



Board of Directors Meeting Minutes

3/23/2023

12:00 pm

Conference Call: Scott Watson, Beth Cicchetti, Princess Ousley, Amber Tynan, Kevin Vaughn, Shelly Bell, Christy St. Jean, Nina Self, Patrick Hutto, Maria Mead, Martina McDowell, Louis Dilbert, and Kim Gay, Cindy Lavoie, Christina Chancey.

Commissioners: Commissioner Messersmith and Commissioner NeSmith

Guest: Ben Clarke, CPA, James Moore & Company

Staff: Jim McShane, Matt Salera, Trish Yahn, Kevin Harrington, Elizabeth Ventura, J. Gabriel Garza, and Ramsey Olivarez

Recording: Patricia McCray

I. Welcome– Scott Watson

Chair Watson appreciated the attendance of everyone present at the meeting.

II. Meeting Minutes Approval – December 8, 2022, Meeting Minutes

Chair Watson turned everyone's attention to December 8, 2022, meeting minutes. He further stated that the minutes were attached to everyone's packet.

Motion: Chair Watson entertained a motion to approve December 8, 2022, minutes. Kevin approved, and Maria seconded—all in favor.

III. Audit Committee – Princess Ousley 2021-22 Audit Report

Chair Ousley greeted the Board members and informed them that the report begins on page 30. She then stated that Matt has prepared an Audit report to present to the committee. Matt said Ben Clarke of James Moore & Company represents the company's independent audit firm and would give a complete account of the Audit Report and the 2021 IRS Form 990.

Ben Clarke gave a warm greeting to everyone. He stated that the Audit report was presented to the Audit and Executive Committee before this meeting. As a result, the report was thoroughly reviewed and approved. Ben then mentioned that the report covers the audit for the year 2012-2022 fiscal year. Based on his review, it was a clean audit report with no findings or questioned costs.

2021 IRS Form 990

Ben stated that regarding IRS Form 990, the information agrees with the audit report. A few additional disclosures are required in the 990 versus the audit that are all compliant. Ben stated that they're awaiting final approval from the CSCR Board before submitting to the IRS.

Motion: Chair Watson entertained a motion to approve the 2021-22 Audit Report and the 2021 IRS Form 990. Amber approved, and Louis seconded—all in favor.

IV. Consent Agenda

Chair Watson stated that the line items on the Consent Agenda were all presented to their respective committees, and discussions were held. However, if, for any reason, any member of the Board felt the need to speak on the topic, he would entertain the discussion. If not, he would entertain the motion to approve the items on the consent agenda.

Motion: Chair Watson entertained a motion to approve the line items on the Consent Agenda. Amber approved, and Kevin seconded—all in favor.

V. Staff Inservice Training for Q3 – Friday, March 24th – 8:30am – 4:30pm – Jim McShane

Jim mentioned that a staff in-service training will be conducted two more times this program year, with one being held tomorrow, March 24th. He mentioned that there will be another in June. He thanked the board for approving these in-service days and said that a request for approval for additional in-service days for next program year will be brought to the board for approval at the June meeting.

VI. CEO Discussion REACH Act Update

Jim stated that at the Jefferson County's Board meeting yesterday, there was a lot of vocal resistance. In the long run, CSCR will do what we need to do to bring them into the fold. Jim stated that the Board senior staff would meet with CareerSource Florida to outline the next steps to bring Jefferson County into CSCR's existing region.

Jim informed the Board that he has met with Diane Head, the CEO of CareerSource North Florida. And we both agreed after the CareerSource Florida vote that we would work together to make this a smooth transition. Also, Jim mentioned that he knows the process would take some time. However, he will keep everyone up to date on their progress.

C2 Performance Update

Jim stated that the company lost quite a few people during the great resignation last year. C2 Professional staff also had to go online, so learning to use different platforms and software was needed. This need gave rise to a productivity issue which is hoped to be resolved within the next quarter. Jim further mentioned that it would take a little time for everyone to see significant progress. Jim stated that John Hershey is doing a great job working with the team to ensure they move forward with success. Jim invited John to add comments.

John stated he's very appreciative of the CSCR Leadership team's support during this transition. Most recently, in the past few weeks, there has been an uptick in performance numbers, and they're trending in the right way now, which is precisely what is needed. And then internally sharing the importance of providing services from the heart and ensuring we do the right thing for our community. All three centers have really gravitated toward doing that. John said he's excited about the team's progress so far.

Jim also stated that the CSCR system collects the data by quarters. And there usually is a lag of at least two quarters, so some of the numbers in this performance are from the previous contract service provider, and the staff is still trying to recover from that. Jim thanked John for his response and hard work with the team.

Jim thanked the Board for allowing the change to the current service provider in July last year because it was really needed. This is a good team, and we look forward to getting the job done.

CSCR Quarterly Newsletter

Jim said we send out a quarterly newsletter that no one is opening. Jim asked Charlotte to speak about this concern.

Charlotte stated that we can tell how many people open the newsletter. She stated that the newsletter is being sent to CSCR Local Elected Officials, Senators, State Representatives, Board members and Community Partners. Let us know if you're not getting the quarterly newsletter.

Jim provided a review of his CEO report that's included in the agenda packet for this meeting.

Chair Watson asked Trish to remind everyone of the Talent Innovation Summit coming up on Wednesday, April 26. She provided an overview of the Partnership opportunities and encouraged participation. She thanked them for their partnership support.

Commissioners NeSmith and Messersmith thanked the CSCR team for their hard work for our communities.

Charlotte acknowledged Princess Ousley for being featured in Ink Magazine Australia.

Chair Watson asked Charlotte to speak to the Board Orientation requirement. Charlotte stated that this is new for this year, and each Board member must complete the Orientation training and forward a copy of the certificate to Jim and Charlotte. In this year's CSCR performance monitoring, CSCR received a finding for Board members not completing Orientation training. Chair Watson reminded the Board members to do the online Board Member training by THMP as soon as possible.

Chair Watson asked Jim about the lease on Innovation Park. Jim said he will not use all the office space that CSCR pays for now and will downsize to reduce costs. Many staff members work from home and don't need an office. He has presented this information to the Innovation Park team and is awaiting their response to his changes.

VII. Adjourn

Chair Watson thanked everyone for their time today and adjourned the meeting.