



Minutes

Executive Committee Meeting

9/2/2021

3:30 pm

Attendees: Scott Watson, Cristina Paredes, Beth Cicchetti, Renisha Gibbs, Holly Henderson, Nina Self, Kevin Vaughn, Commissioner Maddox, Commissioner NeSmith, Commissioner Messersmith.

Members Absent: Tom Eisel

Staff Present: Jim McShane, Matt Salera, Dee Robinson, Charlotte Brown, and Rachel Oliver.

RECORDING: Matthew Salera

I. Welcome - Scott Watson

Meeting called to order at 3:36 by Kevin Vaughn. Chair Scott then joined and thanked everyone for attending the meeting.

II. ACTION ITEM I – Meeting Minutes Approval June 3, 2021

After the chair welcomed everyone, he turned everyone's attention to the June 3, 2021, minutes.

Motion: The chair entertained a motion to approve the June 3, 2021, minutes. Cristina made the motion, and Holly seconded the motion. All in favor.

III. Finance Committee - Nina Self

Matt presented the Finance Committee agenda items.

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

Matt directed everyone's attention to the proposed change column and the total program funds available line item and stated that the total program funds available are up to \$4,350. He stated that the increase is due to TIS Sponsors: \$3,500, LEAD program \$350, and Healthcare Sector Round Sponsor: \$500. Matt said that additional TIS sponsorship payments would continue to be received, which will add to the current budget surplus of \$155,636.

- **Action Item III - Budget 21-22**

Matt reviewed the federal funds budget and directed everyone's attention to the proposed change column and the total program fund available line item, which is \$524,261. The increase in revenue is made up of the following changes. Planning Allocations, \$141,928, Matt stated that he had never seen a significant variance from the original planning allocation received in May versus the actual amount received. Carryover: \$215,667 due to Welfare Transition grant being extended through 8/15/21 in the amount of \$65,535 and participant ITA's, Youth work experience and support services being under expended in the prior year due to continued low participant demand

due to COVID. WIOA Rural Initiatives: \$125,000 provided to smaller regions, and Foundational Skills training: \$41,666.

Matt then directed the committee to the proposed change column and the direct program costs section. He stated that the primary services contract line item for our service provider DWFS has a proposed change of \$225,000. Matt stated that the proposed amount is needed for three funding streams not yet received but anticipated shortly and is seeking approval so that it will not take an additional three months to obtain board approval to execute a contract amendment which would delay providing services to participants and limiting us to obtain contract deliverables. The programs are as follows: Florida Hires program about \$52,000 needed for DWFS to hire a career navigator. ARES grant about \$50,000 needed for the adult re-entry & employment strategic implementation grant through a partnership with Gadsden Correctional facility. Lastly, the SNAP program's planning allocation for the period of October 1 through September 30 is \$283,000 versus the current year allocation of \$115,000, and the additional funds will be contracted with DWFS to hire additional staff under the SNAP program. Matt stated that no contract amendment would be executed until the funds are received and, if received, will be reported during the next meeting under total program funds available, which will increase our surplus since the costs are being budgeted in this budget.

Motion: Kevin made a motion to approve Action Item II & III. Beth seconded. All in favor.

IV. Nominating Committee - Beth Cicchetti

Beth welcomed Kimblin NeSmith, New Gadsden Co. Commissioner, District 3 and gave him the floor. The Commissioner thanked everyone for allowing him to be part of the group. Beth introduced Mike Temple, Talquin Electric, HR Administrator – Gadsden Co. Also, welcomed Terrence Watts, Administrator, FL Dept. Of Children and Families - Leon Co. and Monique Gustafson, Region Supervisor, Florida Dept. Vocational Rehabilitation who are mandatory board members as required by WIOA. Scott asked if we had a board vacancy for a business position, and Jim stated that all positions had been filled.

V. Governance Committee – Holly Henderson –

- **Action Item IV - CSCR Bylaws**

Scott turned it over to Holly. Holly highlighted the changes to the bylaws. Holly asked if there were any questions, and Jim stated that this aligned with DEO policy 091 & 110.

Motion: Kevin asked for a motion, Beth made the motion, and Nina seconded the motion. All in favor.

- **Action Item V CSCR Board Member Policy**

Scott stated that the CSCR Board Member Policy aligns with the new DEO administrative policies.

Motion: Kevin made the motion to approve the board member policy and DEO policy, and Nina seconded the motion. All in favor.

VI. Strategic Policy and Planning Committee- Christina Parades

Directive: Selection and Retention of Eligible Training Providers and Programs - Action Item VI

Christina stated that the committee is recommending approval of the directive. Kevin made the motion. Scott asked if DEO made the additional providers or if the providers requested them?

Dee stated that on July 26, DEO provided standards and gave us the flexibility to be more stringent than DEO. Scott asked if approval would help us meet our metrics? Dee stated that we set minimum performance standards and align our training providers' performance with our performance standards.

Motion: Scott asked for a second to Kevin's motion, Christina seconded the motion. All in favor.

VII. Chief Executive Officer Report - Jim McShane

Jim welcomed all three commissioners to join the meeting and asked if they had any comments based upon what they heard from their constituents. Commissioner Messersmith said Jeanie Booth was doing an excellent job at the Wakulla Career Center. Jim asked if anyone had any questions about his CEO report.

Local Elected Official Job Description is based upon the law and made a policy for the consortium to review and approve during an upcoming meeting.

RFP for CSCR Board Strategic Retreat was sent out to six different organizations.

The Workforce Alliance – Crossing the Lines Webinar was held a couple of weeks ago 200 registered and 120 attended. Positive feedback was received after the webinar, and Jim will be planning the next webinar.

- **Action Item VII - Economic Development Council Contracts**

Scott asked for a motion to approve both contracts for Gadsden EDC in the amount of \$11,500 and Wakulla EDC for \$7,000. Kevin and Beth abstained from voting, and Kevin sits on the Wakulla EDC board, and Beth has a contract with both organizations.

Motion: Nina made the motion, and Holly seconded the motion. All in favor.

VIII. Service Provider Quarterly Report – Rachel Oliver

Rachel reviewed her report. Stated that there is a significant change that the service provider has experienced which will be addressed in agenda item number 9. Looking to end the first quarter strong and asked if anyone had any questions. None.

IX. Senior Director Report – Dee Robinson

Dee outlined that most of her report was covered during the Strategic Planning and Committee section. Reviewed performance for quarter 4 of 2020-21. Exceeded nine measures, met four and missed five measures. DW median wages had a drastic decrease from last quarter, which will be monitored moving forward. Also saw improvement in WIOA Youth performance and went from not meeting to exceeding that goal. ARES grant was discussed from the department of corrections employment ready and case management for 200 ex incarcerated offenders. Scott asked if anyone had any Questions? Beth asked if we had two programs with Gadsden correctional facility. Dee confirmed that FL Hires and soon to be ARES grant would be two programs with Gadsden correctional facility. Commissioner NeSmith asked what the difference between the two grants was. Dee stated that the significant difference was the structure of the

services. FL Hires has a case manager, and the ARES grant has a case manager and works with FDC team members. ARES is also an employment-focused will serve 200 men and women. FL hires have two cohorts of up to 50 people.

X. Senior Director Report - Trish Yhan

Jim stated that Trish is not present however her BES report is in the packet.

Scott discussed the vacancies for the LWDB, one in the BES unit and the service provider DWFS, who currently has six vacancies. Scott asked for the board members to refer anyone they know who could fill any of these positions.

General Discussion

Committee discussed the problem with businesses having trouble finding people to fill vacant positions. Holly and others acknowledged the issue, and Beth stated that employers provide retention bonuses to retain current staff.

Beth asked about CSFL grants, and Jim stated that we have not applied due to staffing shortages. Beth encouraged Jim to apply and stated that she would help write any component that she could help with.

XI. Action Item VIII - CSCR Career Center Hours of Operation and Holiday Schedule 2021-21

Jim stated that the Board would need to agree on their hours of operation and holiday schedule, which is now required by law. Scott stated that there had been numerous hurdles due to the DEO pilot program with DEO at our Leon Career Center. Jim and Scott met with state representatives to work through the numerous issues. Scott also stated there is a flood of people entering our center only to complete required paperwork, and only a few participants have requested info about employment openings.

Motion: Scott asked for a motion Kevin moved to approve. Beth seconded.

Scott asked what hours are currently in effect and the new hours, and Charlotte confirmed that the new hours are currently being followed. Commissioner Messersmith asked if staff had negative feelings about the new hours, and Rachel confirmed staff is on-site from 8:00-5:30 and the hours are 8:30–4:30 and that the new hours are working well as staff has not voiced negative feedback.

XII. CEO Performance Review/Employment Agreement

Scott turned it over to Charlotte to review these two items. First, she discussed the process for Jim's annual performance review. She stated that Jim would complete a self-evaluation. She then forwards the info to the Board to review Jim's self-evaluation and complete their individual performance documents that Charlotte will then consolidate into one document that the committee will review and edit at the next committee meeting on December 2. The final consolidated performance document then goes to Scott to present to Jim before the end of the calendar year. In addition, the Board chair will hold individual meetings with the CEO's management team

members. Charlotte also stated that she would be scheduling the appointments with management staff to meet with Scott in October. Charlotte said the committee expects to receive the consolidated performance document via email in November before the December 2 meeting. Commissioner Nesmith asked if the performance review document was in the packet? Charlotte said no but stated that he would be invited to participate in the performance review process as the Executive committee serves as the personnel committee that employs the CEO. She is putting together a timeline that will be distributed to committee members and Jim's self-evaluation, blank performance document, and employment agreement in early October, requesting their feedback.

Charlotte continued by saying that the current employment agreement with the CEO has a 3-year term and is set to expire in December 2021. The agreement has two one-year options if the committee provides the CEO with 90 days written notice to extend the current agreement. To meet the terms, the Executive Committee would need to put something in writing by October 1. Ginger Boyd, our attorney, stated in an email that if the Board wanted to extend Jim's agreement for one year, the Board would need to send a letter to Jim to renew the employment agreement for one year and suggested that he sign an acknowledgment form to accept the renewal term. The Executive committee can renegotiate the entire agreement or elect to modify his salary but not the other terms in the employment agreement. Scott proposed that Charlotte contact all committee members to discuss Jim's employment agreement to hold a special meeting. Commissioner NeSmith asked if the Executive Committee makes the decision or if it goes to the entire Board. Scott stated that the Executive Committee makes the presentation to the full Board of the Executive Committee's decision since the committee serves as the personnel committee per the bylaws. Charlotte stated that she would send out a Doodle poll next week to determine the best date and time committee members could meet regarding the employment agreement.

Scott asked if there were any questions, and there were none.

XIII. Adjourn

Scott asked for a motion to adjourn. Kevin moved, seconded by Nina, and the meeting was adjourned at 5:07 pm.