



# Minutes

## Executive Committee Meeting

December 1, 2022

**Conference Call:** Kevin Vaughn, Nina Self, Beth Cicchetti, Princess Ousley, Shelly Bell, and Amber Tynan,

**Staff:** Jim McShane, Matt Salera, Chakib Chehadi, Charlotte Brown, Tandria Edwards, Trish Yahn, John Hershey, and Kevin Harrington

**Recording:** Patricia McCray

### I. Welcome – Kevin Vaughn

Vice-Chair Vaughn greeted everyone and apologized for the technical difficulty that they were facing. He then turned everyone's attention to the next line item, approving the September 22, 2022, meeting minutes.

### II. Meeting Minutes Approval

**Motion:** The Vice- Chair entertained a motion to approve September 22, 2022, minutes. Amber approved the motion and Nina seconded the motion approved—all in favor.

### III. Finance Committee – Nina Self

Nina turned the Finance Committee report over to Matt, who did the reporting.

#### Budget 22-23 (Unrestricted)

Matt informed members of the meeting that the first line item was the unrestricted funds budget. He further stated that they are not proposing any changes.

#### Budget 22-23

Matt instructed board members to look at the Consolidated Federal funding at bottom of the page, where they saw the figure for the total program funds available, which is up forty-two thousand six hundred and twenty dollars (\$42,620.00). There is also another quoted figure for the WIOA Rapid Response program in which CSCR was awarded twenty thousand dollars (\$20,000.00) was received for Welfare Transition and it increased that line item by twenty-one (\$21,000.00) thousand dollars. Security guard services were purchased, and security cameras were installed in the lobby at the Gadsden County Career Center. Matt also mentioned they are proposing to transfer five hundred thousand dollars (\$500,000.00) from the dislocated worker grant to the WIOA Grant. The reason for this transfer was that there were seven dislocated workers in the program.

#### Annual 401K Employee Profit Sharing

Matt stated that even though the deadline for submission has not yet passed, they still need to make the contribution for all the employees. Managers (five vested employees) received a 12% profit-sharing contribution and non-managerial employees (seven vested employees) 3% profit-sharing contribution

**Motion:** The Vice Chair entertained a motion to approve the Action Items I through V that Matt reported on. Beth approved, and Amber seconded—all in favor.

#### **IV. Nominating Committee**

CSCR has a full board, and no items were discussed.

#### **V. Governance Committee**

Beth the Chair for the Governance Committee stated that her schedule has been busy, but she will work with Patricia to schedule a time for the Governance Committee to meet and strategize on how to move forward.

#### **VI. Strategic Policy and Planning Committee**

##### **Training Provider Applications Review**

Tandria informed members of the meeting that they have training provider applications that have been reviewed by New Horizon, their computer learning center located in Orlando, Florida. They offer both in-person and online classes. They submitted nine training program applications, which included Com CIA A Plus and Network Plus, Cyber Security IT Professional, Cyber Security Analyst, Certified Information Systems Security Professional, CISCO Network Certified Associate, Microsoft Certified Asher Administrator Associate, Project Management Professional, Front End Web Developer, and Back End Web Developer. The training provider was reviewed, and they provided all the necessary documentation. The recommendation is to approve the provider and all nine applications. Tandria asked if there were any questions, and there were none.

**Motion:** The Vice Chair entertained a motion to approve Action Item VI that Tandria reported on. Amber approved, and Nina seconded—all in favor.

##### **Board Retreat Strategic Findings/Recommendations**

For this Action Item VII, there was no action taken. Tandria stated that two brainstorming ideas were noted so that they could be remembered. The idea is to discuss the recommendations that were provided by Fairman Consulting, and to have an opportunity to determine what the top priorities are for those recommendations, and then determine which of the committee's those particular items should be assigned to so to start moving those items forward. And so, an opportunity to discuss the recommendations. Tandria asked if anyone had any questions regarding any of the items. Jim stated that no further action is required because it has already been approved by the Board.

#### **VII. 2023 Talent Innovation Summit Partnerships**

Trish mentioned that her internet is unstable. Jim took over the line item and informed the board that they have sponsors for both meals, and C2 Global is one of the sponsors, while the other is Tallahassee Leon Federal Credit Union. They hope to receive more partnerships to cover additional expenses that they may not be able to cover because of state law. The goal for 2023 TIS Summit is between \$15 and \$20,000.

#### **VIII. Chief Executive Officer Report**

Jim informed board members that they had a copy of his report. The highlights are there is a new Congress, and he is looking forward to the renewal of the Workforce Innovation Opportunity Act. Most importantly more funding will be added to the Workforce system. He mentioned that the State unemployment rate had decreased

significantly. Which will make the funding coming to CSCR much lower and that will be a problem. Jim provided other information that is included in his report.

**IX. Service Provider Quarterly Report – John Hershey**

John informed everyone that his report was included in the agenda packet. He greeted everyone and mentioned that his highlight for today is that they are seeking someone with an HR background and hoped to receive more applicants for this post. He let everyone know again his information is included in his report.

**X. OSO Report – Kevin Harrington**

Kevin stated his report is also included in the agenda packet. He's working on increasing the number of people completing the survey. He also mentioned that they are looking to get more partners included in the fun crosswalk. They have started a monthly OSO program.

**XI. Senior Director ROPC Report – Tandria Edwards**

Tandria stated that her report was also in the agenda packet. She informed every they have received the REACH Act letter grade, B, which is also 86.41%, and only one region got a lower score than theirs, so they are on par with everyone else.

**XII. Senior Director BES Report – Trish Yahn**

Trish stated that everyone has a copy of her report, so she will not go through the report.

**XIII. CEO Performance Review – Scott Watson**

Vice Chair Vaughn adjourned the staff for the Executive Committee to meet for the review of the CEO Performance evaluation.