

# Minutes



## Board of Directors Meeting

9/23/2021

12:00 p.m.

**Attendees:** Scott Watson, Amber Tynan, Patrick Hutto, Christina Parades, Holly Henderson, Maria Mead, Mandy Bianchi, Kevin Vaughn, Amy Geiger, Mike Temple, Martina McDowell, Shelly Bell, Monique Gustafson, Beth Cicchetti, Tom Eisel, Erin Gillespie, Nina Self, Terrance Watts, and Christy St. Jean.

**Absent:** Stephen Cooper-Butler, Renisha Gibbs and Missy Rudd

**Chief Elected Officials Present:** Quincee Messersmith and Kimblin NeSmith

**Staff:** Jim McShane, Matt Selara, Trish Yahn, Dee Robinson, Charlotte Brown, Rachel Oliver, Debra Dixon, Jeanie Booth, Vincent Palmer, Latricia Johnson, Jerry Durbin, Teresa Slade and Heather O'Connor

**Guest Speaker:** Terri Ard - Moore

**Recording:** Patricia McCray

### **I. Welcome and Introduce New Gadsden Co. Commissioner and Board Members – Scott Watson**

Chair Watson thanked everyone for attending the meeting amidst having a busy schedule and also their time. He then welcomed Kimblin NeSmith as the new Gadsden County Commissioner, replacing Eric Hinton. Terrence Watts is a new member of the Florida Department Of Children and Families replacing Jeanna Olson, and lastly, Monique Gustafson is the regional supervisor of the Florida Department of Vocational Rehabilitation who replaced Tawana Gilbert.

### **II. June 9th Meeting Minutes Approval – Action Item I**

Chair Watson directed everyone's attention to the June 9, 2021, Board Meeting minutes. He notified the Board that everyone was given the minutes in their agenda packet.

**Motion:** Chair Watson entertained a motion to approve the minutes. Kevin made the motion, and Martina seconded—all in favor.

Chair Watson then turned the meeting over to Jim.

### **III. Economic Development Council Contracts – Jim McShane – Action Item II**

Jim informed the Board that he was waiting on Terry to make a presentation and talk about the different happenings concerning the Chamber and the Workforce committee. However, Jim stated that the Board's approval is needed for the Economic Development Council Contracts (EDC) with Gadsden and Wakulla Counties.

Jim informed the Board that the Economic Development Council Contracts' purpose has been to provide funding to the three counties annually for economic development. A few years ago, Leon County switched to bring the city and the county together to form the EDC, and no funding was no longer needed for Leon County. Gadsden and Wakulla and Gadsden are the only two counties that CSCR provides funding.

CSCR annually provides Gadsden Co. \$11,500 and Wakulla Co. \$7,000. Each county provides a report to CSCR before they receive the funds. Part of the funding is used for CSCR to be able to get a software program that is

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called Chmura Analytics. It gives CSCR some additional help to return to prospective businesses with workforce information on what's projected and what economic development items are available for their county.

Jim informed the Committee that if one of the Board members serves on the Gadsden County EDC or the Wakulla EDC board, as a Board member, you will have to abstain from this voting on Action Item II.

Chair Watson asked the Committee members who served on an EDC Committee. Kevin Vaughn and Amy Geiger is a member of the Wakulla Co. EDC, and Beth Cicchetti is a consultant for the Gadsden and Wakulla Counties EDC. All three abstained from voting on the EDC contracts.

**MOTION:** Chair Watson entertained a motion to approve the Economic Development Council contracts recognizing the three abstained Board members, Beth Cicchetti, Amy Geiger and Kevin Vaughn. Amber Tynan made the motion, and Maria Mead seconded, all in favor.

### Introduction of Speaker - Jim McShane

Jim introduced Terri Ard, Moore, who is the CSCR guest speaker for today's Board meeting. Terrie is a visionary leader who has the innate ability to identify trends and position Moore for success. She is passionate about growing business, developing employees and cultivating a culture that makes Moore a place where talented people want to stay.

### Keynote Address - Terri Ard - Moore

Terri provided an update to the Board on the work that Tallahassee Chamber of Commerce and TalentHub is doing in the Tallahassee community to assist career seekers in finding employment and employers in finding qualified and dedicated employees.

Jim thanked Terri for providing such vital information to the CSCR Board members.

**Terri** thanked Jim for the kind introduction and expressed her gratitude for being a part of the Board meeting.

### IV. Consent Agenda – Action Item III

Chair Watson outlined the Consent Agenda Action Items. He stated that the Action Items have been discussed already and vetted by the Executive Committee. He then asked if any Board member would like to go through the items, and no one responded.

**Motion:** Chair Watson entertained a motion to approve the items. Kevin made the motion, and Patrick seconded—all in favor.

**A. Finance Committee – Nina Self**

**B. Governance Committee – Holly Henderson**

**C. Strategic Policy and Planning Committee – Cristina Parades**

**D. CSCR Career Center Hours of Operation and Holiday Schedule 2021-22**

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### V. Reports

#### Service Provider Quarterly Report – Rachel Oliver

Rachel asked if everyone was able to review the report then asked the board members if they had any questions, and no one responded.

The chair then asked if there was anything that she would like to highlight that the Board may assist her with. She responded yes, then proceeded to inform the Board that the office hours had changed, resulting from the integration of DEO representatives as part of the center. The new operating hours are 8:00 through to 5:30 Mondays to Thursdays and 8:00 to 3:00 on Friday. But the center is open to the public from 8:30 to 4:30 Monday through Thursday and 8:30 to 4:30 on Friday.

Chair Watson asked if there is any notable increase in the volume of career seekers applying for jobs, and Rachel advised that the increase is seen in those individuals who receive unemployment insurance compensation. This discussion led to the realization that the company needs to do more outreach to find the customers where they are and bring them into the system. As a result, for this quarter, there are plans to have a more aggressive and intentional outreach plan where staff members will be going out into the community throughout the region.

#### BES Senior Director Report – Trish Yahn

Trish mentioned that her report is also in the packet. But there are a few things that she would like to highlight. For the program year that started July 1, they have held nine recruitment events. The company currently has five vacant positions, and one of the five vacant positions is a deliberate effort, and that is the manufacturing sector strategist position. This position has been absorbed by internal staff.

Chair Watson thanked Trish and her team for their consistent efforts and also for being diligent.

#### ROPC Senior Director Report – Dee Robinson

Dee mentioned that her report is also in the packet. But she would like to highlight a few areas, specifically the performance. The report in the packet reflects the performance for the program year 2020-2021. The company exceeded nine measures in that program year and met four, but five were not met.

Chair Watson thanked Dee and her team for their consistent efforts and also for being diligent.

#### Chief Executive Officer Report – Jim McShane

Jim told the Board that the CEO report is also in the agenda packet they received, and the last couple of weeks, the great resignation took place, and many individuals are feeling the effects, and it calls for concern. Jim then asked Christina to share some data with the Board.

Christina stated there were 178 unemployment claims in July, which is the lowest number dating back to 2010. The total across the state is 11,191 claims, which is less than the 11,000 claimed in 2020.

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Jim continued to discuss the Demographic Drought report findings that speak to the great resignation and the loss of workers applying for jobs.

### **VI. Secretary's Report – Holly Henderson**

Holly stated that the Secretary's Report is also included in the agenda packet. She provided a couple of highlights in the report.

**VII. Introduction of Speaker - Jim McShane – *Moved to earlier in the meeting agenda.***

**VIII. Keynote Address - Terri Ard – Moore – *Moved to earlier in the meeting agenda.***

### **IX. Strategic Discussion - Jim McShane**

The chair turned this section over to Jim, who stated that he had an RFQ for a facilitator for the Board Retreat in January 2022 sent out. One response has been received thus far, and he hopes to get three or four more. Once he receives all of the proposals, he'll send a rating jot form for the Board to rate the companies that submitted a proposal to select the facilitator for the Board Retreat.

### **X. Board Chair Remarks - Scott Watson**

The chair asked to report that the Executive Committee and the Personnel Committee met and agreed to extend Jim's employment agreement by a year which was done verbally. Jim agreed to the employment agreement. The chair expressed his gratitude to Jim for the fantastic work that he continues to do.

### **XI. Adjourn - Scott Watson**

Chair Watson then entertained a motion to adjourn.

**Motion:** Kevin moved to adjourn the meeting, and Nina seconded. Chair Watson thanked everyone for their attendance and participation.