

Quarterly Board Meeting
March 8, 2018
12:00 p.m.

Present: Beth Kirkland, Don Alveshere, Shelly Bell, Regina Browning, Brad Coburn, Pamela Gay, Allison Gill, Jonathan Gray, Holly Henderson, Patrick Hutto, Rebecca Kelly-Manders (conference call), Maria Mead, Cristina Paredes, Melissa Rudd, John Shuff, Katrina Tuggerson-Alexander, Kevin Vaughn (conference call). **Absent:** Sandra Bucklew, Mauricio Endara, Jim Murdaugh, Jeanna Olson, Nina Singleton Self, Scott Watson. **Guest:** Chrishona Austin, Commissioner Nick Maddox, Richard Powell. **Staff:** Charlotte Brown, Ruthann Campbell, Caitlin Carrin, Jujuana Howard, Jim McShane, Kara Palmer Smith, Billy Reddick, Dee Robinson, Matt Salera, Trish Yahn.

Recording: Caitlin Carrin

I. Welcome and Introduction of New Board Members:

Chair Beth Kirkland welcomed everyone to the third quarterly Board meeting of the program year and called the meeting to order at 12:01 PM. She explained that the public is allowed to participate; however, public comment is held to a three (3) minute limit. Beth began the meeting by welcoming two new Board members to the CSCR Board of Directors. First, Shelly Bell who is replacing Regina Browning as our Board member representing Leon County Schools. Beth thanked Regina for her service on our Board, and said that we look forward to her continued engagement on our committees. Beth gave the Board some background on Shelly Bell. Shelly has worked in public education in Leon County for the past 17 years. In 1999 she earned her Bachelor's Degree in English Education from FSU and in 2002 earned her Master's Degree in Educational Leadership. Shelly started her teaching career in 1999 at Belle Vue Middle School. In 2003 she entered School Administration as an Assistant Principal at Wesson Elementary School. In 2007 she was named the Principal at the Academy of Academics and Technology and in 2008 the Principal at Cobb Middle School. After four years at Cobb, in 2012 she was named the Principal at Godby High School. After five successful years at Godby, Shelly was asked to move to the district administration as the Director of Career, Technical, and Adult Education. During her time in education, Shelly has held strong to the belief that schools must provide students options for career and college readiness. She was instrumental in building the engineering, aviation, and most recently, certified nursing assistant, career programs at Godby High School. She is passionate about helping all students acquire the challenging academic, technical, and employability skills they need to succeed in postsecondary education and high-demand careers. Chair Kirkland led the group in welcoming Shelly.

Next, Chair Kirkland welcomed Don Alveshere. Don is replacing Allison Gill as our Board member representing Vocational Rehabilitation. Beth thanked Allison for her service on our Board and wished her all of the best on her future endeavors. Chair Kirkland and CEO Jim McShane presented the outgoing Board members with trophies to thank them for their Board service. She then gave the Board some background on Don Alveshere. He is the new Area 1 Director for the Florida Division of Vocational Rehabilitation covering the panhandle. Don has over 12 years of experience in Vocational Rehabilitation, 9 of which were within the public VR system. Don's passion for VR is due to the power it has to help people with disabilities to achieve their highest level of economic and social independence. Most recently, Don worked as a product manager for a company that creates case management systems for VR agencies. One of the key aspects of this work was identifying ways to help the system capture all needed aspects relating to WIOA changes. Don's public VR experience has been varied and has allowed him to have a broad sense of ways to effectively lead VR teams. Don began his public VR work with the Washington Division of Vocational Rehabilitation as a member of the Planning and Evaluation team. Following this, Don, became the Assistant Director for Customer Services at the Washington Department of Services for the Blind. Don then moved to Idaho to become the Administrator for the Idaho Division of

Vocational Rehabilitation. In all of these roles, Don was able to improve partnerships and activities that led to increases in quantity and quality of Vocational Rehabilitation outcomes. Don received his Master's in Public Administration from Seattle University and his Bachelor's in Education from Auburn University. Chair Kirkland led the group in welcoming Don Alvashere to the Board.

II. Action Item I: December 5, 2017 Meeting Minutes Approval:

Chair Kirkland asked if anyone had any questions or comments about the December 5, 2017 meeting minutes. There were no questions from the Board or the public. **Motion:** Chair will entertain a motion to approve the minutes; Jonathan Gray motion; Patrick Hutto, second. All in favor. **Action Item I approved.**

III. Action Item II: Consent Agenda:

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 Annual Employee 401K Distributions put forth by the Finance Committee and the RFP for a consultant for the Florida Georgia Workforce Alliance put forth by the Executive Committee. 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 the consent agenda; Allison Gill motion; Cristina Paredes, second. All in favor. **Action Item II approved.**

IV. Audit Committee:

Chair Kirkland invited CFO Matt Salera to share the Audit Committee items with the Board members present. Matt Salera stated that there are two action items brought forth from the Audit Committee. He introduced Richard Powell, of Powell & Jones, to present both action items: the Audit Report and the Form 990.

a. Action Item III: 2016-17 Audit Report:

Richard Powell instructed the Board members present to turn to the Independent Auditors' Report in the packet provided. He stated that the audit was conducted in accordance with the Government Auditing Standards, and that in their opinion, the financial statements present fairly, in all material aspects, the respective financial position of the governmental activities and the major fund of Big Bend Jobs and Education Council, Inc., d/b/a CareerSource Capital Region. In other words, they have given an unqualified opinion – the highest level of assurance.

R. Powell asked the board members to turn to the Governmental Fund Balance Sheet. CSCR has the following assets on the balance sheet: Cash and cash equivalents of \$305,437, Grant, contract, and other receivables of \$545,199, and Prepaid items of \$3,500, for a total of \$854,136. CSCR has the following liabilities: Accounts payable and accrued expenses of \$387,630, and Unearned revenue and due to grantor of \$156,332, for a total of \$543,962. CSCR has the following Fund Balance (cash reserves): Nonspendable of \$3,500, Assigned for compensated absence liability of \$54,414, and Unassigned (the Board of Directors' unrestricted cash reserves) of \$252,260, for a total of \$310,174 which is equal to three (3) weeks of expenditures. R. Powell then drew the committee's attention to the following page – the Statement of Revenues, Expenditures, and Changes in Fund Balance. CSCR had total revenues of \$5,828,487 for the fiscal year ended June 30, 2017, and total expenditures of \$5,802,252. The excess revenue over expenditures, or net change in fund balance, was \$26,235.

Next, Richard Powell gave his explanation of the Notes to Financial Statements. He stated that the majority of the notes are required disclosures about the organization's accounting policies, however, he did highlight a few sections. \$17,259 of depreciation expense was allocated to the training program during the year and net Capital Assets of \$42,452 at the end of the year. He clarified that this indicates that the capital assets are old, and are 97% depreciated. R. Powell said that CSCR has entered into copier lease agreements, expiring

in March 2020, and building leases, expiring in October 2027. For the year, rental expense totaled \$569,660, net of subleases of \$10,380. The remainder of the payments over the terms of the leases totals \$3,663,382. On the following page, R. Powell noted that CSCR has only one line item under Long-term Debt – Compensated Absences. There was an increase to this account of \$11,308 over the year, with a balance on June 30, 2017 of \$54,414.

The next section of the audit report is the Schedule of Expenditures of Federal Awards for the Fiscal Year Ended June 30, 2017. Each Federal Grantor/Pass-Through Grantor is listed with each Program Title, along with the Expenditures for each fund and the Pass-Through to Subrecipients. The total Expenditures for all funds for the year totaled \$5,782,568 and the total Pass-Through to Subrecipients was \$2,578,449.

R. Powell then explained the sections of the audit report on internal control and compliance. In the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*, there were no questioned costs and no findings. In the Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with the Uniform Guidance, there were no questioned costs and no findings.

Finally, Richard Powell drew the group's attention to the last section of the audit report – the Schedule of Findings and Questioned Costs. He explained that this is a summary of the auditor's results. He reiterated that the type of auditor's report issued on the financial statements is unmodified, there were zero (0) findings, and it was a successful audit. R. Powell complimented Matt Salera on his performance for the year as CFO, stating that it was a very successful year overall – CareerSource Capital Region operated within its budget, and is in a slightly stronger position financially at the end of the year.

Chair Kirkland asked if anyone had any questions. There were none. **Motion:** Chair will entertain a motion to approve the audit report; Pamela Gay motion; John Shuff, second. All in favor. **Action Item III approved.**

b. Action Item IV: 2016 IRS Form 990:

Richard Powell stated that the IRS Form 990 was prepared by Powell & Jones, Certified Public Accountants, at the conclusion of the audit. He said that the form is a direct reflection of the audited financial statements. After it was prepared by the audit firm, the Form 990 was reviewed by Matt. There were no issues or red flags on the form.

Chair Kirkland asked if anyone had any questions. There were none. Chair Kirkland commented that the Form 990 is a handy document for Board members to keep close by, in case they are ever asked questions about the organization. CEO Jim McShane congratulated Matt Salera on doing such a great job and having 17 years of clean audits with the organization. **Motion:** Chair will entertain a motion to approve the IRS Form 990; Kevin Vaughn motion; Jonathan Gray, second. All in favor. **Action Item IV approved.**

V. Career Seeker Testimonial – Chrishona Austin:

Chair Beth Kirkland welcomed Chrishona Austin to share her experience with CareerSource Capital Region with the Board members present. Chrishona introduced herself and explained that she would be sharing how the solutions provided by CareerSource Capital Region have made a profound impact on her life. She said that she was referred to the career center by a friend, and that the first time she walked in, the staff were very helpful, knowledgeable, and friendly. Later, Chrishona saw on Facebook that CSCR was having a job fair. She attended the job fair, and had the opportunity to speak with many different employers, as well as Dynamic Futures staff, including Billy Reddick. They told her about the Dynamic Futures program and how she could benefit from it. Billy Reddick immediately scheduled an appointment with Chrishona to fill out the necessary paperwork. After being approved for the program, she was assigned to a Dynamic Futures Specialist and started the five week

program. She learned many things from the workshops she attended, and also completed the Strengths Finder assessment. She received a certificate in Microsoft Digital Literacy. Chrishona said that all of the things she learned helped her to prepare for her future career. Then, Chrishona was assigned to a Work Experience site at Gadsden Technical Institute, where she was a full-time front desk receptionist. When this job came to an end, she discussed her next steps with Billy, and decided it was time to start classes to obtain her high school diploma. Chrishona exclaimed that this was the best thing she could have ever done. She started class full time in November of 2016 and she remembers Billy telling her that he wanted her to have her diploma before he left for vacation in December. Chrishona explained how much it meant to her that Billy believed in her and knew she could do it, even when she didn't think she could. She said proudly that on December 15, 2016 she finished all of the requirements and was considered a graduate. She had the honor of walking as a graduate of the Dynamic Futures program in May 2017.

After graduation, she was introduced to her final Dynamic Futures Specialist, Khari Harrison, who became her "Dad" in the workplace. On February 1, 2017 Chrishona started her next assignment with Work Experience at the Gadsden County Career Center, as a part-time greeter. At the end of the assignment, Dynamic Workforce Solutions had an open part-time greeter position. Chrishona applied for the position, interviewed, and was offered the permanent position. She worked in this position until September 20, 2017, when she transferred to a full-time position through Kelly Services at CareerSource Capital Region (DEO) in the Workforce Services Center. Chrishona was proud to say that she is now a bona-fide state employee as an Employment Security Representative. She said that she couldn't have done it without the support of her supervisors and the staff she has the pleasure of working with, past and present. Career Center Manager, Debra Dixon makes sure she is always on track and consistently reassures her that she is proud of the work Chrishona is doing. She mentioned many other CSCR staff who have helped her along the way, saying that they helped her beyond measure, and made sure that she would be a great asset to the company. With all of the trainings, orientations, and workshops she attended, she realized that she wanted to get her college degree and major in Business Information Systems. She is now a full-time student at Ashford University, working on obtaining her Bachelor's degree. Chrishona concluded by thanking the Board for inviting her to share her story, and said that the decisions the Board makes truly make a difference in peoples' lives; CareerSource Capital Region has certainly made a difference in her life. Chair Beth Kirkland thanked Chrishona for sharing her powerful story and commended her on her "stick-to-it-ness". Pamela Gay commented that this is such a great story and we should feature Chrishona's story on our website.

VI. Featured Partner Council Member – Vocational Rehabilitation:

Chair Beth Kirkland invited Federal Partner and Career Center Partners Council member, Allison Gill, to give a presentation to the Board about Vocational Rehabilitation. Allison is the VR Area 1 Supervisor, under the Florida Department of Education, and Area 1 covers 21 counties, including Leon, Gadsden, and Wakulla. The Vocational Rehabilitation Program (VR) is Florida's employment agency for people with disabilities. They help people with disabilities find and maintain employment, and enhance their independence. Allison commented that VR and CSCR are very similar in the services that they provide, and her hope is that we can work more closely together. VR's funding is a Federal-State Partnership, with the federal grant contributing approximately 80% and state matching approximately 20%, with about \$154 million in funding each year. She then showed a map of the state of Florida, with 7 service areas, 90+ service sites, and 12 co-located with CareerSource Centers. She said that the program is nationwide, and there is a VR program in every state, though some go by a different name. Allison updated the Board on the number of participating VR customers in Region 5 since July 1, 2017: 1,283 in Leon County, 205 in Gadsden County, and 163 in Wakulla County. She said that their major focus currently is on engaging high school students in the VR program. The traditional VR process is as follows: 1) they are referred or walk in and schedule an orientation; 2) they submit an application; 3) an eligibility determination is made within 60 days (eligibility is based on: 1. Do they have a disability or impediment? 2. Do they require VR services? 3. Do they have an impediment to employment?); 4) their individual plan is developed, including determining their vocational goal and what services they require; 5) the services are provided; 6) they find employment; and 7)

successful closure. Allison explained that when VR looks at impediments to employment, they look at impediments that affect the following areas: self-direction, mobility, self-care, communication, work skills, interpersonal skills, and work tolerance.

The next thing Allison discussed in her presentation was the order of selection, which is required when the state VR agency is unable to provide rehabilitation services to all eligible individuals who apply for services. This establishes the order to be followed in selecting eligible individuals to be served by VR. Category 1 is “most significant disabilities” which is three or more severe functional limitations and requires three or more primary services for at least 12 months – this category is open with no wait for service. Category 2 is “significant disabilities” which is one or two functional limitations and requires two or more services for at least 6 months (or they are receiving SSDI or SSI) – this category is open with no wait for service. Category 3 is “all other disabilities” which is no serious functional limitation or does not require multiple services and services are expected to last less than 6 months – this category is closed and maintains a steady 3-month waiting list. Allison Gill then gave some examples of services that VR provides, including: training (certificate programs, on-the-job training, two and four year degree programs, and GED), assistive technology services or devices (specialized computers, ubi-duo, Dragon software, etc.), personal assistance services, transportation (bus passes, mileage, car repairs, etc.), job placement, supported employment (for the most significant disabilities that require one-on-one job coaching and extended services), home and vehicle modifications (Rehabilitation Engineer will be involved), and other goods and services (including work uniforms, training materials, etc.). Finally, Allison gave a description of the pre-employment transition services, targeted to students, that VR provides, including: Job Exploration Counseling – which includes skills, abilities, aptitudes, interest assessments, and postsecondary options; Work Readiness Training – which is a 20 hour course that focuses on employability and work-readiness skills; Self-Advocacy Training – which teaches how to speak up for oneself and make decisions about one’s own life to become more independent; Postsecondary Educational Counseling – provides an awareness of education and training options for career pathways; and, Work-Based Learning Experiences – which include hands-on training for employability skills. Allison Gill concluded her presentation by encouraging the Board members to visit VR’s website: www.rehabworks.org.

VII. Strategic Policy & Planning Committee:

Chair Kirkland asked Jonathan Gray, Chair of the Strategic Policy & Planning Committee, and Dee Robinson, ROPC Manager at CareerSource Capital Region, to share this agenda item with the Board members present.

a. Action Item V: Approval of WIOA 2 Year Plan Modification

Dee Robinson began by saying that she hoped everyone had a chance to review the plan modification – a lot of work was put in to it, and she advised everyone to read it, if they have not yet done so, to see how we are operating as a Local Workforce Development Board (LWDB). With the enactment of WIOA, LWDBs were required to create a 4 year strategic plan, and also to review that plan and the halfway mark, which is why we are doing a 2 year plan modification. Dee said that in order to ensure that we are aligned with our current processes, as well as our partners’ processes, and to ensure that we are positioning the region to be responsive to the current economic conditions of the community, we must review all elements of the plan. She said that CSCR came together to review the plan and to make sure that what we say we are doing in the plan, is what we are doing in actuality. Dee stated that we took in to account Labor Market Information (LMI), and changes in the community as far as demand is concerned. The review panel also consisted of staff on the service provider side, as well as the Board of Directors. We were then required to post the plan modification for public comment for a period of 30 days. That 30-day period ended on March 4th, and no public comments were received. Dee said that now that the plan is considered a final draft, we bring it before the Board and our designated elected officials for approval. The document must be submitted to CareerSource Florida by March 29, so today the recommended action by the Board is to approve the plan modification in its draft form.

Jonathan Gray commented that Dee Robinson and her team did an excellent job going through every detail of the plan, taking out things that we didn't need, and making sure that everything we are doing is included. He said that he is sure that every member of the Board has not read the entire 106 page document, but he encouraged them to trust Dee and her team that they have been diligent and that their recommendations are in the best interest of the Board. Jonathan said that he is confident that we are submitting a great document to CareerSource Florida. He commended Dee on a job well done.

Chair Kirkland asked if anyone had any questions about the WIOA 2 Year Plan Modification. There were none. **Motion:** Chair will entertain a motion to approve the WIOA 2 Year Plan Modification in its current form; Cristina Paredes motion; Jonathan Gray, second. All in favor. **Action Item V approved.** Chair Kirkland invited Commissioner Nick Maddox to sign the document. The document was signed and pictures were taken to commemorate the moment.

VIII. Governance Committee

Chair Beth Kirkland invited Holly Henderson, Chair of the Governance Committee, and Jim McShane, CEO, to share this agenda item with the Board members present.

a. Action Item VI: Approval of Bylaws Revision:

Holly Henderson expressed her gratitude to the members of the Governance Committee for taking the time to get together and go through these documents. She said that the process may not be the most dynamic or exciting thing to do, but that it keeps us vibrant as an organization. It is important to make sure that what we say we are doing and what we are doing in actuality are aligned. Holly then turned the discussion over to Jim McShane.

Jim McShane said that most of the changes were changes we had to make to update our language with the new system under WIOA. He said that it is important that what is stated in the bylaws is an accurate reflection of what we do as a Board of Directors. Jim notified the group that after the bylaws revision was approved by the committee, we found a minor change that we needed to make. The bylaws mistakenly listed the Career Partners Council as a committee, when it is actually a council. The Chairs of our councils are not required to be a board member, and they are not a member of the Executive Committee. They only need to be present at committee and Board meetings when they have business from their council on the agenda. Jim stated that the bylaws revision that is coming before the Board for a vote today reflects that change. Discussion ensued about the other CSCR council, the Career Pathways Council. Jim said that as a long-time nonprofit Board member on multiple boards throughout his life, he knows that the bylaws are a very important document and should be reviewed every two to three years, to ensure that they are an accurate reflection of the Board's intentions. He encouraged everyone to read the updated bylaws if they have not yet done so.

Chair Kirkland asked if anyone had any questions about the bylaws revision. There were none. **Motion:** Chair will entertain a motion to approve the revision to the bylaws; Pamela Gay motion; John Shuff, second. All in favor. **Action Item VI approved.**

IX. Blue Ribbon Nominating Committee

Chair Kirkland reminded the Board members present that it is important to develop a pipeline of potential Board members, so that when Board members resign or roll off in June, we are ready to go with replacements. She invited Patrick Hutto, Chair of the Nominating Committee, to share with the Board our strategy to do that. Patrick began his discussion by taking a poll of the Board members present about how many times within the last quarter they have each engaged with CareerSource Capital Region related to the Board or committees. He explained that the staff at CSCR are doing the heavy lifting within the organization, but that what they are looking for from each Board member is visionary guidance and direction moving forward. Patrick emphasized

that this Board is only as good as the people who are on it. He reminded everyone that his time on the Board will be coming to an end in June, and said that he has one final goal that he would like to see happen: to ensure that the Nominating Committee is well situated and on a positive path moving forward to be able to fill the “bull pen” with people who are waiting in the wings to step in to a Board seat when the time comes. Patrick said that the commitment required is minimal – one Board meeting per quarter and one committee meeting per quarter. He reminded the group about the Blue Ribbon Nominating Committee process by Blue Avocado, and asked each Board member to please put forth one name of someone who could serve on this committee. Beth Kirkland added that what we are looking for is one person from each Board member’s sphere of influence who can commit to spending an hour and a half brainstorming with us about people they know in the community who would be a good fit for our Board of Directors and committees. She reiterated that we are not asking this person to join our Board, but rather we are asking them for recommendations of people who would make great Board members for our organization.

X. Chief Executive Officer Report

Chair Kirkland invited CEO Jim McShane to share his report with the Board members present. Jim explained that he provided a written report in the meeting packet. He asked if anyone had any questions about his report. Cristina Paredes asked if the funding we received in February was for two years or one year. Jim replied that all of our grants are two-year grants. In this particular grant, the state receives the funding from the Department of Labor and the state has three years to spend it, but we have two years to spend it. He commented that CFO Matt Salera is always juggling all of the different grants and the timelines for each grant and making sure that we are spending our oldest money first. We carry over around \$400,000 - \$500,000 each year so that we can continue to operate and fulfill our obligations. Matt Salera clarified that most of our grants are two year grants, however Welfare Transition, SNAP, Veterans, and Wagner Peyser, which make up about one third of our funding, are one-year grants. Cristina Paredes asked if we have any state funding in the budget this year. Jim McShane replied that we do not have any state funding at this point, but that he hopes to someday have the state invest in our system. This would enable us to go after other federal grants and foundational grants, because most require at least a 1:1 match, and you can’t match federal grants with other federal grants.

Commissioner Nick Maddox asked Jim to give an update on the situation with CareerSource in Tampa Bay and Pinellas County. He asked if CareerSource Capital Region would be susceptible to any risk associated with what happened there. Jim McShane replied that no, we are not, because we were not doing what appears to be what was being done in Pinellas in order to receive credit for placements. We do not operate the way that Ed Peachey was operating his LWDBs. Jim said that there will likely be some policy changes needed at DEO in order for this to be squared away. He said that we are currently waiting to receive the results of the investigation so that we can have a better understanding of what happened. There is a core committee of about 5 of Jim’s peers who are currently working with the Governor, DEO, and CareerSource Florida to make any suggested adjustments in policy if need be. Jim said that Ed Peachey (his LWDBs) passed all of their audits and all of their monitoring over the years, so the question becomes what wasn’t being looked at properly? Jim stated that he has some skepticism about how the situation was portrayed in the media – there may have been services rendered to the organizations in question (pre-screening candidates, background checks, etc.), that the career seeker may not have been aware of. He said that he is thankful that the Governor has not overreacted and punished the other LWDBs because of one person, but we need to look at our processes to make sure that we are all doing the same thing with regard to what is counted as a placement.

With no other questions, Jim McShane concluded his Chief Executive Officer Report.

XI. Senior Director Report

Chair Beth Kirkland invited Senior Director, Kara Palmer Smith, to share her report with the Board members present. Kara began her report with a departmental update. The Business & Employers Solutions department, led by Trish Yahn, has been working very hard to engage businesses in Leon, Gadsden, and Wakulla. The BES

team provided over 3300 solutions to employers, including 801 job postings, during the months of December – February. In the Recruitment & Events department, Jennifer Krambeck and Natalie Silver coordinated 12 events, including hiring fairs, professional development trainings, and others. Kara said that we held a recruitment event in December for Liberty Tax Services; 12 applicants were interviewed, 10 of which were offered positions. We also held a recruitment event in February for Bond Community Health Center; 37 applicants were interviewed and 4 offers have been extended thus far. Kara said that we held a recruitment event for Brad Coburn at Capital Regional Medical Center, and she will report on the results of that event at the next meeting. We partnered with the Wakulla Chamber to hold a hiring event in Wakulla, which Kara said went very well; 44 career seekers and 16 employers were in attendance, several of the candidates received interviews and we are waiting for the follow up information on that. There was participation on the part of several Board members' organizations at the ConnectionsCR event in January, including Capital City Bank. One career seeker from this event interviewed with Capital City Bank yesterday and was offered a position today! Kara reminded everyone that the Medical & Health Care Hiring Fair is scheduled for April 12th and encouraged them to participate. Power Hour on March 22nd has reached capacity, with the topic of Employment Law Updates. Linda Barineau has been named the new Chair of the Business Partnership Advisory Council (BPAC).

Next, Kara Palmer Smith gave an update on the Executive Center for the months of December – February. Jujuana Howard is our new Executive Center Career Consultant, along with Mary McElroy; together they assisted with a total of 42 placements. They are also working on a Mock Interview Clinic, so they may be reaching out to Board members for assistance with that. Kara said they are also working on a new resource for career seekers to help them utilize Twitter in their job search. The STEM Ready Department has enrolled a total of 35 new career seekers, placed 6 individuals in internships, and placed 26 in permanent employment, since July 1. The Pathways to Employment Workshop series wrapped up last week with the STEM Ready Reverse Hiring Fair. After 6 weeks of preparation, 6 career seekers participated, and 30 employers attended this event.

Kara Palmer Smith then announced a new initiative called, LEAD: Leaders Evolve And Develop. She explained that LEAD is a day and a half fee-for-service offering offering to employers to provide leadership skills to their up and coming, new, or existing supervisors and managers. Kara said that there is a need for a training like this – it fills a gap for employers in our community. LEAD provides another option to the “canned” leadership development trainings that are currently being offered and it is cost effective. Kara explained that the curriculum will be developed by a subject matter expert with at least five years of experience in leadership development, and the hope is that this person will also serve as facilitator for the trainings. K. Palmer Smith said that the goal is to offer up to two training sessions per year, depending on the need. The program will be piloted with CSCR staff prior to being offered to local employers. The target launch date is Fall 2018, and 15-20 attendees would be ideal for each session. The training topics include: Coaching & Counseling, Communication Effectively, Influence & Negotiation, and Change Management. The anticipated cost is \$299 per participant, which would include lunch on day one and a light continental breakfast on day 2. There would be an additional cost for an optional leadership assessment at the culmination of the training. Kara Palmer Smith finished her presentation with a call to action: for each board member to send at least two leaders within their organization to the Fall 2018 training.

Adjourn: Chair Kirkland asked if anyone had any further questions. **Motion:** Chair will entertain a motion to adjourn the meeting; Patrick Hutto motion; Jonathan Gray, second. All in favor. **Meeting adjourned at 1:29 p.m.**