

Minutes



Executive Committee Meeting

8/27/2020

3:30 p.m.

Attendees: Scott Watson, Beth Cicchetti, Holly Henderson, Nina Self, Cristina Parades, Kevin Vaughn, Tom Eisel.

Members Absent:

Staff Present: Jim McShane, Matt Salera, Dee Robinson, Trish Yahn, Charlotte Brown and Dan McGrew

RECORDING: Patricia McCray

I. Call To Order

Chair Watson welcomed everyone and called the meeting to order at 3:34pm. 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 May 28th, 2020 – Scott Watson

Chair Watson drew the Committee's attention to the May 28th, 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 Action Item I; Kevin Vaughn made the motion, Holly Henderson seconded. **Action Item I Approved.**

III. ACTION ITEM II – Attorney Ad Hoc Committee – Kevin Vaughn

MOTION: Chair Watson entertained a motion to approve Action Item II, Ginger Barry Boyd, as the Attorney for CareerSource Capital Region. Kevin Vaughn made the motion, Beth Cicchetti seconded.

Action Item II Approved.

IV. ACTION ITEM III – Nominating Committee – Beth Cicchetti

MOTION: Chair Watson entertained a motion to approve Action item III, the Nominating Committee's recommendations for Kevin Vaughn as the Board of Directors Vice-Chair, Holly Henderson as the Board of Directors Secretary, Cristina Parades, as Chair, Strategic Policy & Planning Committee, Renisha Gibbs, Co-Chair, Strategic Policy & Planning Committee and other community members to serve on the stated Committees. Beth Cicchetti made the motion, Nina Self seconded.

Action Item III Approved.

V. ACTION ITEM IV – Budget 20-21 (Unrestricted) – Matt Salera

Matt reviewed the Budget 20-21 (Unrestricted) funds by sharing with the Committee that both program funds available has increased to \$6,103. CSCR received \$1,350 from the Talent Innovation Summit sponsorships and registration fees. Matt stated that CSCR was underspent last year in their unrestricted funds budget by almost \$4,700. Those funds are now reflected in this budget. Also, they had a small amount of interest of \$57, but not budgeting at any cost, just reflecting the increase. Matt asked if anyone had questions. There were none.

ACTION ITEM VI – Budget 20-21 – Matt Salera

Matt reviewed the Budget 20-21, which is the federal funds budget. The total program funds available has increased \$198,695. Seven grants got affected that have increased to almost \$200,000, the largest being additional funding that CSCR received for the WIOA Dislocated Worker grant of \$147,592, and received

Minutes



Executive Committee Meeting

8/27/2020

3:30 p.m.

another grant from WIOA Rural Initiaves \$37,500. SNAP planning allocation was reduced by almost \$15,000. CSCR received a WIOA incentive grant for a little over \$10,379, and then the Wagner Peyser allocation is \$5,782. And then our Florida Georgia Workforce Alliance grant, which was set to expire June 30th, 2020, last fiscal year, but it got extended into the current fiscal year. CSCR is reflecting the revenue they are carrying over to this fiscal year, and the carryover is \$20,799 less than what was planned in the budget.

In the direct program costs, there are two proposed changes that net to zero. The primary services contract was excuted for \$20,000 less than what the Board authorized CSCR to negotiate as result of the lower allocation from the planning allocation for the SNAP program. In the Florida Georgia Workforce Alliance, CSCR will reinstate that line item now that that program has been extended into the 2020-21 fiscal year. The security budget proposed a \$14,000 increase to continue to pay for the three security guards that are located at the Leon and Gadsden Career Centers. There is almost \$200,000 additional revenue, only budgeting out \$14,000. The surplus increases by almost \$185,000. The new total surplus is almost \$700,000. CSCR is in a great place to be this early in the fiscal year because all of this is projected to be carried over to the next fiscal year. Matt asked if anyone had questions? There were none.

MOTION: Chair Watson entertained a motion to approve the Action Item IV, and Action Item V. Kevin Vaughn made the motion, Tom Eisel seconded.

Action Item IV and V Approved.

Matt discussed with the Committee the lease for the Gadsden Career Center that expires on June 30th, 2021. It's this time of the year that the RFP process would begin to secure a location for the Gadsden Career Center. In his discussion, he requested their guidance on considering entering into a one year lease due to COVID19 and the current state of the construction industry, which would mean CSCR would not have to issue an RFP since a one year lease would fall under the \$150,000 threshold. The Committee agreed with Matt to move forward with negotiating a one year lease at the Gadsden Career Center and bring it back to the committee for approval.

VI. ACTION ITEM VI – Training Provider Application/Program Reviews – Dee Robinson

Dee shared with the Committee that the Training Provider Application/Program did not get a chance to go through the Strategic Policy and Planning Committee for vetting. By the time CSCR got the application, they were not able to do the research necessary to make recommendations. Therefore, this is the first time that the Board will vet this. The provider that applied is Computer Coach Training Center. They're a private nonprofit institution out of Tampa. They are not an accredited institution, but they are licensed by the Commission for Independent Education to provide post-secondary programs in the State of Florida. They are currently operating programs, and they are receiving WIOA funds from the Tampa region. CSCR is fairly confident in their recommendation to the Committee to approve this provider to go on our eligible training provider list.

Also, the Computer Coach Training Center submitted 13 training program application. All of the programs appear to be short term in nature with either 3 to 5 weeks to complete if it's a full-time program or 12 to 25 weeks to complete for part-time training. And the programs that CSCR is recommending to the Committees is the business office specialist, cloud integration specialist, computer support technician, cybersecurity specialists, data specialists, front end web development, full-stack web application, IT network administration, IT security professional, IT systems administrator, project management specialists, and service management specialists. The 13th application for a digital marketing specialist is currently not in demand in that area, and CSCR is recommending to deny that particular application. A full review of the

Minutes



Executive Committee Meeting

8/27/2020

3:30 p.m.

Training Provider Application/Program Reviews document is attached. Dee asked if anyone had any questions about the application for the training provider or the program?

Chair Watson stated that since they are not accredited, are they licensed to provide the services, and who would be the accrediting agency for this?

Dee stated that she could not remember at the time, but the Commissioner for Independent Education has approved to provide post-secondary training in Florida.

Chair Watson asked if the unit cost for the training in line for what we see with other similar programs, or do we not have other offerings that are similar to this now?

Dee responded that the closeted training provider to what is being offered is Computer Tutors, and they are not on our ETPL.

Chair Watson stated that it looks like the cost of the class is probably based on the level of demand. It looks like the cost is a low \$48 to \$87 an hour. Do we have any information to compare that the cost?

Dee stated institutions like TCC are providing some of the same type courses. They will be cheaper, but because of the type of agency that this is and their cost is higher, and the courses are online.

Chair Watson asked if this will help CSCR with other barriers for entry for some individuals or is the just another offering that would be available.

Dee stated that this gives CSCR more options for customer choice, which is a more primary thing for WIOA that we know we have to provide customer chores for the type of training. And the training provider can get their training completed. But then also this gives us a potentially successful outcome because the trainings are short and due to the demand for IT professionals. CSCR is certain that people will be able to find a job once they complete the training.

MOTION: Chair Watson entertained a motion to approve the Action Item VI. Kevin Vaughn made the motion, Holly Henderson seconded.

Action Item VI Approved.

VII. Chief Executive Officer Report – Jim McShane

Jim informed the Committee he provided a two page summary of his report, and it is attached to today's agenda. The Florida Georgia Workforce Alliance received an inquiry from Alabama. Melody Pierce from Georgia contacted the workforce team in Dothan, AL, to see if they are interested in joining our Alliance. We will continue the discussion with them later in September.

The Florida Georgia Workforce Alliance will do a healthcare summit in January 2021. We are seeking healthcare experts to be the speaker for the virtual event. Jim asked Tom Eisel and the Committee to share with him the names of someone who would be a great keynote speaker for this event.

CSCR did not receive the Cares Act funds, but many of the local nonprofits do, and CSCR partners, and so CSCR is working closely with them. Dan, Jeannie, Tandira, and Jim are working on the Wakulla Cares Act funding. Jim will do a presentation to the Wakulla County Board of County Commissioners on

Minutes



Executive Committee Meeting

8/27/2020

3:30 p.m.

September 3rd. If approved, CSCR would receive \$400,000 to be able to help people get re-employed in Wakulla County that should serve about 25 people, and it'll include work experience or internships that we paid for. Commissioner Quincy Messer Smith is the one that is behind making sure that CSCR is part of this money they have, and it expires in December 2020.

And then finally, to keep you up to date, the Greater Tallahassee Chamber of Commerce just unveiled their Talent 2030 and their Talent Hub 2030. The Talent Hub 2030 uses the workbay platform, which is similar to Employ Florida, but it isn't employee Florida.

Jim shared with the Committee that he and Dee had a good conversation with DEO to share with them that the Greater Tallahassee Chamber and our elected officials are in supporting Talent Hub 2030. The goal is to have a localized job board. DEO was not negative on that. They were saying they didn't see a problem with that, which is excellent news. Jim stated CSCR would continue with that discussion and have Mary, who is the owner of workbay, in a meeting in the next two weeks so that they can talk about the technical operations.

Jim praised the staff on the CSCR orientation video, stating it was well done, and he has shared it on social media.

VIII. CEO Performance Review/Employment Agreement – Charlotte Brown

Charlotte mentioned to the Committee the CEO Performance Review/Agreement timeline is included in the agenda packet for today. Charlotte stated that she will have the Committee to move through the process between now and the next Executive Committee meeting on November 12th. The timeline lays out when Charlotte will send the Committee the various documents for their completion. Jim will also complete a self-assessment that will be included. The Committee will have the month of October to provide their feedback. And then, Charlotte will have a consolidated report for discussion in November at the next meeting. So if the Committee members have questions in the meantime, contact Charlotte.

IX. ACTION ITEM VII – Economic Development Council Contracts – Jim McShane

Jim stated annually, CSCR, there were three Economic Development Council Contracts for some time until OEV was created a couple of years ago. When that happened, CSCR was no longer subsidized into the Leon County system since they have the City and the County vote paying for OEV. CSCR does give the Economic Development Council of Wakulla \$7,000 every year, and we do give the Economic Development Council in Gadsden County \$11,500. Jim stated CSCR required the action of the Executive Committee to approve these transactions. And after the Executive Committee approves, DEO, and they have to do the final approval to allow us to move forward with that, which they do every year.

Jim informed the Committee that if one of the Board members serves on the Gadsden County EDC or the Wakulla EDC board, as a member, you will have to abstain from voting.

Chair Watson asked the Committee members who served on an EDC Committee to identify themselves and abstain from voting. Kevin Vaughn on the Wakulla Co. EDC and Beth Cicchetti the Gadsden Co. EDC. All both abstained from voting on the EDC contracts.

Minutes



Executive Committee Meeting

8/27/2020

3:30 p.m.

MOTION: Chair Watson entertained a motion to approve the Action Item VII to give the Economic Development Council of Wakulla \$7,000 to the Economic Development Council in Gadsden County, \$11,500. Two Board members abstained Kevin Vaughn and Beth Cicchetti. Nina Self made the motion and Holly Henderson seconded.

Action Item VII Approved.

X. Service Provider Report – Dan McGrew

Dan directed the Committee to his DWFS team report for the year that ended on June 30th which is attached to the agenda packet for the Committee's review.

XI. Senior Director Report – Dee Robinson

Dee directed the Committee to her ROPC team report which is attached to the agenda packet for the Committee's review that will also focus on metrics and performance measures, the successful negotiation process with the DEO for Workforce Florida to get CSCR's goals decreased to be able to meet the metrics and other topics.

XII. Senior Director Report – Trish Yahn

Trish directed the Committee to her BES team report which is attached to the agenda packet for the Committee's review that will also focus on performance initiatives, business penetration, developing employer relationships, 2020 Talent Innovation Summit and other topics.

XIII. Comments – Scott Watson

Chair Watson thanked the Committee members for participating and Jim and the staff for their reports. He asked if anyone had any further discussions. There were none.

XIV. Adjourn

Chair Watson entertained a motion to adjourn the meeting, and Kevin seconded the motion. Meeting adjourned at 4:10pm.