

# Minutes



## Executive Committee Meeting

3/5/2021

10:00 a.m.

**Attendees:** Scott Watson, Nina Self, Kevin Vaughn, Tom Eisel, and Cristina Parades.

**Members Absent:** Holly Henderson, Beth Cicchetti

**Staff Present:** Jim McShane, Matt Salera, Richard Powell, Dee Robinson, Charlotte Brown, Trish Yahn, Rachel Oliver, and Shellonda Rucker.

**RECORDING:** Patricia McCray

### I. Call To Order

Chair Watson welcomed everyone and called the meeting to order at 10:03 am. 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. Action Item I: Meeting Minutes Approval February 11th, 2021 and November 12th, 2020

Chair Watson drew the Committee's attention to the February 11th, 2021, and November 12th, 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, Cristina Paredes seconded, all in favor. **Action Item I Approved.**

### III. Audit Committee – Tom Eisel

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

#### • 2019-20 Audit Report

Matt introduced Richard Powell from the Powell and Jones CPA firm. Richard stated it is a pleasure delivering 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 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.

#### • 2019 IRS Form 990

Richard also stated, included in your packet is the form 990, 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.

# Minutes



## Executive Committee Meeting

3/5/2021

10:00 a.m.

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 and Action Item III. Kevin made the motion, and Nina seconded. All in favor.

**Action Items II and III were approved unanimously.**

### IV. Finance Committee – Nina Self

Nina asked Matt to discuss the Finance Committee Budget items.

- **Action Item IV: Budget 20-21 (Unrestricted)**

Matt provided an overview of the unrestricted non-federal funds budget for the current 20-21 fiscal year. There is one change in the total program funds available. The \$3,520 is from the Talent Innovation Summit sponsorships received at the beginning of the year. CSCR budgeted the expected expenses for the Talent Integration Summit. However, they did not budget for the revenue but recognized it as received. That brings the total program funds available up to \$228,000. If CSCR stays within budget, their surplus or carryover would be a little over \$195,000. Matt asked if anyone had questions.

- **Action Item V: Budget 20-21**

Matt directed the Committee to the proposed revenue column, the second line from the bottom, and you'll see total program funds available is up by \$261,146. Welfare Transition is up a little over \$73,000, the Veterans allocation has increased \$27,000, and the Tri-State Workforce Alliance, the new grant, received \$160,00. Tri-State Workforce Alliance is the new name of the previous Florida Georgia Workforce Alliance consisting of three states. However, a new name has been proposed, The Workforce Alliance. Of the \$261,000 in additional revenue, CSCR is proposing a total budget increase of \$96,000, adding \$164,000 to the surplus. Of the \$160,000 Tri-State Workforce Alliance allocation, \$52,500 has been budgeted to direct program costs for contractors.

In allocated costs and expenses, there are several changes. An increase to IT systems and telephones was \$66,000 partly due to the approved copies for purchase at the last meeting. Therefore, after the purchase, there is no longer a need for a lease. There will be transfers between different budget line items due to the systems charges related to the building move and other related items. CSCR was mandated to purchase cell phones for their other DEO staff that are co-located in our building. And CSCR will be moving money from the line items with very low expenditures due to the pandemic, such as conferences and seminars. They are allocating them out to needed line items, such as repairs and maintenance, and that line item will cover the Admin office relocation. There is a hefty moving expense invoice and other items that will have to be done to the Admin offices for IT and electrical drops and other items. Also, in rentals, it is down \$15,000. They're reducing that line item because they are no longer leasing copiers. Overall a proposed increase to allocated costs and expenses is up to \$44,000. The new total surplus is almost at a million dollars at \$962,000. Matt asked if anyone had questions.

**Motion:** Chair Watson entertained a motion to approve Action Item IV Budget 20-21 (Unrestricted) and Action Item V II the Budget 20-21. Cristina made the motion, and Kevin seconded, and the motion carries. **Action Items IV and V were approved unanimously.**

### V. Finance Committee Recommendations – Nina Self

Nina asked Matt to continue to discuss the Finance Committee Recommendation items.

- **Action Item VI: Wakulla Career Center Lease**

# Minutes



## Executive Committee Meeting

3/5/2021

10:00 a.m.

Matt presented the Wakulla Career Center Lease. Currently, there's a five-year lease that's set to expire in June of 2022. We got about 15 months remaining. Matt stated he had many conversations with the building owner, who wants to extend the lease. Matt reminded the Committee that in 2017, we did significant renovations that cost about \$225,000 to \$250,000. Today's lease for approval is for a four-year extension beginning in July 2022 at the same rate currently being paid. That rate per square foot comes out to be \$8.75. The lease is not a 100% full-service lease. CSCR pays the space's utilities and the pest control, but at a very low rate. An RFP is not required because a four-year extension comes in about \$140,000 plus for the four-year term. There's no need for an RFP procurement. Matt will check all available properties that meet career center criteria in Wakulla county to ensure that the proposed lease has the lowest overall cost. With the Committee's approval CSCR will accept the lease terms for another four-year. Matt asked if anyone had questions.

**Motion:** Chair Watson entertained a motion to approve Action Item VI Wakulla Career Center Lease. Kevin made the motion to approve Action Item VI, and Cristina seconded. All in favor. **Action Item VI approved unanimously.**

- **Action Item VII: RFP 2020-03 Information Technology Services**

Matt stated that the RFP for the CSCR information technology services (IT) was publicly noticed and forwarded to several IT companies. A few companies responded with questions but never submitted a proposal. A proposal was received from CSCR's current IT provider, Inspired Technologies of North Florida, and met all the criteria. A cost analysis was performed. Inspired Technologies of North Florida proposal is for a term of four years at a monthly service rate of \$9,950. This cost also includes telephone services for the Admin offices and all three Career Centers. Therefore, it definitely makes sense to have a contracted service provider for IT as CSCR would need at least 2 or 3 staff people to fulfill our IT needs in our region, with the salaries and benefits of 2-3 people that could easily exceed what is paid to a company with the expertise to provide these services.

CSCR has a contracted service provider for over fifteen years. It does not make financial sense to have a staff person to serve in this role. The proposed contract for information technology services is around \$120,000 a year. So it definitely makes sense to have a contracted service provider for IT as CSCR would need at least 2 or 3 people, and benefits could easily exceed what is paid to a company that has the expertise to provide these services. Matt asked if anyone had questions.

**Motion:** Chair Watson entertained a motion to approve Action Item VII RFP 2020-03 Information Technology Services. Tom made the motion to approve Action Item VII, and Cristina seconded. All in favor. **Action Item VII approved unanimously.**

## VI. Nominating Committee Beth Cicchetti

Jim stated that Bett recommended Stella Murray, Quincy Branch Manager, Centennial Bank in Gadsen County, to serve on the CSCR Board of Directors Gadsden County Business representative. Stella's resume and application are being processed.

## VII. Strategic Policy and Planning Committee – Cristina Paredes

Cristina asked Dee to discuss the DWFS Performance Improvement Plan.

- **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 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

# Minutes



## Executive Committee Meeting

3/5/2021

10:00 a.m.

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. No questions were asked.

### **VIII. Chief Executive Officer Report – Jim McShane**

Jim drew the Executive Committee's attention to his report attached to the agenda for today's meeting. He announced the resignation of Jeanna Olson, Dept. Children & Familie on May 31<sup>st</sup>, and welcomed two new Board members, Erin Gillespie, Founder, Madison Street Strategies, Leon County Business, and mandy Bianchi, CEO, Ability 1<sup>st</sup>, 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 1<sup>st</sup>, 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.

### **IX. DWFS - Service Provider Quarterly Report – Rachel Oliver**

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

### **X. ROPC - Senior Director Report – Dee Robinson**

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

### **XI. BES - Senior Director Report – Trish Yahn**

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

### **XII. Adjourn**

Chair Watson entertained a motion to adjourn the meeting, and Kevin seconded the motion. Meeting adjourned at 11:07 am.

**Next Meeting**  
**May 27th, 2021**