

Minutes



Executive Committee Meeting

11/12/2020

3:30 p.m.

Attendees: Scott Watson, Beth Cicchetti, Holly Henderson, Kevin Vaughn, and Tom Eisel.

Members Absent: Nina Self, Cristina Parades

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

RECORDING: Patricia McCray

I. Call To Order

Chair Watson welcomed everyone and called the meeting to order at 3:31pm. 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 August 27th, 2020

Chair Watson drew the Committee's attention to the August 27th, 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 the minutes; Kevin Vaughn made the motion, Beth Cicchetti seconded, all in favor. **Action Item Approved.**

III. Nominating Committee – Beth Cicchetti

Beth asked that her report information be referred to Item 7 because all of her information would be discussed during Jim McShane's reports. Chair Watson agreed.

IV. Finance Committee – Nina Self

• Revenue & Expense Statement 20-21 (Unrestricted) – Information Item I

Matt stated that Information Item I is the current year's unrestricted revenue and expense statement through October one-third of the year. They have only expended 62% of the budget, which is a higher expenditure, but that's because we've accrued almost \$20,000 in Talent Innovation Summit expenses. And that's by far the most considerable expense that hits this budget. So as time goes on, the percentage will come down. No reason that we will keep it under budget by year-end. Matt asked if anyone had questions? No one posed questions.

Matt stated that not all of the sponsorships for the Talent Innovation Summit had been received. Because all the revenue is recognized in this budget, and all expenditures have not been accrued yet.

• Revenue & Expense Statement 20-21 – Information Item II

Matt continued to discuss Information Item II, which is the current year federal funds revenue and expense statement. This is through September 30th. It takes much longer to close out each month for the federal funds, so this is 25% through the year. In the direct program costs, you'll see we expended 18% of what was budgeted. There is typically a higher expenditure rate for the first quarter due to many line items at this time of the year. Dues and memberships are at 43%, maintenance contracts at 33%, security at 38%. Line items accrue rapidly in the first quarter because those are the line items where annual fees are paid during July. As the year goes on, the expenditure rate will go down. In total, through September, 20% of the budget was expended in the consolidated version for direct program costs and allocated costs. Matt asked if there were questions?

• Action Item II: Budget 20-21 (Unrestricted)

Matt asked everyone to go to page 23, which is their unrestricted funds budget for the

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current fiscal year. In the third column to the right, it shows their proposed change column. Total program funds available are up by \$53,061, an enormous number on a budget of less than a quarter-million dollars. Talent Innovation Sponsorships and registration fees of \$9,605 and the Florida Georgia Workforce Alliance sponsorships totaling \$3,350 and received the Veteran's Performance Incentive Grant for \$38,200. The Veteran's Incentive Grant is unrestricted. Also, additional events sponsorships for \$1,900 were received. A proposed change out of the \$53K is to budget out \$7,563, and \$1K is related to the Veterans Incentive Grant. In July, \$6,563 was expended for the Florida Georgia Workforce Alliance forum. The good thing about the changes is that \$45,500 will be added to the surplus, which brings \$191K. Matt noted that it is an action item and asked if there are questions.

Motion: Chair Watson entertained a motion to approve Action Item II the Budget 19-20 (unrestricted). Tom made the motion, and Kevin seconded, and the motion carries.

Action Item II was approved unanimously.

- **Action Item III: Budget 20-21**

Matt directed the Committee to the proposed change column, the second line from the bottom, and you'll see total program funds available is up by \$456K. That is related to the WakullaCares grant allocation for \$316K. And WIOA performance incentive grant for \$128,000, and now there is another WIOA performance incentive grant for a little over \$10,000. So that increase is related to those three grants/programs. In the proposed change column, the direct costs are reduced for Sector Strategy and the WakullaCares grant, initiating that line item for \$280,000. That's the direct cost, which is the contract with the service provider and direct costs related to career seekers. And in allocated costs and expenses, there is a proposal to increase the facility rent line item for \$65,000 for the administrative office lease, which expires January 2021—and having to extend or resign the lease from the administrative office through June 30th. So, out of the \$456,000 received, \$315,000 will be budgeted out, so the surplus increases \$141,000, bringing the new surplus for the year is just under \$800,000. Matt asked if anyone had questions.

Chair Watson asked if the \$65,000 was for the administrative offices on Monroe Street or John Knox Rd?

Matt stated it would be from January – June 2021.

Jim stated that CSCR is still negotiating with the building owner on a three year or five-year lease term.

Beth asked how the allocation for the WakullaCares grant was being used? Jim stated it was for \$316,948. Matt confirmed the \$316,00 is the allocation, and \$280,000 is the service provider's contract value. Any employer in Wakulla Co. can sign up to participate in the program. Beth asked if there had been any discussion with Residential Elevator? Jim and Rachel both stated they had not had a conversation with Residential Elevator. Beth asked that they set up a time to discuss getting more Wakulla County businesses involved.

Chair Watson asked if there were any other discussions regarding this action item

Motion: Chair Watson entertained a motion to approve Action Item III the Budget 20-21. Kevin made the motion, and Beth seconded, and the motion carries.

Action Item III was approved unanimously.

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- **Action Item IV: RFP 2020-03 – Information Technology Services**

Matt stated that action item IV is the RFP for the CSCR information technology services (IT). CSCR has a contracted service provider for over fifteen years. It does not make financial sense to have a staff person to serve in this role. Currently, the CSCR contract for information technology services is around \$110 000, \$120,000 a year. It's a cost saving to have a contracted service provider for IT as CSCR would need at least 2 or 3 individuals, and benefits could easily exceed what is paid to a company that has the expertise to provide these services.

The work scope is clear, and it's defined, and you can easily compare the differences between companies that tend to fail on this RFP. But this is pretty much the same RFP that was released four years ago, except for the revised certifications and just updating what our current IT infrastructure looks like at this time. The current IT provider is Inspired Technologies. Based on the contract's cost, and it's a cost-saving for CSCR. Matt asked if there were any questions?

Motion: Chair Watson entertained a motion to approve Action Item IV the RFP 2020-03– Information Technology Services. Kevin made the motion, and Tom seconded, and the motion carries.

V. Staff Recommendations – Matt Salera

- **Action Item V: Annual 401 Profit Sharing**

The annual 401k profit-sharing contributions are the CSCR policy and procedure plan, which the Board approves. The 401k plan is three components, and CSCR does a monthly match of 3%, and they also make a non-elective contribution of 3%, which is the maximum profit-sharing contribution. It is currently budgeted in the salaries and benefits line item. The profit-sharing contribution is broken out into two tiers: a managerial group with six employees and a non-managerial group with six vested employees and based upon the 2020 calendar year earnings.

Matt stated that CSCR is requesting the Board's approval to make the contribution at this time before the end of 2020 to meet the IRS deadline. CSCR does not know the exact figures, but it will not exceed \$23,000. Matt asked if anyone had questions?

Motion: Chair Watson entertained a motion to approve Action Item V the Annual 401 Profit Sharing. Kevin made the motion, and Tom seconded, and the motion carries.

- **Action Item VI: RFQ-Multi-Function Printer Copiers**

Matt issued an RFQ to local copier companies due to the CSCR's current lease with Xerox has expired. Matt provided a detailed chart of all the companies and their copiers that submitted a proposal. After his review, he recommends purchasing six Toshiba black and white copiers and one Toshiba color copier along with a service contract for a total of \$32,000. In purchasing the copiers instead of leasing, CSCR would save \$22,200 annually with the purchases.

Motion: Chair Watson entertained a motion to approve Action Item VI, the RFQ-Multi-Function Printer Copiers. Kevin made the motion, and Tom seconded, and the motion carries.

- **Action Item VII: Gadsden Career Center Lease**

The Gadsden Career Center lease expires on June 30th, 2021. The recommendation for the Board is to renew the Gadsden Career Center lease for 22 months.

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Motion: Chair Watson entertained a motion to approve Action Item VII, the Gadsden Career Center Lease. Kevin made the motion, and Beth seconded, and the motion carries.

VI. Strategic Policy and Planning Committee – Matt Salera

- **Action Item VIII: OneStop Operator & Workforce Services RFP**

Matt stated that comes under the Strategic Policy and Planning Committee as their recommendation for approval. They reviewed the five proposals, and one of them is the current service provider, the Kaiser Group, d/b/a Dynamic Workforce Solutions, Arbor E&T LLC, d/b/a Equus Workforce Solutions, C2 Global Professional Services LLC, Career Team LLC, and DB Grant Associates, Inc.

The CSCR RFP Review Team consisted of seven members, of which three of them are on this Committee. They are Amy Geiger, Melissa Rudd, and Kevin Vaughn. On the CSCR RFP ReviewTeam were two CareerSource CEOs from other regions, and Leon Co. Commissioner Nick Maddox agreed to serve. CSCR received five proposals, and they were all received on time and were deemed responsive, and all seven raters submitted rating sheets and conflict of interest forms for each of the proposals by the established due date.

Matt drew the Committee's attention to the chart at the very bottom of the action item lists each rater's score for each of the five proposals. And there's also another chart that shows the average score of each one of the proposals.

CSCR received three highly rated proposals from the Kaiser Group, Arbor E&T, and C2 Global. The average scores were 88% or higher. However, the Kaiser Group, definitely by far, was the top-rated proposal. They received 96%, 97%, 98%, and 100%, which are really high scores. Matt stated that the SPPC recommends to accept the Kaiser Group proposal and begin contract negotiations for the 2021-2022 fiscal year. It's a four-year contract, and every year it would return to the Board to renew the contract for up to three additional years.

Matt asked if anyone has any questions regarding the process, the RFP in general, or the individual rating sheets?

Motion: Chair Watson entertained a motion to approve Action Item VIII, the OneStop Operator & Workforce Services RFP. Tom made the motion, and Kevin seconded, and the motion carries.

VII. Chief Executive Officer Report – Jim McShane

- **Action Item IX: CareerSource Capital Region Bylaws**

Jim thanked the Governance Committee and Holly Henderson, Chair, and Dee Robinson for their complete review and the edits made to the draft CSCR Bylaws. All the draft changes to the Bylaws are highlighted in red to coincide with the DEO Subgrantee Agreement signed earlier in the year to maintain the CSCR Workforce Board. And there was language in the Bylaws that CSCR wanted to align with the language used in the DEO Subgrantee Agreement. The State Workforce Board was previously called CareerSource Florida, and it still is, but in the law, it switched to take out all of the CareerSource Florida mentions and state it is the State Workforce Development Board. Jim stated that the Governance Committee is recommending approval to the Executive Committee for the CSCR Bylaws.

Motion: Chair Watson entertained a motion to approve Action Item IX, the CareerSource Capital Region Bylaws. Kevin made the motion, and Tom seconded, and the motion carries.

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- **2020 Interlocal Agreement**

Jim stated that Ginger Boyd, CSCR Attorney, has reviewed the 2020 Interlocal agreement and working with the three County attorneys to get the required signatures. It should be signed by all three counties within the next month and a half.

- **Board Member Updates**

Board member updates, Lisa Blazer from TMH resigned and is moving to another job in another area. CSCR has tried for the last five months to get a labor person, all to no avail.

In the WIOA law, CSCR is allowed to put the other individuals that work with others to help them get work-ready. They have reached out to Ability First, and they have a new CEO. Jim stated that he would recommend going to the nomination committee sometime within the next week or two. CSCR still has an opening for a Gadsden County business representative, and Beth is working to assist CSCR with that opening. DEO has a Governance policy that limits the number of days it takes to replace BOD members. Gadsden's been a problem for a while, and CSCR has to fill the BOD member vacancy within 120 days.

Beth stated she would check with Christy St. Jean. BASF to see if she can recommend someone from that union who wants to serve because the BASF has 50 of their 82 employees that are union.

Jim stated that he prefers the CEO at Ability First at the moment just because CSCR does not work enough in the disabled space, and they need to do more.

Beth stated that his suggestion works for her, and it would be good to work with the disabled more closely.

- **Florida -Georgia Workforce Alliance and the Alabama Workforce**

The Florida Georgia Workforce Alliance is moving forward with adding Alabama Workforce to the group. In early December, their BOD will vote to join the Florida Georgia Workforce Alliance. CareerSource Chipola has also joined already and signed the MOU. They applied to CareerSource Florida a month ago for a special grant to continue working with our consultants through the end of June 2021. Jim stated that based on the discussion he had with DEO, they would receive the grant. DEO requested that they increase their request. Matt is working on the numbers to come up with the exact amount that DEO wants to ensure they get the grant.

On January 27th, the Florida Georgia Workforce Alliance will have a healthcare event. They are hoping to have over 200 folks engaged in that at that time. They are with Tom Eisel to find a healthcare keynote speaker. Jim will inform everyone about the event closer to that time.

VIII. **Service Provider Quarterly Report – Rachel Oliver**

The Service Provider Quarterly Report presented by Rachel Oliver is attached in the agenda packet for review.

IX. **Senior Director Report – Dee Robinson**

The Senior Director Report presented by Dee Robinson is attached in the agenda packet for review.

X. **Senior Director Report – Trish Yahn**

The Senior Director Report presented by Trish Yahn is attached in the agenda packet for review.

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XI. CEO Performance Review – Scott Watson

Charlotte Brown, CSCR HR Manager, asked the staff to leave the meeting while she met with Chair Watson and Executive Committee members to discuss the CEO's Performance Review.

Chair Watson asked C. Brown to provide a verbal overview of the CEO performance review process for the committee, especially new committee members who had not previously been through the process. C. Brown reviewed the process which includes the CEO's self-appraisal, each committee member's completion of the appraisal form, the consolidation of the performance appraisal information collected from each committee member, Chair Watson's one-on-one meetings with the CEO's management team members, and the approval of a final consolidated form that Chair Watson will provide to the CEO in December.

Chair Watson verbally mentioned in his overview from the leadership team one-on-one meetings that there was no sign of hostile work environment nor harassment indicated and that staff shared that they felt as if they could report any form of harassment and that it would be addressed immediately, should any such situation arise. Chair Watson also mentioned that the board and CEO need to be mindful of capacity availability when taking on new initiatives, as the organization has lost several positions over the past two years.

Chair Watson and the committee discussed the consolidated performance review document that was provided by C. Brown. The document contained the averages of the executive committee members' responses to the performance factors in the form and all of the narrative feedback provided by the members. The committee members reviewed the consolidated performance review document and the general consensus was that no edits were desired.

The committee continued discussion regarding potential pay changes for the CEO. C. Brown was asked by the committee what the merit pool was for the staff, and she reported that a 3% pool was used in July 2020 for staff merit increases. There was general discussion among the committee members regarding providing either a merit increase or lump-sum amount to the CEO. K. Vaughn and C. Brown performed calculations to indicate what a 3% merit increase and a 3% lump-sum would be.

K. Vaughn made a motion to accept the consolidated performance review with no edits and provide a 3% merit increase to the CEO in January 2020. B. Cicchetti seconded the motion. Chair Watson called for a vote and the motion passed unanimously.

XII. Adjourn

Chair Watson entertained a motion to adjourn the meeting at 5:45pm, and Kevin seconded the motion. Meeting adjourned at 1:25pm.

Next Meeting
March 4th, 2021