



Annual Board Meeting
June 28, 2018
11:30 a.m.

Present: Shelly Bell, Sandra Bucklew, Mauricio Endara, Jonathan Gray, Patrick Hutto, Rebecca Kelly-Manders, Beth Kirkland, Maria Mead, Jim Murdaugh, Sarah Murphy, Christina Paredes, Katrina Rolle, Melissa Rudd, Nina Singleton Self, Katrina Tuggerson-Alexander, and Kevin Vaughn. **Absent:** Don Alveshere, Benjamin Boyd, Brad Coburn, Holly Henderson, Jeanna Olson, John Shuff, and Scott Watson. **Guest:** Scott Amey, Chris Berry, Shenetta Chess, Keishann Corley, Andra Cornelius, Tiffany Osborne, and Leona Ross. **Staff:** Sedrah Brooks, Charlotte Brown, Bonnie Burk, Monica Clemence, Selena Coles, Marissa Coley, Lee Collier, Brenda Davis, Debra Dixon, Yani Gonzalez, Christopher Holland, Jujuana Howard, Tandria James, Katrina Johnson, Jennifer Krambeck, Tichaona Matewa, Dan McGrew, Jim McShane, Heather O'Connor, Rachel Oliver, Kara Palmer Smith, Billy Reddick, Dee Robinson, Matt Salera, Natalie Silver, Heather Soileau, Avontra Stroud, Derrick Sykes, Robin Watson, Karen Wells, Trish Yahn.

Recording: Avontra Stroud

I. Welcome and Called to Order:

Chair Beth Kirkland welcomed everyone to the annual board meeting and called the meeting to order at 12:09 PM.

II. Action Item I: Approval of Board Member Appointments:

Chair Kirkland explained the need to move Action Item IV d. – Approval of Board Member Appointments to the top of the agenda as Agenda Item II, shifting it to Action Item I in order to conduct business. **Motion:** Chair will entertain a motion to approve board appointments; Sandra Bucklew, motion; Patrick Hutto, second. Any questions. No questions. All in favor. **Action Item I approved.**

III. Action Item II and Action Item III: Board Officer Elections:

Chair Kirkland introduced Kevin Vaughn as the incoming Secretary and Nina Singleton Self as the change in treasurer. **Motion:** Chair will entertain a motion to approve board officer elections; Jim Murdaugh, motion; Melissa Rudd, second. All in favor. **Action Item II and Action Item III approved.**

IV. Keynote Address: Andra Cornelius:

Andra Cornelius, Senior Vice President of Business & Workforce Development for CareerSource Florida presented on the Five C's; Communication, Capacity, Compel, Correct and Calculate.

V. Action Item IV: March 8, 2018 Meeting Minutes Approval:

Chair Kirkland explained that if any Board member believes any item on the consent agenda requires discussion or a separate vote, the Board member may request that the item(s) be removed from consent agenda and placed on the regular agenda for consideration. The consent agenda included the approval of the Budgets and the RFP for a new Office Space of the Finance Committee; Training Program Applications through Lively Technical Center and Performance Holdback Report (First Submission) of the Strategic Policy & Planning Committee; and Board Member General Policy Manual of the Governance Committee. Chair Kirkland asked if anyone had any questions or comments about the March 8, 2018 meeting minutes. There were no questions from the board or the public. **Motion:** Chair will entertain a motion to approve; Jonathan Gray, motion; Katrina Tuggerson-Alexander, second. All in favor. **Action Item IV approved.**

VI. Action Item V: Consent Agenda:

Chair Kirkland asked if anyone wanted to pull any items from the consent agenda. There was no request to pull any items from consent. **Motion:** Chair will entertain a motion to approve; Christina Paredes, motion; Patrick Hutto, second. All in favor. **Action Item V approved.**

VII. Secretary's Report:

Secretary Kevin Vaughn presented the Secretary's Report, attached in its entirety with these minutes. Kevin invited Christina Paredes to expound on the year of building and reaching out to the community partners.

Comments: Christina Paredes explained that sharing stories is to show how we are relevant in the community and known for the work we do as partners. Businesses with career seekers to connect talent with jobs.

Questions: Christina Paredes asked if we have the placement numbers of career seekers with businesses. Dan McGrew answered that the total number will come out in the annual report on Friday.

VIII. Frequency of Meetings Discussion:

Chair Kirkland opened the floor to Jonathan Gray and Katrina Tuggerson-Alexander to discuss their thoughts on moving from 4 meetings to 6 meetings a year. Jonathan Gray explained the need for more meetings being that a lot is going on every three months and there not being enough time discuss it all with only 4 meetings. Moving to 6 meetings with 4 being mandatory and the additional 2 would be optional but necessary for the board to have discussion outside of a formal meeting without violating the Sunshine Laws. Katrina Tuggerson-Alexander mentioned Christina Paredes comments that we have a big challenge to keep everyone employed. Katrina explained she's passionate about helping people with employment and being on this board. CSCR is a great team that starts with leadership and we have a great leader Beth Kirkland. Katrina stated we have a hurting community and we need these meetings to keep up and meet the challenge.

IX. Career Seeker Testimonial:

Shenetta Chess gave a career seeker testimonial as an Executive Center career seeker. She began working with the EC in April working in the food service industry with a Bachelor's Degree in her background. Shenetta attended ConnectionsCR obtaining employment with Capital City Bank as a Traveling Associate.

X. Remarks:

Chair Kirkland gave remarks on the Annual Meeting presentations and attendees. Chair Kirkland discussed the updated General Policy included in the meeting packet for review and acknowledgement. Asking Board Members to sign Acknowledgement and deliver to board staff, Charlotte Brown, upon exiting.

XI. Board Appreciations & Acknowledgements:

Beth and Jim presented Sandra Bucklew with a gift in appreciation of her years of service as Board Member and Treasurer. Beth and Jim also recognized Pamela Gay, Brandon Wienke and Ellen Piekalkiewicz, who have rolled off the board but who were not in attendance.

Jim presented Patrick Hutto with a special gift in appreciation of his nine years of services as Officer and invaluable Board Member.

Adjourn: Chair Kirkland adjourned the meeting at 1:14 PM.

Scott Watson, Vice Chair

Kevin Vaughn, Secretary

Secretary Report – Review of the Year for the Annual Board Meeting

Program Year 2017 to 2018 was a very busy year for the Board. The accomplishments for the year are as follows:

National – Katrina Tuggerson -Alexander and Jonathan Gray led the team with Jim and Kara to Washington DC for the annual National Association of Workforce Boards Forum in March. The NAWB Forum is a gathering of leaders from the 550 workforce boards throughout the nation. Also, the team went to the hill and visited with Congressman Dunn and Lawson labor aides, and with Senators Rubio and Nelson's labor aides. Our message was clear, continued investment in the workforce will secure our economic future.

Regional – The Board is now part of the Florida Georgia Workforce Alliance that encompasses six workforce boards' local areas. We have three in Georgia and three in Florida. There is a precedent for this type of cooperation across state lines when the labor shed encompasses a region. The Board has hired EDSI to produce a report next year on our sectors as a local area and region, and thru analysis, identify the training opportunities across the region.

State Wide – Staff and some board members attended the CareerSource Florida meetings and the CareerSource Day at the Capitol. CareerSource Florida and the Department of Economic Opportunity continue to be valued partners to improve the workforce system in Florida.

In December, DEO came to the Board meeting and reported to the Board on the performance measures achieved by CareerSource Capital Region. We rated high in the state on some measures.

Local – In June of last year, the Board elected the current officers to a two-year term.

In November the Board held its first annual Talent Innovation summit with Dr. Ed Gordon Ph.D. as the keynote speaker. Via Skype, we also heard from Ron Painter, President, and CEO of the National Association of Workforce Boards (NAWB). We held breakout sessions where key topics were discussed and facilitated by local leaders. We successfully raised over \$20,000 in sponsorships. The Board is planning this year's event. Board Member Shelly Bell is chairing, and Katrina Alexander, Jonathan Grey, and Beth Kirkland are helping to lead the staff as we plan this year's event.

Our Integrated Service Delivery Model is in its second year, and we continue to work with our provider, Dynamic Workforce Solutions, and adjust as we go along.

The Board Governance Committee, Strategic Policy and Planning Committee, Audit Committee, Finance Committee, and Nominating Committees are functioning and performing the work of the Board. The Partners Council and the Career Pathways Councils are also doing a great job in reaching out to the community with partners to develop and produce results for our system.

The Board started using Director Point software to coordinate and share important documents like minutes, reports and needed information. We are looking to switch providers next year with an enhanced product that can do more and is easier to use.

We had a grand opening in Wakulla at our new office on Crawfordville Road on December on the 19th. Local media covered the event, and the Chamber has the picture of the ribbon cutting on their website.

We held a new member orientation in November and June. It is important for our members to learn about how the funds they approve each year are utilized. We are a Sunshine Law limited Board, and therefore there are limitations like blind copying Board members because you cannot email each other under this statute and discuss workforce items.

Finally, in May the Board retreat featured Ed Morrison from Purdue University Agile Strategy Labs who led us in the Strategic Doing model to prioritize actions the Board needs to take. The Board will find a summary report of the seven table teams and goals that Jim McShane produced in your packet.

This has been a year of building and reaching out to the community partners and looking for ways to leverage resources in a strategic way.