CSE is in planning with DEO regarding the impact due to natural disasters.

There being no further business, the meeting adjourned at 4:41 p.m.



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Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## BOARD OF DIRECTORS NOVEMBER 3, 2023 MINUTES

**Members Participating:** Kathaleen Cole (Chair), Jerry Kersey, Jr., and Jeffrey Hondorp (Member-at-Large)

**Members Participating via virtual/teleconference:** David Bouvin, Douglas Brown, Jameson Cutchens, Tawana Gilbert, Charlin Knight, and Brianna Russ

**Members Not Participating:** Lloyd Reshard (Secretary/Treasurer), Anthony Eman, Fred Genkins, Michele Kelson, Michael Listau, Shannon Ogletree, and David Peaden

**Ex-Officio Member Participating:** Lani Burritt

**Others Participating:** Dr. Marcus McBride (virtual), Bill Barron, Carol Bono, Brenda Fewox (virtual), and Janay Sims – CareerSource Escarosa

Kathaleen Cole, Chair, called the meeting to order at 2:02 p.m. at the Pensacola Career Center (6913 N. 9<sup>th</sup> Avenue, Pensacola, FL 32504). Ms. Cole called the roll to confirmed a quorum present. A quorum was confirmed after Dr. Marcus McBride presented information on: JVSG Summit, the upcoming Paychecks for Patriots Hiring Event, and the Region’s letter grade.

### CALL FOR PUBLIC COMMENT

No public comments were noted.

### READING OF PUBLIC DISCLOSURES

Janay Sims noted the public disclosure(s) from the July 20, 2023 CSE Board of Directors meeting.

### APPROVAL OF AGENDA

The agenda was reviewed by the Board.

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

### CONSENT AGENDA: MINUTES - JULY 20, 2023

The CSE Board of Directors minutes for July 20, 2023, was made available to the board for review.

**Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the July 20, 2023 Board of Directors minutes. Motion carried (9-Yeas/0-Nays)**

### ITEMS FOR CONSIDERATION

#### FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS (AUGUST 31, 2023)

Reports of financial expenditures, budget and variances for the month ending August 31, 2023, was made available to the board. No inquiries was made regarding the reports.

**Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the Financial Expenditure and Budget Variances Reports for the month ending August 31, 2023. Motion carried. (9-Yeas/0-Nays)**

**TRANSFER OF PROGRAM FUNDS - WIOA DISLOCATED WORKER TO 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 2023-2024, and has experienced underspending in the WIOA Dislocated Worker program. Current remaining funds in the WIOA Dislocated Worker program is \$715,657.00. Staff is requesting to transfer 74% (\$527,697.30 of Dislocated Worker funds to the WIOA Adult program.

**Action Taken: Motion by Jerry Kersey, Jr. and seconded by Douglas Brown to approve to transfer 74% (\$527,697.30) of WIOA Dislocated Worker funds to the WIOA Adult program. Motion carried. (9-Yeas/0-Nays)**

**VGP EASTGATE LETTER OF CANCELLATION**

A letter from Validus Group Properties (VGP) was made available to the board. The letter serves as a formal notice acknowledging Workforce Escarosa has fulfilled its obligations pursuant to Section 24.23 of its lease; therefore releasing the Letter of Credit provided by Workforce Escarosa effectively immediately.

**ELIGIBLE TRAINING PROVIDER LIST POLICY AND PERFORMANCE COUNCIL**

A copy of the Eligible Training Provider List Policy and Performance Council was made available to the board.

Revisions were made to CareerSource Florida Administrative Policy 090 - Eligible Training Providers List to conform to requirements established by the U.S. Department of Labor, the REACH Act, and to implement a critical system-wide improvement as part of the Florida Workforce System Transformation Plan.

CSE staff request the board adopt the revised CareerSource Florida Administrative Policy 090 - Eligible Training Providers List.

**Action Taken: Motion by Douglas Brown and seconded by Jeffery Hondorp to adopt the revised CareerSource Florida Administrative Policy 090 - Eligible Training Providers List. Motion carried (9-Yeas/0-Nays)**

**CAREER SOURCE FLORIDA STRATEGIC POLICY - EDUCATION AND INDUSTRY CONSORTIUMS**

A copy of CareerSource Florida Strategic Policy - Education and Industry Consortia were made available to the board.

CareerSource Florida convened a workgroup to develop a collaborative strategic policy that meets statutory requirements of Senate Bill 240 and aligns all relevant federal, state and local laws and policies. The workgroup included stakeholders from education, business, state government and local workforce development boards.

The policy requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area. The chair of the local workforce development board shall appoint the consortium members from a list of criteria described in the policy.

CSE staff request the board adopt the CareerSource Florida Strategic Policy - Education and Industry Consortiums.

**Action Taken: Motion by Douglas Brown and seconded by Jeffery Hondorp to adopt the CareerSource Florida Strategic Policy - Education and Industry Consortiums. Motion carried. (9-Yeas/0-Nays).**

**INTENT TO FORM**

A proposed resolution to create the Northwest Florida Workforce Planning Region which consist of local workforce boards 1-CareerSource Escarosa, 2-Okaloosa-Walton, 3-CareerSource Chipola, and 4-CareerSource Gulf Coast was made available to the board. The purpose is to share commonalities of industry sectors, and economic and workforce development.

CSE staff request the board approve the proposed resolution. Further approval will be required by the Boards of County Commissioners.

**Action Taken: Motion by Douglas Brown and seconded by Jeffrey Hondorp to approve the proposed resolution to form the Northwest Florida Workforce Planning Region. Motion carried. (9-Yeas/0-Nays).**

**INDIVIDUAL TRAINING ACCOUNT AGREEMENTS - ONE YEAR PERFORMANCE**

With the continuing formulation of the REACH Act language for WIOA Training Provider Agreements, CSE has Training Provider Agreements that expired in September 2023 and one that will expire in November 2023. Florida Commerce has suggested that we extend agreements until the necessary REACH Act language becomes available. CSE request the Training Provider Agreements with the below institutions be extended through June 30, 2024.

- Pensacola State College (PSC)
- Coastal Alabama Community College (CACC)
- Truck Driver Institute (TDI)
- Security Services Training Institute (SSTI)
- University of West Florida (UWF)
- George Stone Technical College (GSTC)
- Locklin Technical College (LTC)
- Fortis Institute (Fortis)
- Reid State Technical College (RSTC)
- Applied Technology Academy

**Action Taken: Motion To approve extending the above Training Provider Agreements through June 30, 2024 (September 16, 2023-June 30, 2024). Motion carried. (8-Yeas/0-Nays/2-Abstention: Charlin Knight and Kathaleen Cole).**

## REGIONAL PLAN FOR CONSOLIDATION

It was noted this item is relative to the Intent to Form.

## COMMITTEE REPORTS

### BY-LAWS REVIEW COMMITTEE

The By-Laws Review Committee met on September 13, 2023, to review the CSE By-Laws, as required annually.

Recommended revisions to the By-Laws were presented as follows:

### **ARTICLE III. BOARD MEMBERSHIP AND COMPOSITION, Section 4. Board Member Recruiting, Vetting and Nomination, page 5, added language:**

*Private sector membership is "balanced" by counties. The Chief Executive Officer will contact the general purpose business organization (FloridaWest or Santa Rosa Economic Development Council) from the county where a vacancy will occur/has occurred of the vacancy. The general purpose business organization will contact business leaders in their county (in targeted membership sectors) to solicit nominations. As part of the recruitment/nomination process, a Board Profile Sheet will be completed by each nominee. The general purpose business organization will use the Board Profile Sheet in their process for consideration and selection of a nominee. The general purpose business organization will submit their recommended nominee(s) to the CareerSource Escarosa Board of Director for review and selection prior to submitting to the Chief Local Elected Official for appointment consideration.*

### **ARTICLE IV. MEETINGS OF DIRECTORS, Section 1. Meetings, page 5, revised:**

*The Board shall meet every quarter or as called by the Chair, but in no event shall the Board meet less than four (4) times per year.*

**Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the recommendations from the CSE By-Laws Committee. Motion carried. (9-Yeas/0-Nays)**

### COMPENSATION REVIEW COMMITTEE

The Compensation Review Committee met on August 28, 2023 to review CSE' salary scale. Information relating to current and proposed pay grade, salary range, and positions was presented. Changes reflected on the proposed pay grade was based on an increase to offer a beginning wage of at least \$15.00 per hour which will align with the proposed state law increase to \$15.00 for hourly employees. It was noted the compression from the increase impacted all pay grades.

Recommendation from the Compensation Review Committee: To approve the proposed CareerSource Escarosa Salary Scale.

**Action Taken: Motion by Jerry Kersey, Jr. and seconded by Jeffrey Hondorp to approve the recommendation from the Compensation Review Committee. Motion carried. (9-Yeas/0-Nays).**

## INFORMATION ITEMS

### BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

The CSE Board of Directors attendance and vacancy reports were made available to the board. Attendance has been good. Staff continues to work with entities to fill vacancies.

### CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride noted:

- FWDA's upcoming event.

- Encourage all to attend the Paychecks for Patriots event.

**RATIFICATION OF DECISION(S) MADE BETWEEN CSE BOARD OF DIRECTORS MEETING  
APPLICATION TO THE STATE - CAREERSOURCE ESCAROSA BE NAMED AS ONE-STOP OPERATOR**

The Executive Committee met on August 7, 2023 to review the Application to the State - CareerSource Escarosa to be named as One-Stop Operator. After review of the third party's (Florida Workforce Development Association - FWDA) procurement process, FWDA recommended CareerSource Escarosa be selected to serve as One-Stop Operator for PY2023-2026 (3 years) based on the proposal submitted, and the CSE Executive Committee gave support to the recommendation.

**Action Taken: Motion by Jeffrey Hondorp and seconded by Tawana Gilbert to approve the recommendation from the Executive Committee. Motion carried. (9-Yes/0-Nays).**

**OTHER BUSINESS**

CSE has a new hire, Carolyn Fries, Workforce Development Director. Ms. Fries is housed at the Greater Pensacola Chamber.

There being no further business, the meeting adjourned.



Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## BOARD OF DIRECTORS JANUARY 25, 2024 MINUTES

**Members Participating:** Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Jeffrey Hondorp (Member-at-Large), Douglas Brown, Tawana Gilbert, Michael Listau, and Jerry Kersey, Jr.

**Members Participating via virtual/teleconference:** David Bouvin, Anthony Eman, Fred Genkins, Charlin Knight, Michele Kelson, Brianna Russ, and David Peaden

**Members Not Participating:** Jameson Cutchens and Shannon Ogletree

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

**Others Participating:** Dr. Marcus McBride, Mariezel Halili, Carol Bono, Brenda Fewox (virtual), Tarae Donaldson, Carolyn Fries, and Janay Sims – CareerSource Escarosa

Kathaleen Cole, 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). Ms. Cole called the roll to confirmed a quorum present.

### CALL FOR PUBLIC COMMENT

There was no public comments.

### READING OF PUBLIC DISCLOSURES

Janay Sims read the public disclosure(s) from the November 3, 2023 CSE Board of Directors meeting.

### APPROVAL OF AGENDA

The agenda was reviewed by the Board.

**Action Taken: Motion by Lloyd Reshard and seconded by Charlin Knight to approve the agenda as printed. Motion carried. (14-Yeas/0-Nays).**

### CONSENT AGENDA: MINUTES – NOVEMBER 3, 2023

The CSE Board of Directors minutes for November 3, 2023, was made available to the board for review.

**Action Taken: Motion by Douglas Brown and seconded by Jeffrey Hondorp to approve the November 3, 2023 Board of Directors minutes. Motion carried (14-Yeas/0-Nays)**

### ITEMS FOR CONSIDERATION

#### FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

Reports of financial expenditures, budget and variances for the month ending December 2023, was made available to the board.

Highlights from the reports included the funding grant awards due to expire; program grants with slow burn rates due to partner participation; and fully expended grant awards. There has been no issues with the NFA funding. There has been some financial challenges due to some budgets expirations. CSE do not expect total expenditure of the Apprentice Navigator grant.

Inquiry was made regarding the budget variance report – comments for line items 1, 5, & 9. Response to inquiry – the negative dollar amounts are due to open positions, retirement being underspent, and some over costs.

**Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to accept the Financial Expenditure and Budget Variances Reports for the month ending December 31, 2023. Motion carried. (14-Yeas/0-Nays)**

#### **ASSET DISPOSAL**

A list of CSE assets to be disposed was made available to the board for review.

As Escarosa purchases new computers/equipment for staff or client use, there is a need to dispose of the old equipment. CSE retains some computers that are not broken or obsolete to use for parts, and for new or temporary programs.

All disposal of property is in accordance with Uniform Guidance Part 200.313, and are at the direction of the Board of Directors.

All operating systems, software and data have been wiped with DBAN to DOD standards. The working equipment will be donated to a non-profit organization.

**Action Taken: Motion by Michael Listau and seconded by Lloyd Reshard to approve disposal of items on CSE's Asset Disposal List. Motion carried. (14-Yeas/0-Nays)**

#### **"GET THERE FASTER" GRANT REPORT | BAPTIST CUSTOMIZED TRAINING AGREEMENT**

The "Get There Faster" grant program report, Baptist Customized Training Agreement, and program expenditures were made available to the board for review.

As outlined in the agreement, BHC will provide training to 168 eligible participants identified as "at-risk" Floridians in the program area of phlebotomy and medical assistant at a cost not to exceed \$828,000.00; is the employer for the participants with a minimum entry wage of \$12.62 per hour; and will offer permanent employment for successful graduates at a wage, minimum, of \$13.00 per hour, from both training programs, and who meets all certification and background requirements.

There has been no outcomes nor success with the programs. Staff's request is to cancel the agreement with BHC. A balance of \$631,000.00 is unexpended on the "Get There Faster" grant. There was discussion of exploring other options of vendors and training programs for the grant. Staff will confer with Florida Commerce regarding other training program options.

**Action Taken: Motion by Douglas Brown and seconded by Tawana Gilbert to cancel the training agreement with Baptist Health Care by notification and explore other options for training programs and vendors. Motion carried. (14-Yeas/0-Nays)**

#### **UPDATE TO CSE'S ELIGIBLE TRAINING PROVIDER LIST**

CSE's WIOA Eligible Training Provide List currently includes two programs offered by Nursing Bridges Institute – Nursing (RN) and Practical Nursing (LPN). It was brought to CSE's attention that Nursing Bridges was affected by the emergency ceasing of operations by the Florida Commission for Independent Education (CIE). Therefore, staff requested to have Nursing Bridges Institute removed from its CSE WIOA Eligible Training Provider List.

**Action Taken: Motion by Charlin Knight and seconded by Lloyd Reshard to remove training provider, Nursing Bridges Institute, from CSE's WIOA Eligible Training Provide List. Motion carried. (14-Yeas/0-Nays).**

**APPLICATION FOR CSE’S ELIGIBLE TRAINING PROVIDER LIST**

CSE received application from Innovak of Florida, Inc. dba My IT Future Institute (formerly New Horizons Computer Learning Center) to become a CSE training provider. The application was complete and included all required documents. This applicant/vendor is on other local workforce boards’ eligible training provider list, and has produced positive outcomes.

The board was informed of the application process to become a training provider as outlined in the REACH Act. Staff has reached out to the state and is awaiting feedback on guidance. The local workforce boards have been instructed by the state to continue their application process as in the past until further guidance.

**Action Taken: Motion by Douglas Brown and seconded by Jeffery Hondorp to approve CSE’s training provider application from Innovak of Florida, Inc. dba My IT Future Institute (formerly New Horizons Computer Learning Center). Motion carried. (14-Yeas/0-Nays).**

**COMMITTEE REPORT**

**ADMINISTRATIVE PLAN REVIEW – NEW POLICY ON INSURANCE WAIVER BENEFITS**

Changes/updates to CSE’s Administrative Plan was made available to the board.

CSE has been operating by its current administrative plan that was revised in 2020, but had not been approved by the board. The revisions were presented for approval at the March 17, 2022 board meeting, but was tabled due to lack of clarity.

A committee was identified to review the plan and make recommendations of the changes/updates to it. The committee identified to review the plan was not available, therefore staff reviewed the plan and presented the recommended changes/updates for approval. The Code of Federal Regulations (CFR) – 2 CFR Part 200 dictated some of the changes. There is legislation that requires a system of policies. Dr. McBride welcomed the board to discussion and to raise concerns regarding the changes.

The new policy on Insurance Waiver Benefits was made part/inclusion of the CSE Administrative Plan,.

**Action Taken: Motion by Lloyd Reshard and seconded by Tawana Gilbert to approve the recommended changes/revisions and the inclusion of the Policy on Insurance Waiver Benefits to CSE’s Administrative Plan. Motion carried. (14-Yeas/0-Nays).**

**INFORMATION ITEMS**

**BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

Information regarding board membership (attendance, vacancies, criteria for and responsibilities of membership) was made available to the board.

Dr. McBride thanked the board for their service. He informed of the Interlocal Agreement between CSE and the Boards of County Commissioners – Santa Rosa and Escambia Counties. He noted the vacant seats for labor union organization representation and no success in his recruitment efforts. A request for assistance in recruiting for this representation was made by Dr. McBride.

**CHIEF EXECUTIVE OFFICER’S REPORT**

Dr. McBride presented CSE’s newly promoted staff members: Tarae Donaldson, MPA, CWDB – Director of Career Services and One Stop Operations and Carolyn Fries – Director of Workforce Development.

He presented an employee sector reports presentation. He noted working with different targeted sectors, and that other sectors will be explored in the next state required plan.

**ITEMS PENDING WITH CLEO (ESCAMBIA COUNTY)**

Dr. McBride informed the board of the Florida’s REACH Act that will require local workforce development areas to form regional planning areas. For the Northwest Florida area, the collective area will include the Local Workforce Boards of CareerSource Escarosa, CareerSource Okaloosa-Walton, CareerSource Chipola and CareerSource Gulf Coast. It is an effort to develop, align and integrate strategies and resources to support regional economic growth.

A Resolution of Intent to Form a Regional Planning Area (known as the Northwest Florida Workforce Collective) requires the approval and signature of the Chief Local Elected Official (CLEO). CSE’s CEO has presented and provided the document to the designated CLEO for Region 1, Escambia County Board of Commission, to be reviewed and placed on its agenda for approval and signature. The signed document is needed before it can go on CareerSource Florida’s next upcoming meeting agenda. The REACH Act Realignment will be placed on the Governor’s agenda, as well. All of the collective area local workforce boards have completed signatures on their resolutions with exception of CareerSource Escarosa. Omission from the collective area is not optional. To date, CSE’s designated CLEO has not placed the item on its meeting agenda. Dr. McBride solicited ideas from the board of ways to get the document moving forward. He informed that he and the CSE Board Chair would reach out again to the CLEO regarding this matter. Inquiry was made regarding a collective effort by the board. The Liaison for Escambia County suggested to the CEO that he directly place the item for review and approval on the County’s agenda. The Liaison request that the CEO give her a call to discuss this matter.

**OTHER BUSINESS**

Chairperson Kathaleen Cole welcomed new member, David Peaden, to the CSE Board of Directors. All members and staff present introduced themselves.

Ms. Cole presented the below items to the board, noting the Executive Committee’s review and support of them.

- WIOA payment options for last pay versus first pay. An increase from \$7,000 to \$9,000.
- Maximum award amount for veterans of \$9,000 – for veterans training programs and OJTs.
- Increase OJTs from \$5,000 to \$7,800 with \$15.00 minimum starting salary.

The board consented to the Executive Committee’s support of the above items.

**Action Taken: Motion by Michael Listau and seconded by Jeffrey Hondorp to consent to the Executive Committee’s support of the above items. Motion carried. (13-Yeas/0-Nos/1 Abstention) Ms. Cole abstained from the item: Maximum award amount to veterans of \$9,000 – for veterans training programs and OJTs.**

There being no further business, the meeting adjourned.



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Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## BOARD OF DIRECTORS APRIL 18, 2024 MINUTES

**Members Participating In-Person:** Lloyd Reshard (Secretary/Treasurer) and Jerry Kersey

**Members Participating via virtual/teleconference:** Kathaleen Cole (Chair), Jeffrey Hondorp (Member at Large), Douglas Brown, Jameson Cutchens, Anthony Eman, Fred Genkins, Charlin Knight, and Michael Listau

**Members Not Participating:** David Bouvin, Michele Kelson, and David Peaden

**Ex-Officio Member Participating:** Clara Long (virtually)

**Others Participating:** Ben Clark – James Moore & Company, Bridgette Price – Santa Rosa Economic Development Council (virtually), Dr. Marcus McBride, Mariezel Halili and Carol Bono (virtually), Bill Barron, and Janay Sims – CareerSource Escarosa

Kathaleen Cole, Chair, was not available at the start time of the meeting, therefore, Lloyd Reshard chaired the meeting. He 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). Mr. Reshard called the roll to confirm a quorum was present/participating.

### CALL FOR PUBLIC COMMENT

There were no public comments.

### READING OF PUBLIC DISCLOSURES

There were no public disclosures.

### APPROVAL OF REVISED AGENDA

The agenda was reviewed by the Board.

**Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the revised agenda as printed. Motion carried. (10-Yeas/0-Nays).**

### INTERNAL AUDIT REPORT

CareerSource Escarosa's annual audit report for year ended June 30, 2023, was presented by Ben Clark who is with James Moore and Company. There were no findings observed in the report.

**Action Taken: Motion by Douglas Brown and seconded by Jerry Kersey to accept the annual audit report for year ended June 30, 2023. Motion carried. (10-Yeas/0-Nays).**

### CONSENT AGENDA: MINUTES – JANUARY 25, 2024

The CSE Board of Directors minutes for January 25, 2024, was made available to the board for review.

**Action Taken: Motion by Douglas Brown and seconded by Anthony Eman to approve the January 25, 2024, Board of Directors minutes. Motion carried (10-Yeas/0-Nays)**

**ITEMS FOR CONSIDERATION**

**AMENDMENTS: CSE BOARD OF DIRECTORS MEETING MINUTES (NOVEMBER 3, 2023) AND CSE BY-LAWS**

The Department of Florida Commerce conducted its annual program monitoring review of CareerSource Escarosa, LWDB 01, March 25, 2024 – March 29, 2024. Management Process Review was one of the areas monitored and Local Board Governance/Merit Staffing Structure/Ethics/Financial Disclosure/Sector Strategies/Collection of Demographic Data were all included in the review. Areas identified and required corrections are as follows:

• **CSE Board of Directors Minutes – November 3, 2023**

There was a typo in the vote count on the item: **Individual Training Account Agreement – One Year Performance**. The vote count was 8-Yeas/0-Nays/2-Abstentions. The total members present/participating in the meeting was nine (9). The count needs to be amended to 7-Yeas/0-Nays/2-Abstentions.

**Action Taken: Motion by Jerry Kersey and seconded by Anthony Eman to amend the CSE Board of Directors Meeting minutes for November 3, 2023, to reflect a vote count of 7-Yes/0-Nays/2-Abstentions under the item: Individual Training Account Agreement – One Year Performance. Motion carried. (10-Yeas/0-Nays.)**

• **CSE By-Laws**

The CSE By-Law states under **ARTICLE IV. MEETING OF DIRECTORS, Section 1. Notice.:**

*“A notice of each meeting of the Directors shall be provided at least five (5) calendar days prior to the scheduled meeting to each Director at his/her address which may include e-mail address, as the case may be, as such appears on the records of the Corporation at the time any such notice is mailed.”*

In review of the CSE By-Laws by the monitor, the By-Laws were lack of the seven (7) calendar days requirement.

CSE must amend its By-Laws to bring them into compliance regarding the seven (7) day notice requirement.

**Action Taken: Motion by Anthony Eman and seconded by Kathaleen Cole to amend the CSE By-Laws under ARTICLE IV. MEETING OF DIRECTORS, Section 1. Notice., to reflect a seven (7) calendar days notice, which will bring them into compliance. Motion carried. (10-Yeas/0-Nays)**

**UPDATE/AMENDMENTS TO CSE BY-LAWS**

**ARTICLE III. BOARD MEMBERSHIP AND COMPOSITION, Section 4. Board Member Recruiting, Vetting and Nomination, paragraph 3, states:**

*Private sector membership is “balanced” by counties. The Chief Executive Officer will contact the general purpose business organization (FloridaWest or Santa Rosa Economic Development Council) from the county where a vacancy will occur/has occurred of the vacancy. The general purpose business organization will contact business leaders in their county (in targeted membership sectors) to solicit nominations. As part of the recruitment/nomination process, a Board Profile Sheet will be completed by each nominee. The general purpose business organization will use the Board Profile Sheet in their process for consideration and selection of a nominee. The general purpose business organization will*

*submit their recommended nominee(s) to the CareerSource Escarosa Board of Director for review and selection prior to submitting to the Chief Local Elected Official for appointment consideration.*

To reflect a board spectrum of nominations for board membership, CareerSource Florida Administrative Policy Number 091 expands the opportunity to professional organizations.

**Action Taken: Motion by Douglas Brown and seconded by Anthony Eman to update/amend the CSE By-Laws, under ARTICLE III. BOARD MEMBERSHIP AND COMPOSITION, Section 4. Board Member Recruiting, Vetting and Nomination, paragraph 3, to reflect the opportunity for professional organizations to make nominations for private sector (business) membership on the CSE board. Motion carried. (10-Yeas/0-Nays)**

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

Reports of financial expenditures, budget and variances for the month ending February 29, 2024, was made available to the board.

Inquiry was made regarding expenditures that reflect less than 48%. It was noted some of these expenditures were due to CSE vacant positions. CSE anticipates the de-obligation funds under the Apprenticeship/Navigator grant. It is uncertain of the de-obligation of funds under the "Get There Faster" grant.

**Action Taken: Motion by Kathaleen Cole and seconded by Douglas Brown to accept the Financial Expenditure and Budget Variances Reports for the month ending February 29, 2024. Motion carried. (10-Yeas/0-Nays)**

#### **CSE'S PROVISIONAL BUDGET FOR PROGRAM YEAR 2024-2025**

The CSE provisional budget for program year 2024-2025 was made available to the board for review.

It was noted the proposed provisional budget is based off of allocations from the previous program year (2023-2024). Any major revisions to the provisional budget will be presented to the board.

**Action Taken: Motion by Kathaleen Cole and seconded by Jerry Kersey to approve the CSE provisional budget for program year 2024-2025. Motion carried. (10-Yeas/0-Nays)**

#### **ANNUAL RETIREMENT CONTRIBUTION**

Escarosa' Fiscal Year 2023-2024 Budget approved by the Board on May 18, 2023, included a 2% annual retirement contribution for employees enrolled in the 401(k) plan as of December 31, 2018, as well as the CEO. This contribution is in addition to the matching contributions received by employees each pay period. The contribution is based on the employee's 2023 W-2 wages.

**Action Taken: Motion by Kathaleen Cole and seconded by Douglas Brown to approve the annual retirement contribution as outlined above. Motion carried. (10-Yeas/0-Nays)**

#### **IT AND MIS/RSO CONTRACT REVIEW AND SELECTION**

Proposed contracts (Support Contract and Hybrid Staff Augmentation) between CSE and SW/SwiftWorks Technology were made available to the board.

CSE's MIS/RSO position has been vacant for several months. Through advertisement of the position, there has been no success in identifying candidates with the skill-set to fill the position. CSE request the

board to approve the proposed contract with SW/SwiftWorks (Technology for Hybrid Staff Augmentation) for the position of MIS/RSO, as it will allow for the continuation of information to be available as previously provided, as well as regional collaboration between regions 1-4.

CSE is looking to evaluate IT services with its current vendor, BIS, and propose to form an opinion on a later day as CSE regroups its IT needs in areas where there are gaps, both internal and external. Volunteers were identified, Lloyd Reshard and Douglas Brown, to give guidance and to review contracts.

**Action Taken: Motion by Douglas Brown and seconded by Anthony Eman to approve the Hybrid Staff Augmentation contract between CSE and SW/SwiftWorks Technology. Motion carried. (10-Yeas/0-Nays).**

#### **SPECIAL MEETING OF THE EXECUTIVE COMMITTEE REPORT (FEBRUARY 23, 2024)**

##### **SLATE OF OFFICERS**

The CSE CEO was directed by the Executive Committee to poll the CSE membership for interest in serving on the Executive Committee. After reaching out to the membership, the following names were vetted to the Executive Committee for nomination:

- Lloyd Reshard – Chair
- Jerry Kersey, Jr. – Vice Chair
- Douglas Brown – Secretary/Treasurer
- Jeffrey Hondorp – Member-at-Large
- David Peaden – Member-at-Large

The board was invited to offer additional nominations. No other nominations were offered.

The above nominations will become effective immediately upon approval by the board, with the exception of the Chair and Secretary/Treasurer seats. These will become effective upon the term expiration (July 31, 2024) of the current Chair.

**Action Taken: Motion by Kathaleen Cole and seconded by Anthony Eman to approve the above slate of officers to serve on the CSE Executive Committee, effective immediately, with the Chair and Secretary/Treasurer seats effective upon term expiration of the current Chair – July 31, 2024, Motion carried. (10-Yeas/0-Nays).**

##### **INFORMATION ITEMS**

##### **LETTER TO BAPTIST HEALTH CARE REGARDING CONTRACT TERMINATION**

CSE has terminated its contract with Baptist Health Care to provide customized training in targeted industries. Significant funds were left over as a result of the termination. The Florida Department of Commerce has approved CSE to use these roll-over funds for training in targeted occupations for our area. CSE is looking to receive an extension to expend any remaining funds.

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

It was noted the CSE By-Laws governs CSE board attendance and vacancies. A report of both attendance and vacancies was made available to the board.

**CHIEF EXECUTIVE OFFICER'S REPORT**

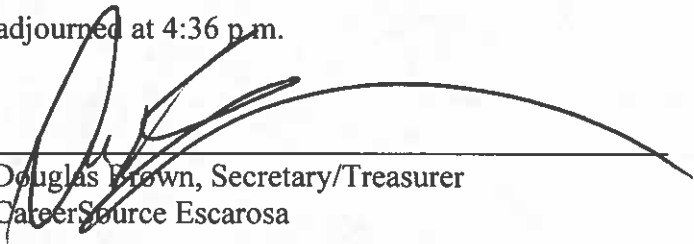
The CEO's report included:

- CSE is moving fast in its third quarter.
- Staff compensation to be determined at end of true-up.
- Compliant with the REACH Act – The Northwest Florida Workforce Collective was approved as a Regional Planning Area.
- Compliant in moving forward maximizing budgets.
- Working with colleagues across the state – serving in role of FWDA Chair.
- Our local area continue to work with local businesses.

**ITEMS PENDING WITH CLEO (ESCAMBIA COUNTY)**

An update was given on the items pending with the designated CLEO – Escambia County.

There being no further business, the meeting adjourned at 4:36 p.m.



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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## BOARD OF DIRECTORS JULY 18, 2024 MINUTES

**Members Participating In-Person:** Lloyd Reshard (Chair), Jerry Kersey (Vice Chair), Douglas Brown (Secretary/Treasurer), Jeffrey Hondorp (Member-at-Large), David Peaden, III (Member-at-Large), Michael Listau, and Bridgette Price

**Members Participating via virtual/teleconference:** David Bouvin, Jameson Cutchens, Anthony Eman, Charlin Knight, Michele Kelson,

**Members Not Participating:** Fred Genkins

**Ex-Officio Member Participating:** Lani Burritt (in-person)

**Others Participating:** Mariezel Halili (virtually), Bill Barron, Tarae Donaldson, Dr. Marcus McBride, and Janay Sims – CareerSource Escarosa

Lloyd Reshard, Chairperson, called the meeting to order at 3:32 p.m., at the Pensacola Career Center (6913 N. 9<sup>th</sup> 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

There were no public disclosures.

### APPROVAL OF AGENDA

The agenda was reviewed by the Board.

**Action Taken: Motion by David Peaden, III and seconded by Douglas Brown to approve the agenda as printed. Motion carried. (12-Yeas/0-Nays).**

### CONSENT AGENDA: MINUTES – APRIL 18, 2024

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

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the April 18, 2024, Board of Directors minutes. Motion carried (12-Yeas/0-Nays)**

### ITEMS FOR CONSIDERATION

#### FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS

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

The summary of expenditures indicates a 64.8% expenditure rate of allocations. Variances in the budget variance report is due to CSE staff positions being filled during mid-year or not at all. The termination of contract with Baptist Health Care to provide customized training in targeted industries under the “Get There Fast Grant” was also a contributing factor to the variances.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to accept the Financial Expenditure and Budget Variances Reports for the month ending May 31, 2024. Motion carried. (12-Years/0-Nays)**

**CSE LOCAL TARGETED OCCUPATIONS LIST**

The 2024-2025 Statewide and Regional Demand Occupations Lists, as well as CSE’s 2023-2024 Demand Occupation List were made available to the board.

Administrative Policy #82 requires Local Workforce Development Boards (LWDBs) to develop Local Targeted Occupations Lists (LTOLs) in consultation with local business and industry representatives. LTOLs help LWDBs determine the occupations for which eligible participants may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). This is an annual process.

LWDBs should use the Florida Commerce Bureau of Workforce Statistics and Economic Research generated, 2024-2025 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.

Staff request its Local Targeted Occupations List for 2024-2025 be inclusive of the 2024-2025 Statewide and Regional Demand Occupations Lists and CSE’s 2023-2024 Demand Occupations Lists.

Inquiry was made regarding the occupation area of Elementary School Teacher and the need to expand this area to include Early Education, if possible.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the CSE Local Targeted Occupations List for PY 2024-2025, as requested. Motion carried. (12-Years/0-Nays)**

**ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

CSE’s Eligible Training Provider List (ETPL) for PY 2024-2025 was made available to the board.

Local Workforce Development Boards (LWDB) are required to review, annually, its Eligible Training Provider List (ETPL).

CSE’s ETPL for PY 2024-2025 has been updated to include new and/or additional program titles.

**Action Taken: No Action Required.**

**WIOA TRAINING PROVIDER AGREEMENTS (JULY 1, 2024 – JUNE 30, 2026)**

CareerSource Escarosa’s Training Provider Agreements with the below training institutions expired on June 30, 2024. Policy OSPS FG 90 states that all eligible training providers must submit an application for “Continued Eligibility” every two (2) years to maintain their eligibility, along with verification that the provider is licensed, certified, or authorized under Florida law (if applicable) to provide training services programs.

CSE request approval to enter into a Training Provider Agreement, effective July 1, 2024 – June 30, 2026, with the below training institutions, contingent upon completion of the application process and verification of documents, as required.

- Applied Technology Academy
- Coastal Alabama Community College
- George Stone Technical College
- Innovak of Florida, Inc. dba My IT Future Institute
- Pensacola State College
- Security Services Training Institute
- Truck Drive Institute
- University of West Florida
- CDL of AL, LLC
- Fortis Institute
- Locklin Technical College
- Reid State Technical College
- Sky Warrior

**Action Taken: Motion by Douglas Brown, and seconded by Bridgette Price to approve entering into an Individual Training Account Agreement, effective July 1, 2024 – June 30, 2026, with the above training institution, contingent upon completion of the application process and verification of documents, as required. Motion carried. (9-Yeas/0-Nays/3-Abstentions).**

#### **POLICY CHANGE – INDIVIDUAL TRAINING ACCOUNTS**

Administrative Policy #074 Policies and Procedures, revised July 1, 2024, was made available to the board.

The policy states:

*“WIOA funds may only be used to provide training services to eligible participants when there is no grant or other assistance available to pay for training, or the eligible participant requires WIOA assistance in addition to other sources of grant assistance, include Federal Pell Grants established under Title IV of the Higher Education Act of 1965. ITAs must be coordinated with other sources of grant assistance as prescribed in Administrative Policy #122 – Adult and Dislocated Worker Eligibility Program Eligibility.”*

CSE’s current policy does not require its ITAs to be coordinated with other sources of grant assistance for WIOA eligible participants. WIOA payments are “First Pay” verses “Last Pay.”

CSE staff requests the board:

- Adopt Administrative Policy #074, revised July 1, 2024; and
- Approve, going forward, a “First Pay vs. Last Pay” option for all special project funding (excluding formula funds) that supports all training programs.

**Action Taken: Motion by Douglas Brown, and seconded by David Peaden, III to approve CSE’s request as outlined above. Motion carried. (12-Yeas/0-Nays).**

There was discussion regarding the “First Pay vs. Last Pay” option. Correction was made to the recommendation as follows: “Going forward, a “First Pay” vs. “Last Pay” option for all formula funds (excluding special projects) that supports all training programs.

**Action Taken: Motion by Douglas Brown, and seconded by David Peaden, III to revised the language in the recommendation as indicated above. Motion carried. (12-Yeas/0-Nays).**

**PY 2024-2025 WIOA YOUTH SERVICES CONTRACT RENEWALS**

WIOA year-round youth services were procured in April 2022. The procurement cycle allowed for three (3) years of contracted services, PY 2022-2023, with additional two-year renewals for PY 2023-2024 and PY 2024-2025, provided the service provider is in good standing with CSE and are meeting performance measures. CSE contracted with Children’s Home Society, Santa Rosa County School District, and Escambia County School District to provide youth services.

As CSE enters its final fiscal year (PY 2024-2025) of the three-year cycle for contracted services, and based upon performance measures being met by all youth services providers, CSE staff request contract renewals for PY 2024-2025, with the below providers at the funding levels as outlined. Funding levels are based on funding allocations.

- Children’s Home Society - \$350,000.00
- Santa Rosa County School District – \$300,000.00
- Escambia County School District - \$250,000.00

CSE’s Administrative Plan does not allow for the CEO to sign contracts and contract modifications for CSE that exceeds \$25,000.00. All contract and contract modification signatures by the CEO that exceeds \$25,000.00 must be authorized by the Board.

**Action Taken: Motion by Jeffrey Hondorp, and seconded by Bridgette Price to approve the above WIOA youth services contract renewals for PY 2024-2025, as outlined above, with authorization of the CEO’s signature on the contract renewals and/or modifications. Motion carried. (9-Yeas/0-Nay/3-Abstentions).**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL PLAN**

CareerSource Florida, in accordance with Florida’s REACH Act requires Local Workforce Development Areas (LWDA) to form regional planning areas to be approved by the CareerSource Florida Board and the Governor. The Northwest Florida Workforce Collective was formed and includes LWDA 1-4.

The regional plan will identify efforts to develop, align and integrate strategies and resources to support regional economic growth. This will be a first year submission, and it must be submitted prior to submission of the state’s WIOA Unified or Combined Plan. The plan is due to the state on October 2, 2024.

Discussion and action was deferred until after the process for public comment is complete.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) 4-YEAR PLAN**

The Local Workforce Development Areas are required to submit its local 4-Year Plan every four years. The 4-year local plan must be modified at the end of the first two-year period of the four years. The 4-year submission is due on October 2, 2024.

Discussion and action was deferred until after the process for public comment is complete.

**CEO COMPENSATION & ANNUAL REVIEW**

The CEO’s annual review was not completed due to timing of the previous Board Chair’s term expiration and exit from the board. Therefore, the current Board Chair will complete the review and present it to the Executive Committee for review and approval. Action taken by the Executive Committee will be ratified at the next board meeting.

**INFORMATION ITEMS**

**BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

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

New members to the CSE board was acknowledged – David Peaden, III and Bridgette Price.

Thanks was expressed to the members for their service, and a request was made for assistance with recruitment.

**CHIEF EXECUTIVE OFFICER’S REPORT**

Dr. Marcus McBride, CEO, gave highlights on the following:

- CSE’s receipt of the Purple Heart Award from the state.
- Santa Rosa Economic Development sponsored Hiring Heroes Health Fair.
- TSA Job Fair at CSE.
- CSE’s receipt of an additional \$200,000.00 of program funds for PY 2024-2025.
- An update on CSE’s 2021 Financial Monitoring Report by Florida Commerce.
- Broadband initiatives.

**ITEMS PENDING WITH CLEO (ESCAMBIA COUNTY)**

An update was given on CSE items pending with the designated CLEO – Escambia County.

There being no further business, the meeting adjourned at 4:27 p.m.



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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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**BOARD OF DIRECTORS  
SPECIAL CALLED MEETING  
SEPTEMBER 3, 2024  
MINUTES**

**Members Participating:** Lloyd Reshard (Chair), Jerry Kersey (Vice Chair), Douglas Brown (Secretary/Treasurer), Jeffrey Hondorp (Member-at-Large), David Peaden, III (Member-at-Large), David Bouvin, Jameson Cutchens, Anthony Eman, Steven Harrell, Michele Kelson, Michael Listau, and Bridgette Price

**Members Not Participating:** Fred Jenkins

**Ex-Officio Member Participating:** Lani Burritt and Clara Long

**Others Participating:** Bill Barron, Tarae Donaldson, Carolyn Fries, Dr. Marcus McBride, and Janay Sims – CareerSource Escarosa

The meeting was held virtually.

Lloyd Reshard, Chairperson, called the meeting to order at 3:02 p.m., via Microsoft Teams.

**CALL FOR PUBLIC COMMENT**

There were no public comments.

**APPROVAL OF AGENDA**

Mr. Reshard noted the Executive Committee voted to have an additional item added/moved to the Board of Directors agenda: Agreement Between CareerSource Escarosa and the Florida Department of Commerce.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden that the agenda be amended to include the item: Agreement Between CareerSource Escarosa and the Florida Department of Commerce. Motion carried. (12-Yeas/0-Nays).**

**ITEMS FOR CONSIDERATION**

**AGREEMENT BETWEEN CAREERSOURCE ESCAROSA AND THE FLORIDA DEPARTMENT OF COMMERCE**

The Florida Department of Commerce (Florida Commerce) Grantee-Subgrantee Agreement serves as a contract between the Local Workforce Development Boards (LWDBs) and Florida Commerce and outlines each partner's roles and responsibilities. It's required in order to operate the LWDBs.

The agreement has been updated with a term effective date of September 1, 2024 through August 30, 2027. Updates are also inclusive of some requirements regarding board governance, performance, and compliance.

An invitation for questions and discussions was extended by the Chair.

The Chief Local Elected Officials (CLEOs) have designated CSE as the subrecipient of funds; therefore, signatures by the CLEO and the CSE Board are required on the agreement.

**Action Taken: Motion by David Peaden and seconded by Douglas Brown to accept and execute the Grantee-Subgrantee Agreement between CareerSource Escarosa and the Florida Department of Commerce. Motion carried. (12-Yeas/0-Nays)**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) 4-YEAR/REGIONAL PLAN**

The WIOA 4-Year/Regional Plan is a plan of operations for services. Input from staff is included in the Plan.

This will be the first year for a Regional Plan due to realignment and reduction in the number of local workforce development boards, which is designed to have relationships with neighboring workforce boards. It was noted the plan is absent of additional funding.

The 4-Year/Regional Plan was completed after the public comment process, as required, was initiated and resulted with no responses. The Plan was described as extensive with “how to,” as well as much thought put into a very intentional plan. It is modified every 2-years. An abbreviated version of the Plan was presented by staff. The Plan’s effective date is 2025-2028 (January 1, 2025 – December 30, 2028), and it has a due date of October 2, 2024, to Florida Department of Commerce.

Bridgette Price expressed the plan being comprehensive in terms of the economic development section.

It was noted the State has a 2-Year Plan.

**Action Taken: Motion by Jeffrey Hondorp and seconded by David Peaden to approve CSE’s WIOA 4-Year/Regional Plan. Motion carried. (12-Yeas/0-Nays)**

**OTHER BUSINESS**

All were informed that Florida Department of Commerce (Florida Commerce) will present the Annual Performance and Monitoring Review Report for CSE at the October CSE Board of Directors meeting.

Expressions of welcome was expressed to Steven Harrell on his return appointment to the CSE Board of Directors.

Dr. McBride informed that the Workforce Professional Summit will be held next week in Orlando, Florida; his Chairmanship on the FWDA will end June 2025; and his attendance to the Broadband Conference following the Workforce Professional Summit.

There being no further business, the meeting adjourned at 3:45 p.m.



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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## 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. 9<sup>th</sup> 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-Yeas/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-Yeas/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-Yeas/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-Yeas/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*

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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## 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. 9<sup>th</sup> 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*

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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## 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. 9<sup>th</sup> 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:

<b>Proposer</b>	<b>Monthly Cost</b>	<b>Annual Savings</b>
Coverall (current provider)	\$3,636.00	0.00
Spotless Logistics	\$3,139.25	\$496.75
Office Pride	\$2,901.10	\$\$734.90

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.

  
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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa

# CareerSource Escarosa

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## SPECIAL MEETING OF THE BOARD OF DIRECTORS MAY 22, 2025 MINUTES

**Members Participating:** Lloyd Reshard (Chair), Jerry Kersey (Vice Chair), Douglas Brown (Secretary/Treasurer), Jeffrey Hondorp (Member-at-Large), David Peaden, II (Member-at-Large), David Bouvin, Jameson Cutchens, Anthony Eman, and Steven Harrell

**Members Not Participating:** Michele Kelson, Michael Listau, and Bridgette Price

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

Mr. Reshard (Chair) called the meeting to order at 3:35 p.m. via Microsoft Team, followed by the roll call to confirm that a quorum was present.

### CALL FOR PUBLIC COMMENT

There was one public comment request from Children’s Home Society (Leah Henderson and Phyllis Curl) regarding agenda item: WIOA Youth Services Contract Awards. They expressed concerns regarding the rating of CHS’ proposal to provide youth services. CSE responded with scheduling a follow up meeting to discuss the concerns voiced by CHS.

### 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 Steven Harrell and seconded by Douglas Brown to approve the agenda as printed. Motion carried. (9-Yeas/0-Nays).**

### ITEMS FOR CONSIDERATION

#### **PROVISIONAL BUDGET FOR PY 2025-2026**

The provisional budget for PY 2025-2026 was made available to the board.

It was noted that the budget is based on allocations expected and trends from last fiscal year/year-to-date. Awards are to be received in the first quarter of the fiscal year. The budget indicates a reduction in rent payment due to the line of credit for the remodeling of the building being met, IT services contracted out, and adjustments in staffing.

Inquiry was made regarding any unexpected impact in allocations. Dr. McBride noted foreseeing reductions.

**Action Taken: Motion by Douglas Brown and seconded by Steven Harrell to approve the CSE Provisional Budget for PY 2025-2026. Motion carried. (9 Yeas/0-Nays)**

**LETTER EXTENSION – JAMES MOORE ENGAGEMENT LETTER**

James Moore engagement letter of extension was made available to the board.

James Moore has requested an extension (2 years) of their services due to CSE’s sub-grantee agreement with Florida Commence and Florida Commerce’s requirement for various additional procedures to be completed during the annual financial statement audit. This will result in an administrative cost increase of \$15,000.00.

**Action Taken: Motion by Douglas Brown and seconded by Steven Harrell that the Board of Directors approve James Moore’s request for a two-year extension of their service to CSE. Motion carried (9 Yeas/0 Nays)**

**WIOA YOUTH SERVICES CONTRACT AWARDS**

A summary of average scores, comments, and recommendations resulting from the Request for Proposals (RFP) for WIOA youth services was made available to the board.

Average scores were outlined as follows:

<b>Organization</b>	<b>Requested Funding</b>	<b>Average Score</b>
Children’s Home Society of Florida (CHS)	\$420,799.00	<b>108.33</b> (125/75/125)
Santa Rosa County School District	\$325,000.00	<b>120.66</b> (107/130/125)
Escambia County Public Schools	\$280,050.00	<b>120.66</b> (120/120/122)

The below comments and recommendations were submitted by the Rating Committee:

**Recommendation/Comment #1:** Recommends:

- #1 – Santa County School District (130)
- #2 – Children’s Home Society (125)
- #3 – Escambia County Public Schools (122)

The three(3) proposers have proven to provide an adequate youth program for Escambia and Santa Rosa County, which is based upon the WIOA required 14 program elements. They are all in compliance with the 14 programs element requirements. Their fiscal performance was met based on the 20% work experience and 50% out-of-school requirement.

**Recommendation/Comment #2:** Recommends:

- #1 – Santa Rosa County School District (125), as they are 100% compliant performance-wise
- #2 – Escambia County Public Schools (120) was 70%. Both proposers tied in the ratings, but performance is most important.

Children’s Home Society rated at 75.

**Recommendation/Comment #3:** Recommends:

- #1 – Children’s Home Society (125)
- #2 – Escambia County Public Schools (120)
- #3 – Santa Rosa County School District (107)

Based on the average scores above, it was recommended contracts be awarded as follows:

- \$325,000.00 – Santa Rosa County School District
- \$280,050.00 – Escambia County Public Schools
- \$294,950.00 – Children’s Home Society

There was some concurrence regarding the public comment made by representative from Children's Home Society. It was also noted that CHS's score was not reflective of the other raters.

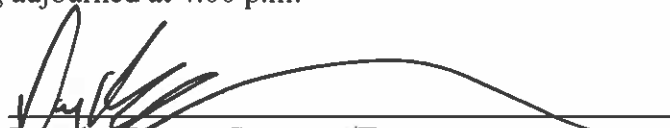
Dr. McBride note that he will circle back with a response from the rater, and he extended thanks to the board and the committee.

**Action Taken: Motion by Douglas Brown, and seconded by Jeffrey Hondorp to approve the recommendation for WIOA youth services contract awards: Santa Rosa County School District (\$325,000.00), Escambia County Public Schools (\$280,050.00), and Children's Home Society (\$294,950.00). Motion carried (8-Yeas/0-Nays/1-Abstention). Steven Harrell abstained from voting and discussion.**

**OTHER BUSINESS**

Dr. McBride informed the board of the need for two local union representative on the CSE board.

There being no further business, the meeting adjourned at 4:00 p.m.

  
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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa