

Minutes



Executive Committee Meeting Minutes September 1, 2022 3:30pm

Attendees: Scott Watson, Kevin Vaughn, and Beth Cicchetti
Absent: Amber Tynan, and Nina Self,

Staff: Jim McShane, Matt Salera, Tandria Edwards, Charlotte Brown, John Hershey and Trevor Stout

Recording: Patricia McCray

I. **Welcome – Scott Watson**

Chair Watson thanked everyone for taking time out of their busy schedule to attend the meeting. He then stated that other executive committee members would join further in the meeting, but until then, he will commence the meeting. He called the meeting to order at 3:32pm on September 1, 2022.

II. **Meeting Minutes Approval**

- **Action Item I - June 2, 2022 Minutes**
- **Action Item II – June 23, 2022 – 2023 CEO Employment Agreement Minutes**

Motion: Chair Watson entertained a motion to approve Action Item I and Action Item II minutes as listed above. Kevin made the motion, and Beth seconded – all in favor.

III. **Finance Committee – Nina Self**

Nina asked Matt to report on the Finance Committee Items

- **Budget 22-23 (Unrestricted) – Action Item III**
Action Item III is the current year unrestricted funds budget. On the proposed change column at the bottom the total program funds available has increased to \$20,506. The breakout at the bottom of the program funds availability shows the increase, which is the carryover of \$17,314 from previous year's unrestricted funds budget. Then we received \$3,150 for our LEAD program registration fees and also recognizing interest on the account receivable \$42. So, increasing our total program funds available by \$20,506. In addition, the total program funds available for this year is \$190,892. Matt asked if anyone had questions and there were none.
- **Budget 22-23 – Action Item IV**
Action Item IV is the current year's budget for the federal funds. The total program funds available is up, \$330,872 is the breakout is down at the bottom. CSCR received its WIOA Dislocated Worker supplemental funding of \$142,664 also received a WIOA Rural Initiatives grant \$125,000. Also, recognizing the previous fiscal year SNAP allocation amount of \$76,347 and that is because it runs on the federal fiscal year. It

carries over into this current year. The negative carryover of -\$13,139 was originally budgeted in this budget was an estimate. The estimate is reduced by \$13,139. So that's the breakout of the full program funds available, not proposing any changes to any of the direct program costs or allocated costs. Sections that bring our surplus now bottom right corner to \$944,989. All of which is composed of WIOA funds and those are two-year grants. We like to have that surplus so we can offset reductions that we know we will receive next year. Matt asked if anyone had questions and there were none.

Motion: Chair Watson entertained a motion to approve Action Item III and IV minutes as listed above. Beth made the motion, and Kevin seconded – all in favor.

IV. Economic Development Council Contracts – Jim McShane

- **Gadsden County EDC – Action Item V**
- **Wakulla County EDC – Action Item VI**

Action Items V and VI were pulled and they will need to go to the CSCR BOD meeting for review and approval.

V. Nominating Committee – Scott Watson

New Board Officers 2 and 3-year terms 2022-2025 – Action Item VII

- Chair Watson stated that we have four new members, three are WIOA mandated, and one is a local community business.
- The Executive committee discussed the vacant committee member positions and there were several Board members identified to serve on the Audit Committee-Chair, Governance Committee Co-Chair and Strategic Policy and Planning Committee Chair and Co-Chair. Jim stated that he would contact several members of the Board that would be available to serve in the vacancies.

Motion: Chair Watson entertained a motion to approve Action Item VII for four new Board officers for two and three terms. Kevin made the motion, and Beth seconded – all in favor.

VI. Governance Committee – Beth Cicchetti

Beth stated that she was looking forward to serving as the Chair for the Governance Committee. She's looking forward to reviewing the Bylaws and the Board policies and procedures to ensure she is aware of the functions of serving in this role. She commended Holly Henderson for the excellent job she did in this role.

VII. Strategic Policy and Planning Committee – Tandria Edwards

- **Directive: Support Services and Needs Related payments – Action Item VIII**
- **WIOA 2-Year Plan Modification Feedback and Discussion – Action Item IX**

Tandria stated there are two items for SPPC the Directive for the Support Services and Needs related payments. Some of the changes that were noted were the increase in the maximum limit from \$1,000 to \$5,000. An increase in the maximum transportation assistance from \$40 a month to \$80 a month. There is some additional support for those that are unable to receive them from other sources. Which includes non-commercial driver's license including reinstatements and childcare and dependent care. The utilization of the Crosswalk referral system to refer individuals to partner agencies for wraparound services as needed. There are limited funding available for support services which will be offered on a first come first served basis. Tandria asked if anyone had questions regarding the support services policy.

The next item that was included is the WIOA 2-year Plan Modification Feedback and Discussion. CSCR presented the WIOA 2-year Plan Modification to the Career Partners Council for discussion and based on some predefined questions. Tandria stated that Jim went through it with the committee and based on their feedback adjustments were made. Tandria asked if anyone had questions regarding any of those items and there were none.

Motion: Chair Watson entertained a motion to approve Action Item VIII and IX as stated above. Kevin made the motion, and Beth seconded – all in favor.

A copy of each of the reports listed below are included in the agenda packet.

- VIII. Chief Executive Officer Report – Jim McShane**
- IX. Service Provider Quarterly Report – John Hershey**
- X. Senior Director ROPC Report – Tandria Edwards**
- XI. Senior Director BES Report – Trish Yahn**
- XII. OSO Coordinator – Trevor Scott**

- XIII. Adjourn – Chair Watson adjourned the meeting at 4:53pm**