



Board of Director Meeting Minutes
March 26, 2020
12:00 pm.

Conference Call: Scott Watson, Beth Cicchetti, Melissa Rudd, Jeanna Olson, Jonathan Gray, Kevin Vaughn, Martina McDowell, Shelly Bell, Tawanna Gilbert, Nina Self, Christina Paredes, Amber Tynan and Rebecca Kelly-Manders.

Absent: Holly Henderson, John Shuff, Renisha Gibbs, Steve Capenos, Maria Mead, Tom Eisel, Mauricio Endara and Patrick Hutto.

Staff/Guests Present: Jim McShane, Kara Palmer-Smith, Matt Salera, Charlotte Brown, Dee Robinson, Patricia McCray, David Harper, McGrew, Paul Dunn and Quincee Messersmith.

Recording: Patricia McCray

I. Welcome and Call to Order:

Chair Scott Watson welcomed everyone and called the meeting to order at 12:05pm. He thanked everyone for taking time out to participate in the board conference call. He encouraged everyone to continue to follow the social distancing and handwashing guidelines as we work through the COVID-19 crisis. Chair Watson welcomed Patricia McCray to the CSCR team. He explained that the public is allowed to participate with comments held to three (3) minute limit and 12 minutes overall.

II. Action Item I: Meeting Minutes Approval - December 12, 2019

Chair Watson asked if anyone had any questions or comments about the December 12, 2019 Board of Directors meeting minutes. There were none.

Motion: Chair Watson entertained a motion to approve the December 12, 2019 minutes. Kevin Vaughn made the motion and Nina Self seconded. All in favor.

Action Item I approved unanimously.

III. Action Item II: Consent Agenda

1. Finance Committee

- a. Budget 19-20 (Unrestricted)
- b. Budget 19-20

2. Strategic Policy & Planning Committee - Jonathan Gray and Dee Robinson

- a. WIOA Four Year Local Plan

Chair Watson stated that consent agenda items has been reviewed by the individual Finance Committee members, the Strategic Policy and Planning Committee, and the Executive Committee. They have been viewed and vetted by members leading up to this meeting. Chair Watson asked Matt if he had anything further to add for the Finance Committee agenda item. Matt replied, nothing to add. Chair Watson asked who is the Chair of the Finance Committee. Nina Self responded she is the Chair. Chair Watson asked Nina if she had anything further to add to the Consent agenda item. Nina replied, nothing at this time. He thanked Nina and the Finance Committee for their excellent work.

Chair Watson stated this consent item pertained to the 4-year Plan and asked Jonathan Gray if he had anything to be discussed or addressed. Jonathan replied he did not have any comments to add. Chair Watson asked Dee Robinson if she had any comments to add. Dee responded that she did not.

Motion: Chair Watson entertained a motion to approve the two action items on the consent agenda. Martina McDowell made the motion and Kevin Vaughn seconded. All in favor.

Action Item II approved unanimously.

IV. DEO 2018-2019 Performance Presentation

Chair Watson turned the meeting over to Daniel Harper, Data Quality Manager at the Department of Economic Opportunity to present the 2018-2019 CSCR Performance presentation. Daniel provided an overview of the Workforce Structure and Service Delivery model, Roles and Responsibilities, Program Year 2018 Primary Indicators of performance and the Apprenticeships. Chair Watson thanked Daniel for the presentation. He also thanked Jim and the staff for the great work they do consistently do on a daily basis.

V. Chief Executive Officer Report – Jim McShane

Jim updated the Board on the Request for Proposal (RFP) for the service provider for One Stop Operator. CSCR received well written RFPs from three vendors. A new contract with a potential new vendor would start on July 1, 2020. At this time, changing to a new vendor during the COVID-19 pandemic would not be feasible. Our State unemployment system is already facing challenges handling the high call volume. Soon, we will have over 30,000 people unemployed in our region. Jim stated in accordance with the language from the RFP. The Board has the authority to accept or reject any non-response or untimely response, or to reject all responses to this RFP and or seek new proposals. Jim suggested to the Board to reject all proposals at this time and renew the contract with Dynamic Workforce Solutions for the period of July 1, 2020, to June 30, 2021. Jim stated he would encourage each of the respondents to resubmit proposals at a point in time when a new RFP is posted as determined by the Board for services to be rendered effective July 1, 2021.

Chair Watson thanked Jim for stating his concerns regarding the RFP and starting with a new vendor on July 1, 2020, during these times of unrest.

Nina Self asked when the current contract ends. Current contract ends June 30, 2020. Nina then stated that if we rejected all proposals that she would feel bad about rejecting and stated that the board should consider postponing selecting a proposal and should not make each proposer rebid and to use the proposals that were submitted. Nina then asked who was on the rating team. Matt answered that the rating team consisted of 5 members, Dee Robinson, Kevin Vaughn, Jonathan Gray, Diane Head and Quincee Messersmith.

Chair Watson stated that he understood Nina's concerns wanted to know if there could be legal ramifications of not re procuring and if there were any other options besides just rejecting all proposals and if legal was consulted. Jim Mcshane stated that the RFP had language that gave the Board the right to reject any or all proposals for any reason and that CareerSource Florida reviewed the RFP and provided guidance to Jim McShane.

Beth Cicchetti stated that in her line of work it is not uncommon for a company or organization to submit a proposal only to have all proposals rejected by the organization that released the RFP for various reasons.

Holly Henderson stated that Jim Mcshane needed to communicate with each proposer the reasoning behind the board decision.

Motion: Chair Watson entertained a motion to reject all three proposals at this time and approve the renewal of the contract with Dynamic Workforce Solutions for the period of July 1, 2020 to June 30, 2021. Amber Tynan made the motion to accept Jim McShane's recommendation and Martina McDowell seconded.

All in Favor with Nina Self voting nay. The motion passes with one opposing vote.

VI. **Senior Director Report - Kara Palmer Smith**

So far this program year (end of February), the BES team provided almost **7,200** solutions. This includes on-site interviews, job postings, candidate screening, veteran services and recruitment events, just to name a few. We will likely see a decrease for the remainder of the year due to the COVID-19 pandemic.

We have suspended all events, networking engagements and face-to-face business development activities from March 17 to May 11, but that may be extended. We have posted an employer toolkit on our website and will send periodic updates via eBlast. Additionally, we will be posting job listings daily via social media.

Sector Rounds

May 5 - IT and Professional Services – this will take place virtually and it will be our first time hosting such a meeting.

Talent Innovation Summit

The planning meeting for the Talent Innovation Summit was held on Monday, March 30, at 3 pm. We hired an event planner to assist us this year, so please join us. The date is October 7, 2020, at the Florida State Conference Center.

VII. **Senior Director Report - Dee Robinson**

1. Monitoring

- a. DEO conducted reviews February 24-28 – across programs there were **17 findings and 4 Other Non-Compliance Issues (mostly WP with 7F/2ONC)**
 - i. No other corrections can be made but there may be some rebuttal; final report is anticipated in April; will provide an update at the next meeting

2. Performance

- a. Performance Holdback – Looks at **placements, monitoring, case management, retention, and other performance measures more directly related to WIOA Indicators of Performance**. Submitted by service provider timely on 2/28/20; internal review and report must be submitted within 60 days
- b. WIOA Indicators of Performance – 14 measures (**employed, retention, credential rate**)
 - i. **2nd quarter - Exceeding 7, meeting 4, not meeting 3** (DW median wage for those employed 2nd quarter after exit, Youth employed second quarter after exit AND Youth credential attainment)
 - ii. **Measures trending downward in most metrics** (employing different methods to combat this trend such as changing layout of operations meetings, 1:1 programmatic meetings, departmental performance meetings)
- c. **Continuous Improvement Performance Initiative**, more aligned to WIOA, awards based on formula funding, distributed twice yearly
 - i. Focused on **placement, participant training rate, business penetration** – performance for the first and second quarter is available for two of the three

measures (employment rate for first quarter after exit has not been posted due to the lag in receiving wage information. CSCR met our performance goal for the Participant Training Rate by improving slightly more than 25% over the baseline which resulted in an incentive. It appears that we are on target to meet for the 2nd quarter as well.

3. Policy – new policies approved by CSF which includes some related to board governance. Working with Jim to create policy, will come before Board within next quarter.

VIII. Adjourn:

S. Watson asked for a motion to adjourn the meeting. Martina McDowell made the motion and Kevin Vaughn seconded. Meeting adjourned at 1:22 pm.

Next Meeting:

June 4, 2020

12:00 pm