



Executive Committee Meeting Minutes
May 28th, 2020
3:30 pm.

Conference Call: Scott Watson, Beth Cicchetti, Kevin Vaughn, Nina Self, Holly Henderson, Tom Eisel, and Jonathan Gray.

Absent:

Staff/Guests Present: Jim McShane, Dee Robinson, Kara Palmer-Smith, Charlotte Brown, Dan McGrew, Matt Salera and Richard Powell

Recording: Patricia McCray

I. Welcome and Call to Order:

Jonathan welcomed everyone and called the meeting to order at 3:32pm. He thanked everyone for taking time out to participate in the board conference call. He explained that the public is allowed to participate with comments held to three (3) minute limit and 12 minutes overall.

II. Action Item I: Meeting Minutes Approval – March 5th, 2020

Scott asked if anyone had any questions or comments about the March 5th, 2020 Executive Committee meeting minutes. There were none.

Motion: Scott entertained a motion to approve the March 5th, 2020 minutes. Kevin Vaughn made the motion, and Nina Self seconded. All in favor.

Action Item I approved unanimously.

III. Action Item II: Audit Committee – Tom Eisel

2018-19 Audit Report

Matt stated that Richard Powell from Powell and Jones would present the audit report and the IRS form 990. And then we'll vote on both at the same time. Chair Watson stated, he had no opposition with Richard presenting the audit report and the IRS form 990. Richard stated it is a pleasure to deliver the annual audit of the CareerSource Capital Region. They have performed fieldwork on the audit with Matt both on-site and remotely. Earlier, we reviewed the report with Matt. They presented it to the Audit Committee and discussed it on April 29th, and this is the presentation to the Executive Committee. As always, Richard stated that he would review what he considers the highlights of the audit and be pleased to answer questions, addressing concerns of the Executive Committee. On pages 7, 8, and 9, is the audit opinion. It states that we performed a complete audit of the organization and that in accordance with applicable auditing standards, which included the financial single auditing standards, government auditing standards, and the federal single audit standards, there were three levels of required audit procedures. In the audit, what you see is a clean, unmodified claim opinion that states that the financial statements are an accurate reflection of where the organization stood at the end of the fiscal year, what transpired the mantra during the year. You have that highest level of assurance, which is a good reflection on the quality of the financial records and the practices of the organization.

On page 17 is a statement of the revenues and expenditures and changes in fund balance, and this year, the total revenues for \$6,168,222. Total expenditures were \$6,156,891. In this year, CSCR had an excess revenue over the expense of \$11,331. And as mentioned earlier in the other revenue line, it's only

\$116,982, but that's significant revenue because that revenue, they could make money off of and increase the fund balance in that way. Instead, the \$11,331 is a reflection of some of CSCR activities with the non-grant revenues. After that, their notes and disclosures and being the majority of their notes it just requires disclosures.

On page 28, is a statement that shows the budget actual comparison, and it basically shows that CSCR did not collect all of the budgeted revenues but also understand the authorized expenditures and part of the year they were to the good in the budget column, \$31,831. Therefore, financially CSCR had a successful year and operated basically even. CSCR had slightly higher reserves at the end of the year than at the end of the year. On pages 30 and 31 is the grant activities schedule, and it shows the total grants were \$6,017,589. And most importantly, the CSCR financial system has kept separate records on every one of these line items and grants, and they cover multiple years though an accounting system or workforce board is barely intricate.

On pages 35 and 36 are the equivalent reports regarding the major federal programs, single audit, and the federal single audit report. The report of these procedures requires additional compliance procedures regarding the major grants of the organization during the year in this report. There are no findings, questions of costs. Finally, on pages 37 and 38 is a recap, and all of those responses are positive statements just by the news by the state and federal agencies. So they don't have to look through and read all the reports. Richard asked if anyone had questions.

Tom stated he did not have questions, and he congratulated Matt for doing an excellent job. Tom shared with the committee that he is a CPA and that he has never done fund accounting. He is happy to rely on Powell and Jones, Certified Public Accountant reports. He thanked Richard for all his hard work. Jim, thanked Matt, and Richard for a good job.

Action Item III - 2018-19 IRS Form 990

Richard stated as part of their audit and accounting services they prepared the Form 990 for CSCR. It is extremely lengthy, and the information is based on audited financial information. It's been pleasantly reviewed by Matt and Jim. Richard asked if anyone had questions on Form 990. It has been properly prepared and has been filed electronically. Scott asked if there were any questions for Mr. Powell or Matt. No one responded.

Motion: Chair Watson entertained a motion to approved Action Item II – 2018-19 Audit Report and Action Item III – 2018-19 IRS Form 990, which are understood, and the file has been filed electronically. Is that correct, Mr. Powell? Richard stated that is correct, and it can be amended at any time if the committee sees fit to do so. Chair Watson asked if anyone opposed Action Item II – 2018-19 Audit Report and Action Item III – 2018-19 IRS Form 990, no one responded. Kevin Vaughn made the motion, and Nina seconded the motion. All in favor.

Action Item II and Action Item III approved unanimously.

IV. Finance Committee – Nina Self

a. Action Item IV – Budget 19-20 (Unrestricted)

Chair Watson asked Nina to present the Finance Committee report. Nina stated that Matt would report to the committee.

Matt stated that Action Item IV is their current year unrestricted budget. There is just one change to the budget, and it is a total program funds available. It has increased by exactly \$2,000. And then at the

bottom, there is a breakout on how that \$2,000 was received. \$1,700 was received for a BPAC sponsorship and health care sector around sponsorship for the power hour. And also, they received exactly \$300 interest on that account. They are not budgeting out any of the \$2,000. That is just the additional funds. It goes straight to their surplus, which as of this budget, is a little over \$165,000.

Matt asked if anyone had questions.

Chair Watson emphasized there are four actions and will allow Matt to discuss all four, and if anyone had questions during Matt's discussion, please feel free to interrupt and ask questions.

Matt agreed to discuss all four action items.

a. Action Item V - Budget 19-20

Matt stated Action Item V is their current year federal funds budget. The third column to the right is the proposed change column. If you look at the very bottom of the second line from the bottom, total program funds available is up a little over \$375,000. But if they get an increase at this point in the year, which is great because a lot of that's going to be carried over into the next fiscal year. So of that \$375,000, they received numerous grants. They received \$86,000 from WIOA State Level Supplemental Funding and also received a \$20,000 for a WIOA Performance Incentive Grant. They received a National Emergency Grant for COVID-19 - \$223,000. Additionally, they received the National Emergency Grant, hurricane Michael Grant for \$70,000. Matt stated that it might sound odd they are receiving a hurricane Michael Grant at this point, but there was a voluntary obligation, and they are finally now getting those funds back.

And then last, they had a decrease in their past year allocation for Wagner Pfizer of \$12,600, because we hold the past year funds and then the State holds the funds to pay those state worker salaries. So they are moving funds back and forth to true up the salary accounts. Of the \$375,000, indirect program cost, they are budgeting out a \$100,000 for the NEG COVID-19 grant, and then also budgeting out \$60,000, which was the NEG funds to the Career Source Express line items. And then down in allocated costs and expenses, they are basically requesting a transfer here. So they are looking to transfer \$45,000 from repairs and maintenance and transferring \$10,000 from the travel line item to the systems and telephone line items, totaling \$55,000. They are requesting this transfer for a couple of reasons. Basically, there has been a big push to get all their computers back on Windows 10, and they need to speed up the process of replenishing computers. Each year they do at least 50 to 60 CPUs, but this year they are looking to do more so they can get all computers up to date on Windows 10. But of the \$375,000, they are requesting a budget out of \$160,000. So that increases the surplus by \$215,000. Their ending net brings their overall surplus from the current year budget to \$690,000. Matt asked if any on had questions?

b. Action Item VI - Budget 20-21(Unrestricted)

Matt stated the next is Action item VI – Budget 20-21 (Unrestricted). This is next fiscal year's unrestricted funds budget, and it is a comparative. Each year at the beginning of the year, when they bring to the committee the unrestricted in a federal fund budget, they showed a comparative budget. So the last left column is their current year budget. The middle column is the budget they are proposing for next year and ended up the far-right column is the variance between the two. They are looking to budget out is \$26,000, which is \$13,000 less dollars in the current year budget. So that is a \$3,000 reduction to the first line on food and drinks and special grants. And then a \$10,000 reduction to the indirect cost line item. The indirect cost line item for the current year was \$13,000 because they had to basically recap over all the money they spent on indirect cost for the past 2 or 3 years. But now they are moving forward, and they will only need to cover one year or about \$3,000. So looking at a budget out of \$26,000, they have

a little over \$163,000 they anticipate will carry over from the current year. And the surplus, which would be at the end of the year 2021. But that surplus is almost \$138,000. And that's figuring new revenue coming in. They know they will bring in revenue and sponsorships and additional funding, but as that funding is realized, they will go ahead and amend the budget to recognize that room. Matt asked if anyone had questions.

V. Budget 20-21

Matt stated the final largest action item is the last one. Action Item VII. This is next year's budget, 2021, for our federal funds account. It is a comparative budget, and in the variance column, there are many increases and decreases. When it comes to their recurring funding, which two-thirds of it are their WIOA funds and they have Wagner Peyser and welfare transition, the State of Florida took about a 5% reduction in those recurring grant allocations. Their share was only a \$30,000 decrease from the current year. So that's a fraction of 1%. They continue to defeat the State if you will because if the State seems to take a 3% hit, they seem to take about a 1%. They are continuing to defeat the rest of the workforce boards on average when it comes to the reductions that the State is incurring.

In the middle column, at the bottom, the second line from the bottom, total program funds available is \$6.504 million. When comparing that to the current year budget, they have \$6.856 million. So that's \$352,000 less than what we had in our current year budget. That is an excellent starting point. Matt did not expect to have such a great budget in May, but they are. And the reason for that is number one; their recurring allocations are only down \$30,000, and number two is the Department of Economic Opportunity has gone ahead and extended their welfare transition program. Typically it expires June 30th, but now it will expire September 30th. They are well underspent in that program. So they could carry over 150, even up to \$200,000 from the current year into this budget for 2021.

Also, they received a couple of COVID-19 grants totaling almost a quarter of a million dollars, and then their apprenticeship expansion grant and the sector strategy grant was also set to expire June 30th, which they have now given them an additional one year to expend those funds and will expire June 30th, 2021. Those are the primary four reasons why this budget has a little over \$6.5 million at the beginning of the year. Matt emphasized he remembered talking to Scott in December, and he was scared they would not have \$6 million in the budget at this point, but here they are. Those are the reasons why we are where we are.

Matt stated that he would now discuss the individual line items, and for everyone to keep in mind, any reduction that is related to a line item is not because they do not have enough funding available to fund a line item. The line items are being proposed at what they are primarily because it is what they expect to expend in those line items. It is what the current expenditure rate is, or it's just the program that's coming to an end, and that's just what they have left in the budget now.

The direct program costs at the very top you see participant tuition and fees proposing an increase of \$110,000, and that's for our 25% IPA requirement, they are actually budgeting out 35%, to ensure they meet the requirement and can train as many people as possible, in their primary services contract one-stop operations line item. That is the line item for their service provider, Dynamic Workforce Solutions, and there is an increase of \$145,000. They are taking over the Career Centers. So they will have additional staff positions. Primary services contract for the work experience portion that is mainly their WIOA youth work experience category. Federal law mandates that they expend 20% of our WIOA youth funds on work experience.

They are budgeting out close to 30% of their WIOA youth expenditures in that line item. Next, they are proposing a brand-new line item called Virtual Operations. They are looking at quite a few different tools to utilize. One of which is a virtual career fair, and also looking at least two or three other career service tools where career services could be provided to career seekers virtually.

The last line item the emerging initiative, which is their Florida Georgia Workforce Alliance. That grant currently expires on June 30th, 2020. They will not budget any expenditures there. In the allocated costs and expenses section, the salaries and benefits have a reduction of \$151,000. They are not reducing staff. They are transferring over the Executive Center to our service provider, and they do not have vacancies, but when doing the budget, that is where the numbers fall, and it is a reduction of the current year of \$100,000.

The facility rent that is showing an \$83,000 reduction and primarily that is due to their administrative building lease expires January 2021. They do not know whether they will stay or move. They are also considering possibly to be co-located at one of their career centers.

They are proposing security at \$34,000, which is an increase of \$10,000. They plan to have three security guards starting June 1st due to COVID-19 and reopening and crowds. They did receive the COVID-19 grants to help pay for security guards. They are looking at direct program costs and allocated costs; they have reduced \$173,000 from the current year budget when comparing the two. In the revenue line item, it is \$350,000 less, but they anticipate getting additional revenue as the year goes on. Matt asked if anyone had questions,

Jim reminded the Board members that their WIOA grants are two-year grants. That is why they take in to have a surplus at the end of the year to go into the next year. It's always old money first is what they spend first. But the idea is they have two years to spend the grant. And they are spreading it over that time.

Jonathan stated that he had a couple of comments. First and foremost, Matt is doing an excellent job with the budget because last year, this time, they did not have any surplus. At least at \$300,000, and now it looks like we are way above that. And it absolutely warms his heart that the manufacturing sector grant got extended a year.

Jim stated the yes, he is happy about the manufacturing grant being extended. He also stated that he is trying to get the Florida Georgia grant also extended for another six months. They have not responded to his request.

Chair Watson thanked Jonathan for his comments and asked if any others had questions or comments. Chair Watson asked Nina if she had any else to add to the Finance Committee report. Nina stated, no, Matt did a great job.

Chair Watson thanked Matt for the report. There are four action items, Action Item IV-Budget 19-20 (Unrestricted), Action Item V-Budget 19-20, Action Item VI-Budget 20-21 (Unrestricted), and Action Item VII-Budget 20-21. If there are any discussions or comments that we need to entertain, now would be the time to do that.

Chair Watson entertained a motion to pass all action items as a group or individually if someone chooses. Beth made the motion to pass the action items as a group, and Kevin seconded. **All in favor.**
Action Items IV - VII approved unanimously.

VI. Nominating Committee – Beth Cicchetti

Beth stated they had good news, but there have been some changes since the meeting of the nominating committee, but we are still working on it. For Gadsden County, they are excited to have one of their committed Board members. They are going through the process of getting that person formally nominated by an association. The Manufacturer's Association of Florida will nominate Christy St. Jean of BASF. She is currently the interim site manager, and she is extremely excited about being a part of the Board. Beth stated Christy is a pleasure to know and will be an excellent Board member. The next step is to get her nominated and then have the Gadsden County Commission approve her as a CSCR Board member. Their second person was Matt Thompson with Madison Social, but as it turns out, Matt is on the Tourist Development Council for Leon County. Leon County's structure is such that he cannot serve on two Boards on behalf of Leon County. They lost Matt as a prospect for an open Leon County seat, and they are searching for someone else in Leon County.

Beth stated we have one other person from Leon County, Lisa Blaser, from Tallahassee Memorial Hospital. Everybody is going through the process of getting approved by their respective County Commission. Also, Beth reminded everybody that it is time to fill out the Financial Disclosure form that comes in the mail yearly. And to check your mailbox if you have not received it. You must return it by July 1st.

Chair Watson asked if there is any reason that anybody knows that they should not move forward with this, or if, for some reason, they need to preempt it, this is the opportunity to act as a Board, as Executive Committee. The action items are for Lisa Blaser. She is in the HR department at TMH. And Christie St. Jean, who is the interim site manager for BASF, which is a mining operation in Gadsden County. BASF is a global corporation, and they have a mining site and operation in Gadsden County.

Chair Watson entertained a motion to approve Action Item VIII-Lisa Blaser and Action Item IX-Christy St. Jean as CSCR board members. Holly made the motion, and Kevin seconded the motion. All in favor.

Action Items VIII - IX approved unanimously.

VI. Strategic Policy & Planning Committee – Jonathan Gray

Chair Watson stated it is now time for the Strategic Policy and Planning Committee report from Jonathan. Jim stated it would not be Dee, but he will present the report.

Jim stated the Strategic Policy and Planning Committee had a meeting on May 13th. They discussed the letter Chair Watson and our Elected Official Nick Maddox signed to Ken Lawson, Director at the DEO. They submitted a letter saying they thought there were several items on the proposed subgrantee agreement that was not acceptable and were problematic. And so, we sent that on, and it was signed by our chief elected official mathematics. Since that time, a lot has happened. They now have the final version that was sent to all three commissioners, Chair Watson to Jim. And, to the other Workforce Boards in the State of Florida. The DEO Grantee Sub-grantee agreement, according to Jim's peers, it was closely worded to the one back in 2012, others do not agree with that.

Jim has submitted the agreement to Leon County, and their attorney and Ken Morris, the Assistant County Administrator for Community Development, and Jim spoke with him yesterday. Jim expects Leon County will come back and say that they are okay with the agreement within the week. After he receives the okay, he will send it out to get signatures.

Chair Watson stated they appreciate it, and they have benefited from Jim's experience and his knowledge. They all have certainly benefited from the relationships that he has cultivated and maintained with others and all of his peers and their ability to work together and communicate and work collectively as a team towards a common goal. And that certainly helps when we present, and that is what happened when several groups of the workforce boards contacted Secretary Lawson and the Governor's office with the united front stating they all think that there are items in this contract that needs to be adjusted. We would appreciate a review, and here are the reasons why. The letter that they tagged on with, he thought it was well written and not - it was respectfully written, but it was also succinct, and it didn't sound like an attack when someone read it, which is always received better.

Chair Watson stated he received an email from Michael Jackson, the Chair of the Board Chairs. Mr. Jackson stated there would be a meeting with, or at least a conference call between FADA and Secretary Lawson, so they will update us after that happens. Chair Watson stated he is glad that Jim has already gotten information, and it went well.

Chair Watson asked if anyone had any questions or discussions regarding the report from the Strategic Policy and Planning Committee. No one responded. Hearing none, Chair Watson asked Jim to provide his CEO report.

VII. Chief Executive Officer Report – Jim McShane

Jim provided a summary of his report that is attached in the agenda packet for today's meeting.

Chair Watson stated that he did not have any questions, but he applauds the extraordinary efforts of the CareerSource Capital Region team and Dan and his team. Each of them stepped into the vacuum that was created by Covid-19, essentially shutting everything down, and somebody is going to turn the valve off and let the air back in. And as Jim said, there is going to be a tsunami, and he thinks there will be a heavy lift coming for sure. He applauds and appreciates the effort and thoughtfulness that everyone has put into preparing for this, not only for the workload that's coming but for how to return to operations and do it safely for yourselves and the personnel there and also be able to deliver the services we need to do. So, thank you very much. They appreciate it.

Chair Watson asked Dan to provide the Quarterly Service Provider Report.

Dan thanked Chair Watson. Dan stated that he would provide an update on what they have been doing and where they are headed and also provide a contract performance update to the end of the 3rd quarter.

VIII. Service Provider Quarter Report – Dan McGrew

Contract performance through March 31st, 2020

- 10 of 14 contract measures met through Q3
 - Placements – 1,356 made through 3/31. Lower unemployment and overall center traffic contributed through March, COVID-19 impacting from here on out.
 - DW Credential rate not measured due to 0 closures.
 - WT Participation Rate – Finished February at 5th in the State. COVID-19 resulted in the removal of work requirements. March had 11.5%, and April had a 1.8% participation rate. The participation rate in March was 11.5%, and April was 1.8%.
 - WT EEOR – 31.3% in March and moving up. Removal of work requirements due to COVID-19 will negatively impact this number.
- All other measures solid

Other Updates

- Youth enrollments were big push pre-COVID with 30 enrollments in Q3. 6 enrollments in Q4 since COVID.
- Had a handful of youth whose WEX was interrupted due to COVID. Per DOL regs, paying out those youth until reassigned or until employment restarted.

Highlights since the last meeting

Leon County Summer Youth Program – Cancelled due to COVID. Reaching out to applicants who appear eligible for WIOA Youth and planning to continue summer placements for them. Goal to reach

COVID Response – moved to remote services immediately, DF delivered remotely via zoom, virtual workshops implemented, CareerEdge rolled out. Not seeing a lot of individuals focused on much beyond unemployment.

Chair Watson thanked Dan for his report and asked if anyone had any questions for Dan. Chair Watson stated that he did not appreciate the possibility in the reduction, with them moving the work requirements that changes certainly some of the CSCR statistics and their ability to attain those goals. He asked if CSCR would get a waiver for that, or will they get penalized for that as a Workforce Board?

Jim stated, that is a good question. I know that Dan's already asking for a waiver from us, and they have not heard anything when it comes to this from DEO. They have asked, I do not know if there has been a response. Jim asked Dee is she had heard anything more?

Dee responded, no, there has been some conversation about whether or not the Department Of Labor will potentially offer any waivers to the States related to performance. But the last she heard was that would not happen.

Jim stated that it is a problem for them because if you miss 4 out of 10, that means they can actually penalize CSCR for the next year. And if you do not get back to at least 2 out of 10 or 2 out of 12, then CSCR could be dismissed as a Board, and they can put in whoever they want. So, it is problematic, it is not something that they think is a good idea. And I know FADA is going to continue to work hard to try and get the State to give them a waiver because they are all in the same boat. It's not like it's just a problem here, it is everywhere.

Chair Watson stated that it is not unique to Career Source Capital Region, it is statewide and nationwide, probably. So, that is interesting. Chair Watson told Dan that nobody is looking for the cure right now. Everybody is satisfied with a Band-Aid.

Dan stated that he would have to imagine they are all in the same boat, and the extenuating circumstances are being placed on everyone, that it would be tremendously difficult to hold any Board accountable. It would be an uprising because no one is hitting the mark with their performance numbers.

Dee stated, at best, all they can hope for is that even if they do not waive their performance, that they don't issue any sanctions. So, if they do not issue any sanctions because you were not able to meet performance, then that's good enough for right now.

Chair Watson said that is a default waiver. Jim agreed. Chair Watson said as long as they are not penalized for, it would be his concern. He would hate to know they have been penalized for that.

Jim stated after they passed the new law in 2014, 2015, and 2016 they were free of any - they didn't have their setup at DOL ready to be able to meet and to say, what the difference in what they are doing on performance. And so for those two years, the performance was waived for us completely. But they can do it if they want.

Chair Watson emphasized that he does share the concern that once the current funding runs out for those people who had the work requirements waived and their \$600 checks stopped coming in, then somebody is going to go back out looking. So, that is going to create this tsunami that they are all talking about. Jim stated he agreed.

Chair Watson told Dan good luck and thanked him for looking forward and continuing to plan. Everyone appreciates it. Chair Watson asked Kara to provide her report.

IX. Senior Director Report – Kara Palmer-Smith

Kara thanked Chair Watson and stated that she would trim her six-page report to two pages.

Business & Employer Solutions

The Business Solutions Team, including manager Trish Yahn, has provided almost **8,600** solutions since July 2019. Since COVID-19 arrived, **929** solutions have been provided. Employer Workshops and Candidate Referrals have been among the top solutions provided during this time.

In the months of March, April & May, the BES team presented four professional development workshops, generated three fee for service (one social medial advertising, one professional development workshop, one off-site recruitment, and one sponsorship for a webinar), and totaling \$1,247.00. So far this year, we have generated close to \$10,000 in fee for service and event-specific sponsorships.

New Employer Relationships

Five new employer relationships were developed during this period.

Sector Rounds

The IT & Professional Services Sector Round was held on May 5th

Manufacturing is June 2nd

Construction June 23rd

All sector rounds are fully functioning with committees, etc.

Projects

The Talent Innovation Summit is on October 7th (Hybrid Model – Virtual and In-Person). The registration opens on June 17th, and Sponsorship opportunities are available now.

Virtual Hiring Fair

We have reviewed several platforms and are trying to narrow down. The features deemed important are Video Chat, Networking Lounges, Technical Support, Real-Time Job Board, Secure Chat, Customized branded booths, etc. We are trying to analyze the investment. For now, we are utilizing Zoom.

REACT

There is now a section on our website with virtual rapid response tools to quickly get citizens back to work.

Pre-LEAD (August 6th)

Employer Info Session

We held a session last Friday with staff and employers. It went well.

Events Calendar

Created for 2020-2021, 44 events which include a combo of virtual, hybrid, and in-person. Structured to change as needed.

Executive Center

The Executive Center is currently in a transaction as we move to service provider management under the new RFP/Contract. The service provider has already posted it for staff. Trish is developing various plans and reports for the transition. It will be housed at the Leon Career Center.

Special Projects/Grants

Hurricane Michael – National Emergency Grant

We are in closeout mode and will have a report by July 5th.

Manufacturing Sector Strategy Grant

We continue to work with manufacturing employers to get them interested in the grant. We will be working on getting the career seekers enrolled, and extension has been granted.

Apprenticeship

The Apprenticeship expansion grant has been expanded from IT also to include Health Care, Manufacturing, Construction, and the Trades. We are currently working with TRACCA and Utility for the fall. June 9th is when we have a webinar scheduled for.

COVID-19 Grant

The Florida Department of Economic Opportunity (DOE) awarded the NDWG for COVID-19 to CareerSource Capital Region (CSCR) in April 2020. The purpose of the grant is to provide temporary disaster relief employment opportunities for unemployed and dislocated workers impacted by the disaster. CSCR will place career seekers in disaster-relief employment for humanitarian, delivery, and cleaning positions.

Chair Watson asked if anyone had questions or discussion for Kara. No one responded. Chair Watson asked Dee to provide her report.

X. Senior Director Report – Dee Robinson

Dee stated that she would move through her report quickly.

1. Monitoring
 - a. A final report was expected in April; however, we have been told that the staff is working diligently to get out their reports and provided no estimated timeframe for receipt
2. Performance
 - a. WIOA Indicators of Performance – 14 measures (**employed, retention, credential rate**)
 - i. **3rd quarter - Exceeding 6, meeting 6, not meeting 2** (Youth employed second quarter after exit AND Youth credential attainment)...last quarter, Exceeding 7, meeting 4, not meeting 3. Not meeting youth employed for the last two quarters and Youth credential hasn't been met since Q1 for PY 18-19. Youth can be hard to keep engaged, might not finish training, or provide the information needed to

have positive outcomes. Also, yrs ago, we used a short-term training that allowed us to capture a credential earlier in our engagement with the youth, but it was later determined that the credential does not meet the federal definition of an industry-recognized credential. This means that any youth with this credential could count as a negative.

b. Continuous Improvement Performance Initiative

- ii. Focused on **placement, participant training rate, business penetration** – performance was updated effective 5/19/20. CSCR **met** our performance goal for the **Employed 1ST Quarter After Exit (this was a lagging measure and the first time it has been reported)** as well as meeting the **Participant Training Rate** for both available quarters. Based on the information available, it does not appear that we are on target to meet for the 3rd quarter. Affected by the local decision to pause on enrolling individuals for training services due to a lack of funding.

3. Other news

- a. Direct Provider of Services – WIOA requires that any local area wanting to provide direct services must request to do so and have the approval of Chief Elected Officials, board, and Governor. CSCR is under an extension that will end on 6/30/20. A request was submitted on **4/28/20** for CSCR to provide **direct services to its business customers as well as individuals who are eligible for special grants such as National Emergency Grant, Manufacturing Grant, Apprenticeship Grant, etc.** The **current request** will allow CSCR to provide direct services to these populations for the next **three years, beginning 7/1/20.**
- b. WIOA Four Year Strategic Plan – submitted remaining documentation on 5/1/20. I have not received any communication that additional revisions are necessary. **CSF Board will vote on plans in their next meeting on 6/4/20.**
- c. Technology updates (online resources)
 - i. Career Edge Pilot coming to an end on 6/30/20, career readiness. Thanks to Kara and the team, looking to see how businesses can benefit from the system (professional development courses). I hope to increase engagement in this last month of the trial so that we can have solid information to determine if this is a good fit for the region.
 - ii. Metrix Learning – online learning management system to assess for skill gaps, provide training content to close gaps, and explore career pathways. A great option to continue to provide training services

Dee stated that was her report and asked if anyone had questions.

Chair Watson thanked Dee for the update and appreciated the information and asked if anyone had questions or comments for Dee?

Beth asked if the age for youth, is it still 16 to 24. Dee responded, yes, it is. Beth stated if they begin to work in Gadsden County through this grant, they got on talent development. She would appreciate working together to see if we can make an impact there. Dee stated, yes, she would love that. Beth thanked Dee.

Chair Watson thanked Dee again for her report. He asked if there were any other comments or questions. If not, then the last agenda item is the program year 2021 meeting schedule.

XI. Program Year 2020-21 Meeting Schedule – Chair Watson

a. Program 2020-21 Year Meeting Schedule

Chair Watson, a draft of that schedule, is on pages 97 and 98 of the agenda packet which lists the proposed meeting days and dates. Just for planning purposes, we need to get those out for everybody to get on their calendar and contemplate. So there's a new member orientation or two new member orientation dates proposed that would be for new Board members to educate themselves for the staff there to bring them up to speed and to give them an idea of what's expected and what they do and an hour and a half just scratches the surface as they all know, but at least it gives them a starting point. Chair Watson stated attending the orientation was helpful for him when he was coming on as a new Board member. He would certainly encourage any of the new Board members coming in to participate in that. The next item is the Board of Directors meetings.

March 15 – 19, 2021 is spring break for families that have school-aged children. Chair Watson asked Jim to work with Patricia to provide different dates for the Board meetings

Kevin stated that he had one quick question that he brought to everyone's attention in a committee meeting a few weeks ago. He is a little bit surprised that they do not have available to them legal counsel that we can call on when they have any type of legal issue. And I wondered if there was any consideration given to possibly a letter of engagement so that they do have at least a relationship established that if they do need legal help, they can call in and pay an hourly rate on an as-needed basis.

Jim agreed with Kevin and shared with him that Lila provided him with two possible attorneys, and Charlotte provided them the name of an HR attorney that works for an agency here in town and is also someone who could do that job. Jim will provide an update at the next Board meeting on the status of an attorney for the Board.

Chair Watson thanked Kevin for the discussion on the Board attaining an attorney and asked if any more questions are. No one responded.

XII. Adjourn:

Chair Watson thanked everyone for their time and participation in today's meeting. It takes the whole group to make it work, and he certainly appreciates everyone's efforts and patients, and as we work through these things. He adjourned the meeting at 5:20pm.

Next Meeting

August 27, 2020