



**Executive Committee Meeting**  
**March 5, 2020**  
**3:30 PM**

**Present:** Kevin Vaughn, Holly Henderson, Tom Eisel, Jonathan Gray, Nina Self, Beth Cicchetti.

**Absent:** Scott Watson

**Staff:** Matt Salera, Dee Robinson, Jim McShane, Kara Palmer, Patricia McCray

**Recording:** Matt Salera.

**I. Call to Order & Welcome**

Vice Chair Jonathan Gray welcomed everyone and called the meeting to order at 3:33 PM and stated that the public is allowed to participate; however, public comment is held to a three (3) minute limit.

**II. Action Item I: January 21, 2020 Meeting Minutes Approval**

Vice Chair Gray asked if everyone had an opportunity to review the January 21, 2019 Executive Committee meeting minutes, after allowing a few moments for review, he asked if anyone had any questions or comments about the minutes. Vice chair Gray stated that his name was misspelled. Nina noted that the minutes showed her as being absent when she was present and the word is was changed to if in the first section of the questions section. Vice Chair Gray asked who took the minutes and Matt responded that he completed the minutes after Demetria left the organization and stated that we created the minutes based upon Demetria's notes that he found since he did not know he was going to have to prepare the minutes.

**Motion:** Vice Chair Gray called for a motion to approve the January 21, 2020 Executive Committee meeting minutes. Motion made by Kevin Vaughn, Holly Henderson seconded the motion. All in favor, motion passes.

**Action Item I approved unanimously.**

**III. Action Item II: Budget 19-20 (Unrestricted)**

Matt Salera directed the committee's attention to the unrestricted budget. He stated that total program funds available is up \$7,000 as a result of Talent Innovation Summit sponsorships & registration fees that were collected. He then proposed the creation of a new line called indirect costs. Matt explained that programs created and paid for with unrestricted funds still must have indirect costs allocated to them. He stated that while these programs generally bring in more revenue than what expenses total, when factoring in indirect; which can run anywhere from 26-32%, the indirect allocation can create a deficit which he expects to be just shy of \$13,000 by year end.

**Questions:** Kevin Vaughn asked if indirect costs are salary costs. Matt stated indirect costs are a portion of salary expenses from indirectly charged staff and other costs that accrue indirect costs. Kevin then asked if we allocate \$13,000 of indirect costs to our unrestricted funds then would our federal funds accrue \$13,000 less in indirect costs and Matt replied yes.

**Motion:** Vice Chair Gray asked if there was a motion to approve Action Item II. Beth Cicchetti made the motion and Kevin Vaughn seconded. All in favor, motion passed.

**Action Item II approved unanimously.**

**IV. Action Item III: Budget 19-20**

Matt Salera then directed the committee to the consolidated budget. Matt Salera then directed the committee to the consolidated budget. He stated that the only change to the budget was to total program funds available which was up \$47,305. He said that a grant called WIOA Foundational Skills Initiative for \$20,833 was received which will be used to train participants to get ready to work and where soft skills training will be provided. Also, the DEO shared programs grant allocations were up \$26,472. He also stated that no budget line items have any proposed changes so the additional \$47,305 increase to the federal funds budget increased the overall surplus to \$462,377.

**Motion:** Vice Chair Gray asked if there was a motion to approve Action Item II. Tom Eisel made the motion and Kevin Vaughn seconded. All in favor, motion passed.

**Action Item III approved unanimously.**

**V. Action Item IV: WIOA Four Year Location Plan**

Dee Robinson reviewed the four year plan process and stated that feedback from staff was received and reviewed and that the plan was advertised to receive public comment through Monday and the final plan is due to DEO on 3/16. Jim McShane thanked staff for all their contributions who worked together as a team.

**Motion:** Vice Chair Gray asked if there was a motion to approve Action Item IV. Nina Self made the motion and Beth Cicchetti seconded. All in favor, motion passed.

**Action Item III approved unanimously.**

**VI. CEO Report – Jim McShane**

Received 3 well written proposals for RFP One Stop Operator & Workforce Service Provider from DWFS, Rescare & C2 GPS. All respondents have multi state contracts in the workforce arena.

Leon works is growing exponentially. We have multiple county school districts sending students to this event. They have about 100 businesses participating already registered. We will have a table to provide some workshops at the event on April 2.

FGWA – Meeting set for April 16 in Valdosta. Committees are working and reports will begin to be shared. There are six committees and working on adding value to our efforts. We will be applying for a grant in April.

Tallahassee Housing Authority – we will be setting up an MOA with them and the Boys and Girls club to provide workshops as we do at the Leon County Libraries.

COVID-19 – have held meeting to discuss with board and DWFS senior staff. We will monitor how things go. Staff has been advised to stay home if they feel ill.

Aspire – the LCAN is moving forward and I am on the core team.

Community Advisory Committee – I am Vice Chair and Chair to be next year.

GCDC – Still Past Chairman. BBCOC – still past Chairman. ELC – Audit Chair and on Executive Committee. On the City AHAC committee. Opportunity FL – the local REO EDO. AERO Board with Kara. Co-chair for FL GA Workforce Alliance.

**VII. Service Provider Quarterly Report – Dan McGrew**

Met 10 of 14 contract measures through midyear. Primarily due to decreases in unemployment and foot traffic. Recruitment events are positive and are generating placements.

Currently focusing on WIOA Youth enrollments. Had 16 enrollments last quarter and 29 during the month of January.

Training budget is fully obligated for the year.

Highlights – Leon County summer youth program application process in progress to 20-30 youth which is open to non-county employers. Steps currently in place to expand employer base.

Customer service initiative launched total net promoter 4 years ago. Had a 33% rate 3 years ago have a 57% rate thus far this year meaning 57% are likely to recommend to others that they had a positive experience at their respective career center.

**VIII. Senior Director Report – Kara Palmer Smith**

Business & Employer Solutions – so far this program year, the BES team provided almost 7,200 solutions. This includes on-site interviews, job postings, candidate screening, veteran services and recruitment events.

During the months of November & December the BES team presented 0 professional development workshops, generated 7 fee for service (3 social media advertising, 1 professional development workshop, 1 professional development workshop bundle, 1

basic event package, and 1 office space rental) and 2 sponsorships (IT Sector Round & P4P), totaling \$4,294.

In the months of January & February the BES team presented 4 professional development workshops, generated 3 fee for service (social medial advertising, professional development workshop and off-site recruitment) and 3 sponsorships (BPAC, Manufacturing & Healthcare Sector Rounds), totaling \$2,197.

REACT Hiring Fair for Cal-Maine went well on Jan. 10. Eight employers and 48 career seekers in attendance. Conduent has issued a WARN and we are trying to work with them. We have also shared information with Earthfare who is closing as well.

We have held 11 Recruitment and Related Events from November through February.

New Employer Relationships: Data Set Ready and Tallahassee Fire Department.

Industry Sector Rounds: Since November, we held the IT, Construction and Health Care Sector Rounds.

Upcoming Events: March 10 – Manufacturing (Sponsor: Danfoss Turbocor)  
May 5 - IT and Professional Services.

Networking and Community Engagement: Big Bend Minority Chamber, Tallahassee Chamber, Wakulla Chamber, Access Tallahassee, Tal Tech Alliance, Leadership Tallahassee, Tallahassee Young Professionals, Veteran Community Luncheon, TCC Advanced Manufacturing Training Center, Jim Moran Institute is sponsoring next week's Power Hour, which is sold out.

Executive Center – The Executive Center is currently in transaction as we move to service provider management under the new RFP/Contract.

We will continue holding orientation sessions twice monthly and continue to help as many career seekers as we can.

Special Projects/Grants: Hurricane Michael – National Emergency Grant  
On Hold. 19 participant career seekers have been placed in employer (permanent).  
Manufacturing Sector Strategy Grant - We continue to work with manufacturing employers to get them interested in the grant.

Apprenticeship - The Apprenticeship expansion grant has been expanded from IT to also include Health Care, Manufacturing, Construction and the Trades. There are currently 12 registered apprenticeship programs with 7 sponsors in our Region. The goal is to secure five more employers to develop apprenticeships and place career seekers. The Inspired Apprenticeship is going well. They are now looking to bring on more apprentices. Webinars will be forthcoming for those employers who may be interested.

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

Monitoring - DEO conducted review in February 24-28 – across programs there were 17 findings and 4 Other Non-Compliance Issues (mostly WP with 7F/2ONC); last year was 16F, 12 ONC (WP 6F, 5 ONC). No other corrections can be made but there may be some rebuttal; final report is anticipated in April; will provide an update at the next meeting.

Performance - Performance Holdback looks at placements, monitoring, case management, retention, and other performance measures more directly related to WIOA Indicators of Performance. Submitted by service provider timely on 2/28/20; internal review and report must be submitted within 60 days. WIOA Indicators of Performance – 14 measures (employed, retention, credential rate). 2<sup>nd</sup> quarter - Exceeding 7, meeting 4, not meeting 3 (DW median wage for those employed 2<sup>nd</sup> quarter after exit, Youth employed second quarter after exit AND Youth credential attainment). Continuous Improvement Performance Initiative, more aligned to WIOA, awards based on formula funding, distributed twice yearly. Focused on placement, participant training rate, business penetration – performance for the first and second quarter is available for two of the three measures (employment rate for first quarter after exit has not been posted due to the lag in receiving wage information. CSCR met our performance goal for the Participant Training Rate by improving slightly more than 25% over the baseline which resulted in an incentive. It appears that we are on target to meet for the 2<sup>nd</sup> quarter as well.

Policy – new policies approved by CSF which includes some related to board governance. Working with Jim to create policy, will come before Board within next quarter.

**X. Board Chair Remarks:** none.

**XI. Adjourn:** Motion made by Vice Chair Gray and Kevin Vaughn seconded the motion.

**Meeting adjourned at 4:27 PM.**

**Next Meeting:**

May 28, 2020

3:30 PM