



Minutes

Executive Committee Meeting

6/3/2021

3:30 pm

Attendees: Scott Watson, Nina Self, Holly Henderson, Kevin Vaughn, and Tom Eisel

Members Absent: Beth Cicchetti and Cristina Paredes

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

RECORDING: Patricia McCray

I. Welcome - Scott Watson

Chair Scott thanked everyone for attending the meeting and expressed his appreciation for their commitment to being present amidst their busy schedules. He also recognized the passing of Beth's father and expressed his sympathy.

II. ACTION ITEM I – Meeting Minutes Approval March 5, 2021

After the chair gave a warm welcome, he turned everyone's attention to the March 5, 2021 minutes.

Motion: The chair entertained a motion to approve the March 5, 2021 minutes. Kevin made the motion, and Nina seconded the motion. All in favor.

III. Finance Committee - Nina Self

Nina turned this section over to Matt, who presented the Finance Committee report.

- **Action Item II - Budget 20-21 (Unrestricted)**

Matt spoke on the Revenue and Expense statement, also referred to as the Unrestricted Funds Account. He reported that it is through March 31, three quarters, 75% of the year. CSCR has expanded 65% of its budget, most of which are from the Talent Innovation Summit. The aim is to stay under the budget by the end of the year, and CSCR is below the 75% threshold. He then asked if anyone has any questions concerning what he reported.

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

Matt then moved to report on the Revenue and Expense Statement for federal funds (Consolidated Budget), which is also through to March 31, 75% through the year. He directed everyone to view the top section, specifically the Direct Program costs; in total, CSCR has only expanded 52% of what was budgeted, mainly due to Covid. Low enrollments for participants into training, first-line item at 18%, direct services contract work experience 38%, transportation and

incentives 0%, and this line item is for Welfare Transition participants gas cards. There's was no demand past our usage distribution to participants for the gas cards. Only a few line items are over 75% in the allocated costs and expenses, such as cell phones and pagers. DEO has a mandate that we provide to their employees a cell phone. And that's because the van was moved to that line item. And then also, you'll see the line item for maintenance contracts. And that's related to our administrative office building moves. CSCR had movers and other expenses that accrued for relocation costs. In total, CSCR is under budget. Work program costs were at 71%, through March in total when combining direct and allocate costs at only at 59%, you look at that bottom left-hand corner Number Use your surplus, if for the year is \$964,000, and that's our budget surplus. So if CSCR comes in under budget and that surplus or that carrier increases into the next year's budget, Matt will discuss more in the last action item for the Finance, any questions.

Jim asked if it's a case where CSCR has to spend 80% of WIOA funds. Matt responded no and stated that the requirement is no longer required.

- **Action Item IV - Budget 21-22 (Unrestricted)**

Matt stated that there are a few changes in the unrestricted budget for the current year. Starting with revenue, the total program funds available were up by \$3650. There's also a \$1750 increase for Talent Innovation Summit sponsorships, \$1000 from the Workforce Alliance (Florida Georgia Workforce Alliance) and \$900 for the LEAD program. With the increased revenue, we are proposing an increase to the indirect cost line item of \$6800. According to the Office of Management and Budget Super Circular, CSCR must allocate indirect costs to programs, even if they're funded with unrestricted funds. And basically, 90 plus percent of unrestricted expenditures are to operate programs, such as Talent and Innovation Summit, the Tri-State Workforce Alliance and the LEAD program, funded with unrestricted funds. CSCR expects the indirect costs to come in around \$9800 for the year. Matt asked if anyone had questions.

Next is our financial budget for the next fiscal year. CSCR operates on a July 1 thru June 30 fiscal year, and this is for the unrestricted funds, a comparative budget. The left column is the current year's budget, the minimum cost. The middle column is the proposed budget and then the variance between the two. The unrestricted fund is pretty similar, just about \$560 less in our current year budget. The total program funds available are \$202,000. CSCR does not recognize any revenue in this budget as, as it is received, they will recognize it and get money from Talent Innovation Summit sponsorships and registration for and from the Power Hour and the LEAD programs, which they receive sponsorships. As the year goes on, there will be surplus increases, and they will be able to carry over more into the next year, which they expect to do again this year even if they didn't bring in any money. They are budgeting items for \$1000 grants, and we still have a surplus of \$162,500. Any questions before I move to the last action.

- **Action Item V - Budget 21-22**

Last but not least is our budget for next year for our federal funds. In the revenue funds, the WIOA program funds available are down by almost 1.5M. Also, the allocations for WIOA and Welfare Transitions and Wagner Peyser is down \$410,000. The state of Florida did not have a decrease

in allocations in programs. The state of Florida had an increase of 4% in Welfare Transition and the Wagner Peyser. Orlando received a 49% increase to their WIOA allocations.

The formulas that work CareerSource Florida has developed part of the formula that has to do with unemployment, and being the hospitality area that Orlando is, CSCR has a much higher unemployment rate than all the other regions. Other regions also received large increases, such as Broward and Tampa. We received a 9.7% reduction in the WIOA planning allocation. Fortunately for us, CSCR has had a \$964,000 surplus in the current year budget and is well under budget. And CSCR is anticipating a carry over \$1.3M into this budget. When this budget was presented to the Finance Committee, they approve the slightly different budget. The budget they reviewed had a very small surplus because CSCR told the Finance committee that they expected to receive additional funds from the state set aside and possibly from the settings for COVID.

Jim has spoken to CareerSource Florida, and they have indicated that they do not anticipate giving CSCR additional allocations from the state set aside. The Finance Committee did approve the budget with a very little surplus to anticipate that we will receive additional funds. Therefore, when CSCR found out they wouldn't receive the state set aside funds, they modified the budget to raise the surplus to receive \$270,000. Typically the Finance Committee has, has stated that they want a minimum of a \$300,000 surplus. It's a little short, but that is not an issue with bringing in enough revenue or grants to meet that requirement. With that said, this is also an imperative budget. The middle column is what CSCR is proposing. In many of the line items, there are large variances, and that's because during the current year CSCR, modified its budget. They decreased some line items like travel because COVID put a stop to travel. They increased some line items such as systems and security. Now they will move many of these line items back to where they were, anticipating things going back to normal. The CSCR budget took a massive hit in revenue but can still present the budget, with almost a \$300,000 surplus. At the end of his reporting, Matt asked if there are any questions.

Chair Watson asked Nina if she had any other comments to report for the Fiance Committee. Nina replied no. Chair Watson and Nina thanked Matt for his reporting

Chair Watson entertained a motion for Action Items II, III, IV and V. Kevin made the motion, and Tom seconded the motion. The motion was so approved.

IV. Nominating Committee - Beth Cicchetti

Officers

Beth was not present at the meeting. The chair stated that a suggestion was given to renew the appointments for the Board. Chair Watson further mentioned that if it pleases everyone else on the Board, he would like to continue in his role as chair of the Committee. Chair Watson also stated that each Board Officer would have to recuse themselves from this Action Item and appoint each Officer at the next Board meeting.

Jim reiterated that since everyone here will be voted on to hold the specific office, the action item would have to be passed based on the current circumstances.

Chair Watson then stated that it would be presented to the entire Board next week for approval.

New Board Member

Chair Watson told the Committee that he and Jim discussed with Mike Temple the duties and responsibilities of being a CSCR Board member. He has agreed to serve. Mike is the HR Administrator for Talquin Electric, served in the Military and has used the CSCR services to recruit and hire employees. Mike's application was presented to the Gadsden County Commissioners on Tuesday, and they approved it.

Discussion

The Board is waiting on a recommendation from the Dept. of Children and Families for Jeanna Olson's replacement. As soon as that information is given, it will be presented.

V. Strategic Policy and Planning Committee- Christina Parades

Jim stated that Christina is not present in the meeting. As such, Dee will report on this section.

DWFS Performance Improvement Plan Update

Dee mentioned that the ROPC department continues to work with the service provider. To date, they have provided all of the requested information. The Performance Improvement Plan will be reviewed again in December 2021. However, additional support will be given to creating procedures, training, efficiency, and further corrective action steps to ensure that the PIP meets the timeframe set and goals.

Common Exit Policy and Potential Impacts

Dee further mentioned that in 2020 the US Department of Labor conducted a program review. Based on the results, it was founded that local areas, in some cases, were extending participants' files for multiple years and some up to seven years that should have been closed. As a response, DEO was charged with creating a policy to correct this behavior and provide a response. And so in that policy, DEO is trying to address concerns such as a program exit must occur when a participant has not received any services for 90 consecutive calendar days and no plan services are coming up. Also, when CSCR is not able to schedule future services except for training services.

CSCR cannot expand service dates or open new services without the participant asking for those services or agreeing to those services. Also, a participant cannot be enrolled in the program simply because CSCR cannot contact that person. Also, a participant must provide some clarification on what they consider to be content. So it must be mutual. If a person is contacted, they must respond to us, send us an email or contact us by phone. DEO asked each one of the local areas to clean up caseloads. And to immediately discontinue the practice of extending services to manage performance. CSCR determined that any cases that have been disengaged or not receiving service for a period of 365 days or more will be closed. If that case was 90 days or less, then the cases will stay open, and then any cases that fell between 91 to 364 days, additional analysis will be done to determine if that person should go ahead and be closed out now or if we could try to redeem that case. To date, it's anticipated that there will be close to 200 cases of the 341 cases currently open, which are the adult dislocated worker, and in question. Dee asked if anyone had questions, and no one responded.

VI. Chief Executive Officer Report - Jim McShane

Jim stated that his report was attached to the meeting agenda packet. He asked if there are any questions based on the report that the Board members have.

VII. Service Provider Quarterly Report

Rachel greeted everyone and then reminded everyone that the service provider report is the board members' packet.

Jim identified Jeanie Booth to serve as the One-Stop Operator for CSCR, and she provided her report.

The Chair Watson notified the Board that he would have to leave the meeting to attend to a matter. He then apologized and asked if Jim or Kevin if they can close the meeting. Vice-Chair Kevin Vaughn continued oversight of the meeting.

VIII. Senior Director Report - Dee Robinson

Dee outlined that most of her report was covered during the Strategic Planning and Committee section. So, the only section she wants to draw the Board's attention to is performance. Columns 1 and 9 include the third-quarter performance as seen when the company exceeded nine, met five and failed to meet four performance measures. Last quarter the company exceeded seven, met seven and did not meet four measures. Dee then asked if anyone has any questions based on her presentation.

IX. Senior Director Report - Trish Yhan

Trish had to leave the meeting due to another appointment. Jim stated that her report is attached, and the Board can read it when they get the chance.

X. CSCR Board, Committee, and Council Meetings Schedule - Chair Vaughn

Jim stated that the Board would need to agree on their Board, Committee and Council meetings schedule their next meeting. It is now required by law.

XI. CSCR Career Center Hours of Operation and Holiday Schedule 2021-21 – Vice-Chair Vaughn

Jim stated that the Board would need to agree on their hours of operation and holiday schedule at their next meeting. It is now required by law.

XII. Adjourn

Vice-Chair Vaughn asked if anyone had any more updates for the Committee. No one responded, and the meeting was adjourned at 4:59 pm.