



## **Board of Directors Meeting Minutes**

12/8/2022

12:00 pm

**Board Members:** Scott Watson, Patrick Hutto, Terrence Watts, Nina Self, Martina McDowell, Cindy Lavoie, Kim Gay, Shelly Bell, Princess Ousley, Keith Bowers, Christina Chancey, Maria Mead, Erin Gillespie, Louis Dilbert,

**Members Absent:** Beth Cicchetti, Kevin Vaughn, Louis Dilbert, Stephen Copper-Butler, Amber Tynan, Mandy Bianchi, Melissa Logan, Mike Temple and Theresa St. Jean

**Elected Officials:** Commissioner Nick Maddox

**Staff:** Jim McShane, Matt Salera, Charlotte Brown, Trish Yahn, Tandria Edwards, John Hershey and Kevin Harrington, Chakib Chehadi, and Shawna Gray

**Recording:** Patricia McCray

### **I. Welcome – Scott Watson**

The meeting started late due to waiting on Board members to attend to have a quorum. Chair Watson thanked everyone for taking time out of their busy schedule to attend the meeting. He then stated that other Board members would join further in the meeting, but until then, he will commence the meeting starting with Jim's presentation. He called the meeting to order at 12:20pm on December 8, 2022. This was the CSCR Board's first Hybrid (in-person and virtually) meeting since COVID.

### **VII. CEO Discussion – Where Will My Workforce Live?**

Jim presented the Demographic Drought: Bridging the Cap in Our Labor Force to the Board members. The presentation was presented at the Greater Tallahassee Chamber of Commerce – Annual Community Conference in August 2022. The presentation contained data that provided an overall review of consumer spending, the percent of Pre-Covid Employment Recovered, Estimated Employees Needed at 3.6 million and a Surplus of 5.9 million job openings. It also stated that Immigration is bouncing back, but it is still a severe deficit. 2 million immigrants are missing from the workforce. The lack of housing in our community is astronomical in which Tallahassee is short 7,340 units for households that earn between zero and 50% of the area's median income. The median income for those jobs is below the county's living wage of \$16.18 an hour. Jim stated there is so much more that needs to be done. He shared this presentation to shed light on the current state of unemployment, the abundance of jobs and the severe lack of affordable housing in Tallahassee, FL.

### **II. Meeting Minutes Approval – Action Item I September 22, 2022, Meeting Minutes**

**Motion:** Chair Watson entertained a motion to approve Action Item I – September 22, 2022, Meeting minutes. Erin motioned to approve, and Martina 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. Patrick motioned to approve, and Nina seconded – all in favor.

**IV. Strategic Policy and Planning Committee – Tandria Edwards – Action Item III**  
○ **WIOA 2-Year Plan Modification Feedback**

Tandria stated that the Board that CSCR must modify the WIOA 2-Year Plan every four years. But DEO had CSCR make modifications, which is why CSCR is modifying the plan. It is very informative, and it lays out the process of responsibilities internally and for the One Stop Operator and the Workforce Service Provider and their responsibilities.

**Motion:** Chair Watson entertained a motion to approve Action Item III, Strategic Policy and Planning Committee. Patrick motioned to approve, and Maria seconded – all in favor.

**V. Inservice Closure Dates for Qe and Q4 – Jim McShane – Action Item IV**

Charlotte stated that the first Inservice Day is December 9, 2022. 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 efforts and celebrate our United Way contributions. 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 9, 2022, the third quarter, March 24, 2023, and the fourth quarter, June 23, 2023. The Board has to approve all closure dates presented by the staff.

**Motion:** Chair Watson entertained a motion to approve December 9, 2022, March 24, 2023, and June 23, 2023, as the In-Service for all CSCR staff. Maria motioned to approve, and Princess seconded – all in favor.

**VI. Board Orientation– January 27, 2023 – 9am-11am – Jim McShane**

Jim stated that the staff is working on updating the Board Orientation presentation. He has reviewed an online Board Orientation training that staff will review and provide further information on setting up the orientation. He stated that all new Board members are required to attend and if possible current Board members would be appreciated if they would attend as a refresher.

**VII. CEO Discussion – Where Will My Workforce Live? – Jim McShane – Action Item VI**

Jim presented this information at the beginning of the meeting as they waited for Board members to attend.

John provided an additional overview of his report, which was also 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**

<sup>1</sup>After the motion and second and Board member discussion, the public is invited to comment with a 3-minute and 12-minute overall limit.

**Next Meeting**  
**March 23, 2023**