



**Consortium Committee Meeting Minutes**  
**August 5th, 2020**  
**2:00 pm.**

**Conference Call:** Commissioner Nick Maddox, Commissioner Quincee Messersmith, Martina McDowell, Cristina Paredes, Kevin Vaughn, Beth Cicchetti, Stephen Copper-Butler, Shelly Bell, Melissa Rudd, Maria Mead, Lisa Blaser, Holly Henderson, Jeanna Olson, Amber Tynan, and Christy St. Jean.

**Absent:** Commissioner Eric Hinson, Scott Watson, Tom Eisel, Nina Self, Patrick Hutto, Rebecca Kelly-Manders, Amy Geiger, Tawana Gilbert, and Renisha Gibbs,

**Staff/Guests Present:** Jim McShane, Matt Salera, Dee Robinson, Trish Yahn and Charlotte Brown

**Recording:** Patricia McCray

**I. Welcome and Call to Order:**

Commissioner Maddox welcomed everyone and called the meeting to order at 2:07pm. He thanked everyone for taking time out to participate in the Consortium meeting conference call. 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 – January 15th, 2020**

Commissioner Maddox asked if anyone had any questions or comments about the January 15th, 2020 Consortium Committee meeting minutes. There were none.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item I, the January 15th, 2020 minutes. Jim made the motion, and Commissioner Messersmith seconded. All in favor.

**Action Item I approved unanimously.**

**III. Action Item II: Budget 2020-21 – Matt Salera**

Matt stated that the 2020/21 Budget is a comparative budget, which compares the CSCR 2019/20 budget to the current proposed budget for fiscal year 2020/21. Six months ago, CSCR was concerned about having enough funding to adequately fund the budget for this fiscal year. But funding came in much stronger than expected. Statewide, CSCR's largest funding stream, which is WIOA is down 7% statewide. However, CSCR received a small increase, which is two-thirds of its funding.

The direct program cost section shows the variances between the two budgets. Tuition fees have increased \$110,000, and that covers tuition costs for career seekers. The primary services, One Stop operations, which is the primary service contract with the service provider Dynamic Workforce Solutions who manages the three career centers. That is showing an increase of \$145,000, mainly because they will now be taking over the Executive center that was previously run by board staff.

There is an increase in the work experience line item, and which is primarily to serve youth work experience. There is a new line item that is being proposed for virtual operations. The virtual operations line item will be used to purchase software and licenses to serve participants, but also to hold virtual career fairs. The last four-line items are all onetime special programs that are now running into their

second and third years or final years before those grants expire, which shows a decrease by a little over \$200,000 in total. The direct program costs budget has increased by \$59,000 when comparing it to the previous year. In allocated cost and expenses, salaries and benefits show a decrease of \$151,000. That decrease is due to the board staff from the executive center being transferred over to our service provider.

The facility rent shows a large decrease due to the lease for the administrative office lease expiring. So in the not too distant future, CSCR will decide whether or not to procure, relocate or telecommute the board staff now located at the administrative office. Security funding has increased by \$10,000 due to additional security being placed at two of our three career centers. In total, allocated cost and expense is down \$232,000 with no staff layoffs, and there will be no further cuts to the budget. In total, the CSCR total costs and expenses are down \$173,000 when comparing it to the previous year. Total program funds available are down \$352,000, and the surplus is down \$178,000. The minimum surplus that CSCR is required to have to cover the next fiscal year is \$300,000. So the surplus in this budget is \$511,000. CSCR has more than meet that \$300,000 requirement, and this is the beginning of the year. CSCR expects to bring in more additional funding as time goes on. CSCR has an outstanding starting point with a half-million-dollar surplus for the beginning budget.

Matt asked if anyone had questions. No questions were asked.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item II, the Budget 2020-21. Kevin made the motion and Commissioner Messersmith seconded. All in favor.

**Action Item II approved unanimously.**

#### **IV. Action Item III: Audit 2018-19 – Matt Salera**

Matt asked everyone to turn to the audit summary page 36 in the Audit Report. The summary states that are basically, no material weaknesses were identified. There were no significant deficiencies, no issues of non-compliance, no material weaknesses, or significant deficiencies. There were no audit findings or disallowed costs in the audit. It is a clean audit. CSCR is still rated as a low-risk audit team. And there were no questions, loss, or findings whatsoever.

Matt asked if anyone had questions. No questions asked.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item III, the Audit 2018-19. Commissioner Messersmith made the motion, and Commissioner Maddox seconded. All in favor.

**Action Item III approved unanimously.**

#### **V. Action Item IV – Interlocal Agreement – Jim McShane**

Jim stated he would be working on the Interlocal agreement over the next couple of weeks. The Interlocal agreement is between all three counties and signed by all three County Commissioners. It needs to be updated, and it ended on June 30th. There is a one-year extension in the Interlocal agreement that Jim will work on updating it. As soon as the CSCR attorney is on board, Jim will have their attorney review the Interlocal agreement. Jim asked Commissioner's Maddox and Messersmith to ensure they have their attorneys review the Interlocal agreement also. Mainly what is different in the Interlocal agreement is the State of Florida shifting more oversight to the local elected officials and there is another agreement that's not on here that we just got a couple of days ago that we will share with you soon.

Currently, our region has about 10,000 unemployed individuals. CSCR wants to send out a flyer to those individuals stating CareerSource can help you find employment. CSCR has asked for their names and

email addresses since March, and the attorneys at DEO have been going back and forth on whether they should allow us the ability to do that. At this point, the attorneys sent CSCR an agreement. Jim stated that he would send it to the three Commissioners to have their County attorneys look at it. The agreement guarantees that CSCR would not violate the confidentiality of the people that they are already serving and who have already said that they don't have a problem with us sharing the information. Jim stated that once he gets more information, he will brief the Commissioner on it once he goes through with the CSCR attorney.

The Interlocal agreement will be a five-year agreement, and CSCR will work towards an October and November meeting. Jim stated there would be no action on the Interlocal agreement today.

**Action Item IV none at this time.**

**VI. Briefing of the Consortium – Jim McShane**

Jim informed the Commissioners on the Interlocal agreement, which will define the Consortium. It will be expected that the three Commissioners meet at least probably two to three times a year, to be briefed and updated on what CCSCR is doing, which will keep the Commissioners informed.

**VII. Board Membership – Jim McShane**

Jim welcomed Theresa Christy St. Jean, Gadsden County with BASF, Engineering and Maintenance Manager. Lisa Blaser, Interim HR director, TMH and Steven Copper-Butler, Walmart Manager, who is in the process of being approved by the Leon County Commission.

Jim asked the Commissioners if they could recommend a union person for the CSCR board. Mauricio Endara, Tallahassee Police Department, who was the union person, resigned. CSCR is looking for union leadership in someone that's going to attend and be engaged with a positive addition to join Missy Rudd, who's our union person for the school system. Jim thanked the Commissioners for their assistant with a union representative.

Jim asked the Commissioner's Maddox and Messersmith if they had questions.

Commissioner Messersmith and Commissioner Maddox stated they would assist Jim in finding a union representative for the CSCR board.

Currently, in Leon County, there is an 7.2% unemployment in all three counties, a total of about 10,000 unemployed people. Jim expects when the waivers end and that's when CSCR will see a lot of activity. Recently, activity has begun to pick up. Now there are over 200 jobs available at this time and that is what CSCR will keep sharing via social media and email communications to let people know. CSCR has a partnership with the Tallahassee Chamber of Commerce to engage more of the business community and to let them know CSCR can assist them with matching individuals to their job openings.

In September, Jim will schedule a presentation to be on the meeting agendas with all three County Commissions to provide a briefing on what happened in the previous program year, how many career seekers and businesses they served, some of the issues CSCR came up against and how they address those issues and moved forward.

Jim thanked both Commissioners for supporting CSCR and for helping to get those approvals as they go forward. Jim stated that concludes the briefing, and he will continue to keep the Commissioners up to date.

**VIII. Questions**

Commissioner Maddox asked if anyone had a question. No questions were asked.

**IX. Adjourn**

Commissioner Maddox thanked everyone for attending.

**Motion:** Commissioner Maddox entertained a motion to adjourn. Commissioner Messersmith made seconded the motion to adjourn. All in favor.

**Next Meeting:**

TBD