

# Minutes



## Executive Committee

Meeting 6/2/2022

3:30 p.m.

**Attendees:** Scott Watson, Nina Self, Beth Cicchetti, Tom Eisel, Cristina Parades,

**Staff:** Jim McShane, Matt Salera, Trish Yahn, Tandria Edwards, Charlotte Brown and Rachel Oliver

**Recording:** Patricia McCray

### I. Welcome – Scott Watson

Chair Watson thanked everyone for taking time out of their busy schedule to attend the meeting. He then stated that other executive committee members would join further in the meeting, but until then, he will commence the meeting. He called the meeting to order at 3:31 pm on June 2nd, 2022.

### II. Meeting Minutes Approval

**Action Item I - March 3, 2022 Minutes**

**Action Item II - 2023 CEO Employment Agreement Planning Minutes**

**Action Item III - April 29, 2022 Minutes**

Chair Watson turned everyone's attention to the approval of Action Items I, II and III.

**Motion:** The chair entertained a motion to approve the above-listed minutes. Jim stated that he would like to amend April 29, 2022, meeting minutes. The minutes should reflect his absence; however, it says he was in attendance. There were no other corrections. Beth made the motion and Nina seconded—all in favor.

### III. Audit Committee - Tom Eisel

Chair Watson turned over to Tom, who then turned over to Matt to report on this line item.

#### **RFP 2022-01 Auditing Services – Action Item IV**

Matt informed the board that the current audit firm recently completed its fifth year and can no longer provide services under the current engagement. An RFP was released seeking a new audit firm but received only one proposal. James Moore auditing firm submitted a proposal. Matt stated he worked with them in the past during 2 previous 5 year engagements and looked forward to working with them again. He has an engagement letter for Chair Watson to sign for one year, but the proposal is for a five-year term and the engagement can be renewed annually up to 5 years before procuring a new audit firm.

**Motion:** Chair Watson entertained a motion to approve the recommendation for James Moore Auditing firm to provide auditing services for the next five years. Nina made the motion, and Beth seconded. All in favor.

### IV. Finance Committee - Nina Self

Nina asked Matt to report on the Finance Committee items.

#### **Budget 2021-2022 (Unrestricted) - Action Item V**

Matt outlined that this is the current year's unrestricted funds budget. The proposed change column entails the revenue received in the amount of \$4,200 dollars for the LEAD program. Matt asked if there were any questions.

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### **Budget 2021-2022 - Action Item VI**

This action item is the current year's budget for the federal funds. The proposed change column shows the total program funds available have decreased by \$-109,404. The decrease is composed of three changes, the SNAP program, where we have worked off of a planning allocation of during the year. At this point, we can no longer operate off the planning allocation because we have not received adequate funding to date. Due to not receiving this funding, the budgeted SNAP allocation has been reduced by \$-159,294 which is based upon carryover and actual grant allocations received to date. Matt stated he hopes that CSCR will get enough revenue to cover the costs by the end of the year. The WIOA performance incentive grant had a state-wide de-obligation of \$-1.9 million, which our regions allocation was reduced by \$-75,110. A new program called the Reemployment Services and Eligibility Services received funding of \$125,000.00. The net of these three programs for the next fiscal year is a reduction of \$-109,404. The surplus of the current year budget is still over \$884,000. Matt asked if there were any questions; there were none.

### **Budget 2022-2023 (Unrestricted) - Action Item VII**

This budget is a comparative budget. The current year's budget is on the left, and the budget for next year is in the middle and the variance between the two is on the far right. There is only one proposed change to direct costs reducing that line item by \$-3,800. Matt stated that even though this is the unrestricted costs budget, we still have to allocate indirect costs to unrestricted program activities. Costs such as food and drinks or items that are just unallowable, do not require indirect costs to be allocated. The surplus is a little over \$170,000 due to prior years carryover and does not include revenue expected to be received during the FY. Matt asked if there were any questions. Scott responded by asking when sponsorships are given for the Talent Innovation Summit and if this is the budget that those dollars go to to help fund those programs. Matt responded by saying unless the decision is made, not to operate those programs.

### **Budget 2022-2023 - Action Item VIII**

Matt mentioned that two-thirds of CSCR funding is WIOA funds and the planning allocations are down 4%. The Welfare Transition program a million-dollar program is up 4%, and the Wayner Peyser program is a little over \$500,000 is up 8%. The total program funds available have decreased by \$-656,000 due to programs that have expired, such as the Sector Strategies program, the National Emergency grant COVID program, and last year a grant called Tri-State Workforce Alliance. Those programs will not be carried over into next year, they have expired.

However, additional programs, even incentive funds are expected to roll in later next year. In the direct program costs. The first change is participant tuition and fees, which that increasing that line item to achieve the 25% ITA training requirement. The planning allocations are better than projected. The primary workforce service provider contract line item at \$1.9 million. Seeking approval authority to negotiate a contract with C2 Global Professional Services as the next workforce service provider, and negotiations are going well. The majority is of that is for the WIOA youth work experience requirement where we expend 20% of the WIOA youth allocation. There's a new line item for the one-stop operator. An RFP was issued and it that contract was awarded to EDSI. At the bottom are the two programs that have expired.

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There's a 22% reduction in salaries and benefits, where there was the staff that was part of those programs that have expired. No staff will be laid off.

### **Gadsden Career Center Facility Lease - Action Item IX**

Matt outlined that the current lease will expire on April 30, 2023. He further stated that he started scouting for properties and found one available property that is 34,000 square feet and resembles a retail center. He then contacted the existing building owner, who informed him that she was proposing an 8% increase which would take effect at the beginning of the new lease. This increase will give rise to a cost of \$15.17 per square foot, which would be a 20-month lease term that starts on May 1, 2023. The gross rent now for 20 months is a little over \$230,000. Matt asked if anyone had questions.

**Motion:** Chair Watson entertained a motion to approve the Action Items V, VI, VII, VIII and XI that Matt reported on. Beth made the motion and Nina seconded—all in favor.

### **V. Staff Recommendations - Matt Salera**

Chair Watson called upon Matt to report on this line item.

#### **C2 Global Professional Services Transition Budget - Action Item X**

Matt told the board that C2 Global Professional Services had submitted a transition budget to the company. This is because the negotiated contract does not take effect until July 1st. They are proposing that face-to-face meetings with staff will be a crucial aspect of the transition. The cost will be slightly more than thirty-three thousand dollars \$33,000.00 and would be charged to a one-stop operations line item that has a large surplus. This would require us to execute an agreement that will be cost reimbursement.

**Motion:** Chair Watson entertained a motion to approve Action Item X. Cristina made the motion, and Tom seconded—all in favor.

#### **Policy & Procedure Manual Update - Action Item XI**

##### **a. Vacation & Sick Leave Policy**

Matt stated that they are proposing a modification to the vacation and sick leave benefits, specifically adjusting the seniority date as indicated in the current policy.

The fourth paragraph from the bottom is the paragraph that's concerning. When we recruit someone and they're from our contract service provider, or they worked for DEO in the career centers. We want to adjust their seniority date to account for prior service within our organization. So that the adjusted seniority date will be used to determine the vacation and sick leave prorate as indicated in the current policy. When someone applies for a board staff job and they may have 100 hours of personal leave, this change will basically allow the transfer of those personal leave hours.

Chair Watson asked if someone who is presently working in the system, be it DEO or a workforce services contracted employee, if they transitioned into employment with CSCR, we would recognize their term of service.

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Matt stated, yes.

Chair Watson asked does that affect their employee benefits and how does it recognize seniority? And does that impact any other areas of benefits for pension or participation in a 401k?

Matt stated, we have not looked at this through the 401k plan. You need one year of service to be eligible for the 401K.

Charlotte stated an employee has to be employed for 1040 hours during the year or 12 consecutive months before they can participate in the 401K. And to adjust that would not be allowable because CSCR has an agreement with the 401K provider that an employee would have to work a certain amount of hours to be eligible. For all other benefits, there's a 30-day waiting period and a 90-day period for life insurance, and short and long-term disability. What we have found the whole time that I've been here is if you hire someone from outside our system, or someone who doesn't have workforce development experience and expect them to work at the level that we do our Board staff, especially in the workforce development programs and compliance side of the house, it's a challenge and it didn't work out well for a few people early on when I started.

Chair Watson thank Matt and Charlotte for the information. I wanted to ensure that we adopted implications and how changing this single policy and granting seniority here that it was not going to create problems in those other areas that you mentioned. I wanted to ensure that we had thoroughly reviewed all options and it wasn't going to create an issue with healthcare and other benefits. Chair Watson stated he wanted to make sure we had thought it through before making changes that may cause problems later on.

**Motion:** Chair Watson entertained a motion to approve Action Item XI. Christina made the motion and Beth seconded—all in favor.

## VI. Nominating Committee - Beth Cicchetti

### **New Board Officers- two-year terms 2022-2025**

Beth asked Jim to go through this line item because she was driving. Jim asked that this action item be tabled until the appropriate time due to an error on his part as it relates to the end date for active members. Jim further mentioned that Holly would be leaving, and Amber agreed to serve as the secretary.

Chair Watson stated that he would modify this action item and the current officers would continue, Scott Watson, Chair, Kevin Vaughn, Vice Chair, Beth Cicchetti, Past Chair and Nina Self as the Treasurer. The action item will be to have Amber Tynan serve until June 2023 as the Secretary to fill Holly Henderson's vacancy.

**Motion:** Chair Watson entertained a motion to approve the action item nominating Amber Tyan as secretary from this date to June 2023. Tom made the motion, and Nina seconded—all in favor.

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### Board Members

#### 3-Year Reappointments - June 2025

##### Tom Eisel-Leon Co. - Business Candidate

Tom informed the board that he had gotten an opportunity to move to Northern Virginia he is planning to accept, and as such, he will resign from the board. Scott and Jim congratulated him on this opportunity.

##### Beth Cicchetti-Leon Co. -Business Candidate

**Motion:** Chair Watson entertained a motion to approve the three-year appointment for Beth Cicchetti. Tom made the motion and Nina seconded—all in favor.

### New Board Members

Jim informed the board that Shakelia Epps will be replacing Monique Gustafson as the representative from the Dept. of Vocational Rehabilitation. Kevin Vaugh will be replacing Amy Geiger as the representative for the Wakulla Co EDC.

**Motion:** Chair Watson entertained a motion to approve this action item XIII. Tom made the motion, and Nina seconded—all in favor.

Jim outlined that the other items are for informational purposes only, and there will be a slight change. In contrast, Patrick Hutto will not be the Labor Union representative, so the position will still need to be filled. There are vacant board positions in, Labor Union, Higher Education and Private Business Sector. Also vacant Committee member positions, Governance Committee and Strategic Policy & Planning Committee Co-Chair.

## VII. CSCR Board, Committee, and Council Meetings Schedule - Chair Watson

This item will be placed on the Board of Directors meeting agenda as an action item for review and approval.

## VIII. CSCR Career Center Hours of Operation And Holiday Schedule 2022-2023 - Chair Watson

Jim mentioned that the only thing added to this item was the Juneteenth date. Charlotte mentioned that Leon County observes Juneteenth.

**Motion:** Chair Watson entertained a motion to approve the 2022-2023 CSCR Career Center Hours of Operation and the Holiday schedule adding the Juneteenth holiday. Nina made the motion and Cristina seconded the motion – all in favor.

Chair Watson stated since several of our Executive committee members have left the meeting, the other items will be added to the Board of Directors meeting on June 23<sup>rd</sup>.

## IX. Governance Committee - Holly Henderson

This item will be placed on the Board of Directors meeting agenda as an action item for review and approval.

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- X. Strategic Policy and Planning Committee - Christina Parades**  
This item will be placed on the Board of Directors meeting agenda as an action item for review and approval due to Cristiana having technical difficulties.
- XI. Chief Executive Officer Report - Jim McShane**  
This report was included in the agenda meeting packet.
- XII. Senior Provider Quarterly Report - Rachel Oliver**  
This report was included in the agenda meeting packet.
- XIII. Senior Director ROPC Report - Tandria Edwards**  
This report was included in the agenda meeting packet.
- XIV. Senior Director BES Report - Trish Yahn**  
This report was included in the agenda meeting packet.
- XV. Adjourn**  
The chair thanked everyone for attending the meeting and wished everyone a great afternoon.