



**Consortium Committee Meeting Minutes**  
**September 30, 2021**  
**3:30 pm.**

**Conference Call:** Commissioner Nick Maddox, Commissioner Quincee Messersmith, Commissioner Kimblin NeSmith, Scott Watson,

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

**Recording:** Patricia McCray

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

Commissioner Maddox welcomed everyone and called the meeting to order at 3:35pm. He thanked everyone for participating in the Consortium meeting conference call. He explained that the public can participate with comments held to three 3-minute limits and 12 minutes overall.

**II. Action Item I: Meeting Minutes Approval – February 22, 2021**

Commissioner Maddox asked if anyone had any questions or comments about the September 30, 2021, Consortium Committee meeting minutes. There were none.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item I, the February 22, 2021, minutes. Commissioner Messersmith made the motion, and Commissioner Maddox seconded it. All in favor.

**Action Item I approved unanimously.**

**III. Action Item II: Audit – Year End June 2020 – Jim McShane**

Jim stated that this is the June 2020 year-end audit report. Again, this year we have a clean audit. A new requirement for this year is that the Elected Officials have to approve the audit. Jim asked if anyone had questions, and there were none.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item II, Audit - Year End June 2020. Commissioner Messersmith made the motion, and Commissioner Maddox seconded it. All in favor.

**Action Item II approved unanimously.**

**IV. Action Item III: Budget 2021-22 – Jim McShane**

Matt Salera drew the Committee's attention to page 37, which shows the budget for the current fiscal year. At first, putting the budget together was a challenge because there was a significant reduction in funding. Our WIOA allocations, two-thirds of our funding, were down almost 10%. However, with the reduction in funding, there were no staff layoffs and even \$960,000 fewer dollars of funding. Matt stated there was a \$580,000 reduction in expenses, and we renegotiated two of our facility leases, we have a total of four of them renegotiated for no increase, so we extended those out. We also went ahead and purchased copiers instead of leasing them. So those were moves that we made in advance of the funding cuts. Even with almost a million dollars less in revenue, there's still a surplus of \$576,000.

CSCR will receive revenue from three other programs. One is the Florida Hires program and the Adult Reentry Program in Gadsden County. Still yet to receive the SNAP- Supplemental Nutrition Assistance Program, which will come in at \$283,000. Another almost \$400,000 in revenue still hasn't been recognized. CSCR could receive grants as the year goes on. Matt asked if anyone had questions.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item III, Budget 2021-22. Commissioner Messersmith made the motion, and Commissioner NeSmith seconded. All in favor.

**Action Item III approved unanimously.**

**V. Action Item IV: CSCR Bylaws – Jim McShane**

The next item is the CSCR Bylaws. Under DOE, the Elected Officials will have to approve any changes made by CSCR's Bylaws. The Bylaws have been updated. Jim stated that he had highlighted a few parts of it, where there were changes according to House Bill 1507, which is making changes to the entire Florida Workforce System. He expects more changes during the following year. At this point, the Bylaws are current with the appropriate language. And when you meet the requirements as required by DOL and CareerSource Florida. Jim asked if anyone had questions, and there were none.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item IV, CSCR Bylaws. Commissioner Messersmith made the motion, and Commissioner NeSmith seconded. All in favor.

**Action Item IV approved unanimously.**

**VI. Action Item V: CSCR Board Member Policy – Jim McShane**

Jim asked the Committee to turn to the Board Member Policy pages. Jim stated that the Board Member Policy had been updated with the appropriate language inserted as required by House Bill 1507. This was updated based on the language of House Bill 1507. Jim asked for the approval of the updated CSCR Board Member Policy.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item V, CSCR Board Member Policy. Commissioner NeSmith made the motion, and Commissioner Messersmith seconded it. All in favor.

**Action Item V approved unanimously.**

**VII. Action Item VI: CSCR Consortium Policy – Jim McShane**

The Consortium Policy clarifies the roles and responsibilities of the Elected Officials as members of the Consortium. The Consortium policy is outlined from the federal law and serves as the Elected Officials manual, such as what CSCR has for the Board of Directors. This is a reference for each of you whenever you have questions regarding your roles.

**Motion:** Commissioner Maddox entertained a motion to approve Action Item VI, CSCR Consortium Policy. Commissioner NeSmith made the motion, and Commissioner Messersmith seconded it. All in favor.

**Action Item VI approved unanimously.**

**VIII. Elected Official Job Description – Jim McShane**

Jim stated that the Elected Official Job description is a document to clarify the role and responsibilities in the job as an Elected Official. This is a reference for each of you whenever you have questions regarding your job description.

**IX. Briefing of the Consortium – Current challenges – Jim McShane**

The briefing of the Consortium is to discuss our current challenges, as we are in the middle of a crisis when it comes to jobs with COVID-19.

Jim informed the Consortium of the most recent concerns regarding the great resignation happening through all three counties and the US. CSCR has lost a number of its staff, seen at the national level. There are hundreds of job openings, and no one is showing up to apply for them. Businesses are also struggling to find employees. The foot traffic is meager, and we know it's due to COVID-19. People are burned out. Many people are just not engaging and coming to look for a job. We're in our offices as DEO has a reemployment pilot program that may be extended to the rest of the state housed in our Leon Center. The pilot program has caused great concern in the first three or four weeks. We've had to get an armed guard for our Leon office. And because the people coming in are so upset with the DEO about their unemployment payments and the processing. CSCR has had people come to the centers not dressed, angry with staff but not registering for a job. They were concerned about their

unemployment assistance. DEO informed CSCR that we weren't allowed to incur a dress code, contrary to our professional standards for career seekers.

Jim stated it would be great to get some of the county and city non-federal dollars to match some of the grant foundations. CSCR has received Cares Act dollars from Wakulla Co and has been able to use that funding. The county and city non-federal dollars would help start training for our youth.

Jim stated that he would keep the Committee informed on this ever-changing environment as we move through COVID-19 and with changes to career seekers returning and employers finding employees. Jim asked if anyone had questions.

**X. Board Membership – Jim McShane**

Jim stated that CSCR still has a vacancy in Leon County for the Board. He reached out to the new Marriott executive manager, and she was unavailable. This is one of the things that, as elected officials, you can help us by providing us with names that you think of people who would be interested. Over the last couple of months, some Board members have moved because their jobs changed or moved away. There's been pretty good turnover in the last eight years. The Board has turned over probably 80%. There will always be an opening at some point, no matter what. Jim asked the Committee if they would help CSCR find qualified members for the CSCR Board. He would really appreciate that.

**XI. Questions**

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

**XII. Adjourn**

Commissioner Maddox thanked everyone for attending.

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

**Next Meeting:**

TBD