

Minutes



Board of Directors Meeting

3/10/2021

12:00 p.m.

Attendees: Scott Watson, Beth Cicchetti, Holly Henderson, Tom Eisel, Nina Self, Shelly Bell, Cristina Paredes, Rebecca Kelly-Manders, Renisha Gibbs, Martina McDowell, Patrick Hutto, Maria Mead, Jeanna Olson, Amy Geiger, Erin Gillespie, and Kevin Vaughn, and Christy St. Jean

Elected Officials Present: Nick Maddox

Guest: Daniel Harper, DEO and Richard Powell, Powell and Jones, CPAs

Members Absent: Amber Tynan, Stephen Copper-Butler, Tawana Gilbert and Melissa Rudd,

Staff Present: Jim McShane, Matt Salera, Dee Robinson, Charlotte Brown, Trish Yahn, Rachel Oliver

RECORDING: Patricia McCray

I. Call To Order

Chair Watson welcomed everyone and called the meeting to order at 12:03pm. He explained that if anyone is attending from the public, they are allowed to participate; however, public comment is held to a three (3)-minute limit.

II. DEO 2019 Performance Review for CareerSource Capital Region – Danie Harper, DEO

Daniel Harper, with the Department of Economic Opportunity, Data Quality Manager, presented the Board of Directors the CareerSource Capital Regions Performance for Program 2019, July 1st, 2019, through June 30th, 2020. After the presentation, Daniel asked if anyone had questions. No one had questions but thanked Daniel for taking the time to provide the 2019 CSCR Program Performance review. Chair Watson continued with the BOD meeting agenda.

III. ACTION ITEM I: Meeting Minutes Approval December 9th, 2020

Chair Watson drew the Committee's attention to the December 9th, 2020 meeting minutes. He asked if anyone had any questions or comments about the minutes. There were none.

MOTION: Chair Watson entertained a motion to approve the minutes; Kevin Vaughn made the motion, and Nina Self seconded, all in favor. **Action Item I Approved.**

Matt informed the Board that the Audit Committee reports are not a Consent Agenda item and will be voted on as Action Item II. The first item for the Consent Agenda will be the Finance Committee reports.

IV. ACTION ITEM II – Audit Committee – Matt Salera

Matt asked Richard Powell of Powell and Jones, CPAs, to discuss the 2019-20 Audit Report and the 2019 IRS Form 990.

a. 2019-20 Audit Report

Richard stated it is an honor to deliver the annual audit of the CareerSource Capital Region. They prepared the report, and it was reviewed with Matt. Richard asked the Committee to turn to page 133, and items one through three is the independent auditor's report. The auditor's report states that a complete audit of a CareerSource Capital Region was conducted following applicable auditing standards and included the financial auditing standards of government auditing standards and federal single audit standards. It is a clean, unmodified opinion that states that the financial statements accurately reflect how the organization

Minutes

Board of Directors Meeting

3/10/2021

12:00 p.m.



stood at the end of the year, which transpired financially during the year. As the Audit Committee, you have that level of assurance, which reflected the quality of the organization's financial records and practices. The following section on page two is the management's discussion and analysis, which is a required overview of CareerSource Capital Region's financial information. Because it is derived from the financial statements, Richard stated that he would not go over that information verbatim because it's included in the agenda packet.

Richard continued to review the audit report and concluded that financially, CareerSource Capital Region had a successful year and operated within its budget. It was again a clean audit with no findings. Richard asked if anyone had questions about the 2019-20 Audit Report.

b. 2019 IRS Form 990

Richard informed the Board of Directors that form 990 is included in the agenda packet, which is part of the other accounting services. We prepared form 990, which is the information required by the IRS. It's more pages than the audit; however, it is all of the financial information reflected in the audit. Again Matt has reviewed the report. Richard asked if there were any questions on 2019 IRS Form 990, and he would be pleased to answer them.

Motion: Chair Watson entertained a motion to approve Action Item II. Patrick made the motion, and Rebecca seconded. All in favor.

Action Item II approved unanimously.

V. Consent Agenda - ACTION ITEM III

Please note the items remain as **b), c), d), and e)** - after removing, **a)** Audit Committee reports to an action item.

b) Finance Committee – Nina Self

- Budget 20-21 (Unrestricted)
- Budget 20-21

c) Finance Committee Recommendations – Nina Self

- Wakulla Career Center Lease
- RFP 2020-03 Information Technology Services

Motion: Chair Watson entertained a motion to approve Consent Agenda items, Finance Committee reports, and the Finance Committee Recommendations. Kevin made the motion, and Renisha seconded. All in favor. **Action Item III approved unanimously.**

d) Nominating Committee – Beth Cicchetti

- **Stella Murray, Quincy Branch Manager, Centennial Bank** – Gadsden Co. Business Representative. In the process of approval by the Gadsden Co. Board of County Commissioners.

Beth stated that she is excited for the Board that Stella Murray will be joining us. Her paperwork is in process and will continue to be approved by the Gadsden Co. Board of County Commissioners soon.

e) Strategic Policy and Planning Committee – Cristina Parades

•DWFS Performance Improvement Plan

Dee stated that the Strategic Policy and Planning Committee provided an update regarding the Performance Improvement Plan initiated with Dynamic Workforce Solutions for the Youth

Minutes



Board of Directors Meeting

3/10/2021

12:00 p.m.

program. The Performance Improvement Plan was approved on January 28th, and then it was implemented on February 1st. The ROPC team will work closely with DWFS over the next several months through December. At that point, ROPC will determine whether or not DWFS has satisfied the PIP and discontinue it, whether or not it will be amended or if it will continue as part of the PIP.

The ROPC department has some action items that will be included in that process to try to help us get to a better place and ensure that our performance moves in the right direction and keeps us in compliance with our state negotiated measures. There have been and will continue to be enhanced one on one meetings with the staff meets with the program managers and the project director.

These meetings will provide a more enhanced focus on the measures that have concerns. ROPC will create a performance policy that will define the performance expectations, and whatever action will be taken if that expectation is not met. Quarterly performance review meetings will be conducted, and a review of the processes at least twice a year to determine if there is something that ROPC can do better to improve our performance. Dee asked if anyone had questions.

VI. Chief Executive Officer Report – Jim McShane

Jim stated that his CEO report is attached to the agenda for today's meeting. He announced the resignation of Jeanna Olson, Dept. Children & Familie on May 31st, and welcomed two new Board members, Erin Gillespie, Founder, Madison Street Strategies, Leon County Business, and mandy Bianchi, CEO, Ability 1st, Alternate labor Union.

The Florida Georgia Workforce Alliance has changed its name to The Workforce Alliance, which has added Alabama Workforce and CareerSource Chipola.

On April 1st, 9am-11:30am, The Workforce Alliance will have a healthcare forum, Healthcare 2021, A Virtual Workforce Development Summit. They are hoping to have over 200 folks engaged in that at that time. Jim will inform everyone about the event closer to that time.

VII. DWFS - Service Provider Quarterly Report – Rachel Oliver

The Service Provider Quarterly Report presented by Rachel Oliver is attached in the agenda packet for review.

VIII. ROPC - Senior Director Report – Dee Robinson

The Senior Director Report presented by Dee Robinson is attached in the agenda packet for review.

IX. BES - Senior Director Report – Trish Yahn

The Senior Director Report presented by Trish Yahn is attached in the agenda packet for review.

X. Adjourn

Chair Watson thanked everyone for their time today. He entertained a motion to adjourn the meeting, and Patrick seconded the motion. Meeting adjourned at 1:08 pm.