



Minutes

Executive Committee Meeting

3/3/2021

3:30 pm

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

Members Absent: Cristina Paredes, Holly Henderson and Tom Eisel

Staff Present: Jim McShane, Matt Salera, Dee Robinson, Charlotte Brown, Trish Yahn and Rachel Oliver

RECORDING: Patricia McCray

I. Welcome – Scott Watson

Chair Watson called the meeting to order at 3:42 PM on March 3, 2022. He then welcomed everyone and thanked them for attending the meeting. Chair Watson then directed everyone's attention to the next line item on the agenda.

II. Meeting Minutes Approval

Chair Watson directed everyone to the four meeting held by the Executive Committee that required a motion to approve the list of minutes.

- September 17, 2021 – CEO Employment Agreement
- December 2, 2021 – Regular Meeting
- January 18, 2022 – Special Meeting on LLSIL (Lower Living Standard Income Level and Board Retreat)
- February 21, 2022 – Special Meeting on One-Stop & Workforce Services Contract

Motion: The chair entertained a motion to approve all of the above-listed minutes. Kevin approved, and Beth seconded—all in favor.

III. Audit Committee – Tom Eisel

2020-21 Audit Report – Action Item II

Matt outlined that this report was already presented to the audit committee. He then stated that he would focus on the most critical sections of the report. Page 41 of the packet shows the beginning of the report. No significant deficiencies are noted. There were no findings on the financial statements and no questions on the cost. Matt then stated that the report would be presented to the executive committee and then the full board of directors by our independent audit firm Powell & Jones.

2020 IRS Form 990 – Action Item III

Matt stated the 990 is the same as last year as a report to the IRS. Matt asked if anyone had questions on Action Item II or Action Item III.

Motion: Chair Watson entertained a motion to approve Action Items II and III, as reported by Matt. Kevin made the motion, and Beth seconded—all in favor.

Chair Watson went on to say that it was a clean audit, with no disallowed costs and no findings. The information is as Matt presented. Congratulations to Matt, Jim, and everyone at CareerSource for being diligent in monitoring and taking care of the financial end of Career Source Capital Region.

RFP 2022-01 Auditing Services – Action Item IV

Powell and Jones, CPA's five-year term have ended. The auditing committee approved the RFP. CSCR cannot use one auditing team for more than five years. The RFP in this agenda packet will be released on March 27.

Motion: Chair Watson entertained a motion to approve the report given by Matt on the RFP for a new Auditing Service. Kevin made the motion, and Beth seconded—all in favor.

IV. Finance Committee – Nina Self

Nina turned the discussion over to Matt, who presented these action items.

Budget 21-22 (Unrestricted) – Action Item V

Matt outlined that in the unrestricted funds budget, there is one change in the proposed change column, and that is the increase in total funds available, eight thousand five hundred and fifty dollars \$8,550. Matt has received the Talent Innovation Summit sponsorship checks totaling \$7,550. Also received was a \$1,000 contribution from the Paychecks for Patriots. Matt asked if there were any questions; there were none.

Budget 21-22 – Action Item VI

Matt moved to the consolidated funds budget, specifically the proposed change column. The second column from the bottom shows where the total number of funds available is up by a little over \$125,000. A little over \$7,000 for the disabled veteran's program and \$3,000 for the local veteran's program. A new grant was received for the Wagner Peyser Reentry Navigator project totaling \$115,000. Three changes are being proposed in the allocated cost and expenses column. The staff development and recognition line item proposed a \$7,500 increase to cover the cost of the board retreat. The security line item has a proposed increase of \$20,000. Systems and telephone are hoped to be increased by \$30,000. The surplus is increasing a little over \$67,000, with the grand total budget surplus being \$818,000. There are low expenditure rates in the direct program costs line items. Participant tuition, fees and work experience and even the One-Stop Operations contract with Dynamic Workforce Solutions, are well below the expenditure rate of 50% through December. Matt believes the surplus will be more than a million dollars that can be carried over next fiscal year. Matt asked if there were any questions; there were none.

Data Lines Contract – Action Item VII

The current provider is Uniti Fiber for our data lines and Internet lines contract. This contract expires at the end of March. The original contract signed with Uniti fiber provided the Internet combined the CSCR administrative office, the Leon administrative offices, and the Wakulla administrative office. When CSCR moved into the Innovation Park, Uniti didn't have fiber in those buildings. CSCR had to sign with Lumen, who is CenturyLink. Uniti doubled our speeds in the Leon and Wakulla Career Center because we no longer utilized the data lines at the admin office due to relocating and we're paying them \$1,715 a month.

CSCR got three quotes – 1. Lumen/Century Link - \$698 monthly – Wakulla 200 Mbps – Leon 250 Mbps for 36 months. 2. Uniti Fiber - \$908 monthly - Wakulla 200 Mbps – Leon 250 Mbps for 48 months. 3. Metronet - \$259 monthly – Only Leon 300Mbps

Lumen/Century Link came in way cheaper, \$698 a month. This is a significant cost saving for CSCR. And if approved, we can sign with Lumen/Century Link for under \$700 a month, saving CSCR over \$1,000 a month. Matt asked if anyone had questions?

Motion: Chair Watson entertained a motion to approve Action Item V - Budget 21-22 Unrestricted, Action Item VI - Budget 21-22 and Action Item VII -Data Lines Contract reports given by Matt. Kevin made the motion, and Beth seconded—all in favor.

V. Nominating Committee – Beth Cicchetti

Vacant Board Member - Adult Education and Labor

Beth mentioned that the vacant positions that need to be filled are the Adult Education and a Labor position, which is open to any recommendations. Jim stated that the potential member could be from any three counties. No one had recommendations.

New Leon County Small Business Board Member - Princess Ousley

Beth mentioned a new board member from Leon County, Princess Ousley. She further mentioned that she had not met Princess Ousley as yet, but looking forward to meeting her.

VI. Governance Committee – Holly Henderson

There were no updates for the Governance Committee.

VII. Strategic Policy and Planning Committee – Cristina Paredes

Chair Watson mentioned that Christina was not present. However, Jim presented on her behalf.

The Workforce Alliance Grant Update

He stated that they applied for an EDA grant valued at ten million dollars (\$10,000,000) for the Workforce Alliance, and if awarded, they should receive that funds by August.

Legislative Data Request

Dee stated that recently the legislature requested performance and financial information for each local area, and DEO compiled the information and notified the local areas on a monthly call that the legislature made a request. We were provided a copy of the information, which differed from what CSCR has available at the local level. There's concern about how the data is presented to the legislature without the appropriate context. There was another meeting to discuss and review the information. CSCR was not allowed to make any changes with the exception of some fiscal information.

Performance Improvement Plan Update

In the meeting, an update was provided, and it was determined that it would be premature to discontinue the PIP. As a result, the decision was made to continue it through this program year. A further assessment will be done in May to see where they are.

VIII. Training Provider and Program Application – Action Item VIII

Dee mentioned that this line item did not go through the appropriate channels since their next meeting is not until May, so an update will not be provided on this line item until June.

Motion: Kevin made the motion, and Beth seconded—all in favor.

IX. Chief Executive Officer Report – Jim McShane

Jim stated that everyone has his written report in their packet. He then stated that things are moving forward with the legislator. There have not been many changes. So, they are just waiting on an update from Marti Coley, the liaison for legislative information. Chair Watson asked if there were any questions and there were none.

- X. One-Stop Operator – Jeanie Booth**
Jeanie was not present at the meeting. As a result, Jim spoke on this line item. Jim mentioned that further discussions would be held on this line item at the June meeting to give other updates.
- XI. Service Provider Quarterly Report – Rachel Oliver**
Rachel mentioned that her report is in the packet everyone received. However, she will touch on a few points from the report. She further noted that they were able to hire five individuals in the last ninety (90) days. They are in the latter part of their training, but they are also in production. Promotions were awarded to three individuals within the system (internal hires). Twenty-three financial scholarships were issued, and between July and November, the cost associated with this initiative was \$21,000.00. From December to February, the figure skyrocketed to almost \$83,000.00
- XII. Senior Director Report – Dee Robinson**
Dee outlined that her report is also in the packet everyone received, so she will briefly outline a few main points. This quarter they met four measures and did not meet eight measures. Last quarter they met three, exceeded eight and did not meet six. Overall they are meeting or exceeding 55.5% of their performance goals.
- XIII. Senior Director Report – Trish Yahn**
Trish mentioned that her report is also in the packet. She mentioned that she doesn't need to draw attention to anything, and the special projects are doing well. Trish further mentioned that she is fully staffed.
- XIV. 2023 CEO Employment Agreement Planning – Scott Watson**
Chair Watson stated that they need to decide on a meeting date to work on the CEO Employment Agreement to be finished before the end of the year. He then asked Charlotte to send out a doodle poll on his behalf in mid-April.
- XV. Adjourn**
The chair entertained a motion to adjourn. Kevin made the motion, and Nina seconded, all in favor.