



Board of Directors Meeting Minutes

9/22/2022

12:00 pm

Board Members: Scott Watson, Patrick Hutto, Terrence Watts, Martin McDowell, Cindy Lavoie, Kim Gay, Shelly Bell, Princess Ousley, Keith Bowers, Kevin Vaughn, Christina Chancey, Maria Mead, Erin Gillespie, Beth Cicchetti, Louis Dilbert, Stephen Copper-Butler,

Members Absent: Nina Self, Amber Tynan, Mandy Bianchi, Melissa Logan, Mike Temple, and Theresa St. Jean

Elected Officials: Commissioner Kimblin NeSmith

Staff: Jim McShane, Matt Salera, Charlotte Brown, Trish Yahn, Trevor Stout, and John Hershey

Recording: Patricia McCray

I. Welcome – Scott Watson

Chair Watson thanked everyone for taking time out of their busy schedule to attend the meeting. He then stated that other executive committee members would join further in the meeting, but until then, he will commence the meeting. He called the meeting to order at 12:03pm on September 22, 2022.

II. Meeting Minutes Approval – Action Item I June 23, 2022, Meeting Minutes

Motion: Chair Watson entertained a motion to approve Action Item I – June 23, 2022 Meeting minutes.

Kevin motioned to approve, and Terrence seconded – all in favor.

III. Consent Agenda – Action Item II

Chair Watson mentioned that the consent agenda's line items had been discussed at the relevant meetings. However, if anyone wants to go through any of these items again, he is open to doing so.

Motion: Chair Watson entertained a motion to approve Action Item II – Consent Agenda items. Kevin motioned to approve, and Terrence seconded – all in favor.

IV. Economic Development Council Contracts – McShane

- **Gadsden County EDC – Action Item III**
- **Wakulla County EDC – Action Item IV**

Jim informed the Board that the Economic Development Council Contracts' purpose has been to fund the three counties annually for economic development. 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 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 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, a member of the Wakulla Co. EDC, and Beth Cicchetti, a consultant for the Gadsden and Wakulla Counties EDC. Beth and Kevin abstained from voting on the Gadsden and Wakulla Counties EDC contracts.

Motion: Chair Watson entertained a motion to approve Gadsden County EDC Action Item III. Patrick motioned to approve, and Maria seconded – all in favor.

Motion: Chair Watson entertained a motion to approve Wakulla County EDC Action Item IV. Patrick motioned to approve, and Martina seconded – all in favor.

V. United Way Inservice Day Closure – Jim McShane – Action Item V

Jim said he would like an In-Service day for the entire day and close the Career Centers on that day. He has chosen December 9th as the Inservice Day for the staff. The goal is to conduct in-service training with the new service provider C2 Global Professional Services, and CSCR Board staff. It also gives us time to look at our United Way effort and celebrate our United Way effort. Jim will also provide the annual report to all of the staff. Jim asked the Board to permit him to close the three Career Centers on December 9th.

Motion: Chair Watson entertained a motion to approve December 9, 2022, as the In-Service for all CSCR staff. Maria motioned to approve, and Princess seconded – all in favor.

VI. Review of the Roles and Responsibilities of the Board – Jim McShane

Jim provided a copy of the Functions of the Local Board, which is directly from the law. He provided a short overview of what is expected of each board member. All the things that are carried out in workforce research and labor market research are included in our local plan, which we have. And CSCR's role is to convene to broker to leverage employer engagement.

Jim asked if anyone had questions, and Chair Watson asked when the next Board Orientation is. Jim stated it would be in November 2022 and that he's checking on a Board Orientation training that can be done online. He will send the online Board Orientation training to the Board once he reviews it.

VII. Strategic Goals from the Board Retreat – Jim McShane – Action Item VI

The Strategic Directional Recommendation results of the Board Retreat are included in the Board meeting agenda packet. Jim stated it was included so the Board member could review it. Jim stated his suggestion is to make a motion to send this to the Strategic Policy and Planning Committee. They are in charge of the strategic strategies that CSCR uses and that these items are reviewed by them and prioritized. Jim recommended to the Board that the Board Retreat action items be moved to the Strategic Policy and Planning Committee for their next meeting to start to review and decide what's most important for CSCR to get started on and provide feedback with a plan for the Board.

Motion: Chair Watson entertained a motion to approve the Board Retreat Strategic Directional Recommendation results to be provided to the Strategic Policy and Planning Committee for them to provide feedback with a plan of action for the Board. Kevin motioned to approve, and Maria seconded – all in favor.

VIII. Board of Directors Discussion - Local Labor Market – Jim McShane

- **Gadsden, Leon, and Wakulla Counties Score Cards**
- **Link to review Score Cards - <https://www.careersourcecapitalregion.com/about/our-region>**

Jim provided a detailed overview of the Gadsden, Leon and Wakulla Counties Score Cards that were included in the agenda packet.

Note: *A copy of each of the reports listed below was included in the agenda packet.*

- **Chief Executive Officer Report – Jim McShane**
- **Service Provider Report – John Hershey**

- **Senior Director ROPC Report – Tandria Edwards**
- **Senior Director BES Report – Trish Yahn**
- **OSO Report – Trevor Stout**
- **Revenue & Expense Statement 21-22 (Unrestricted)**
- **Revenue & Expense Statements 21-22**

¹After motion and second, and after board member discussion, the public is invited to comment with a 3-minute and 12-minute overall limit.

Next Meeting
December 8, 2022