

# Minutes



## Executive Committee Special Meeting

3/2/2023

3:30pm

**Attendees:** Scott Watson, Beth Cicchetti, Nina Self, Shelly Bell, Princess Ousley and Kevin Vaughn

**Staff Present:** Jim McShane, Matt Salera, Trish Yahn and Charlotte Brown, John Hershey, Trevor Stout and Kevin Harrington

**Guest:** Mark Payne, James Moore & Company and Elizabeth Ventura, EDSI

**RECORDING:** Patricia McCray

### I. I. Welcome – Scott Watson

Chair Watson welcomed everyone to the meeting and called the meeting to order at 3:34 pm. He explained that anyone attending from the public could participate; however, public comment is held to a three (3)-minute limit.

### II. II. Meeting Minutes Approval – December 2, 2022

#### Action Item I

Chair Watson drew the Committee's attention to the December 2, 2022, Executive Committee meeting minutes. He asked if anyone had any questions or comments about the minutes, and there were none.

**MOTION:** Chair Watson entertained a motion to approve the minutes; Kevin made the motion, and Nina seconded it- all in favor, and the motion passes, all approved.

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

#### Action Item II

Matt turned over the 2021-22 Audit Report discussion to Mark Payne from James Moore & Company. Matt stated that the report had been discussed at the Audit Committee meeting and at the Executive Committee meeting. Mark stated that in their audit of CSCR's financial statements were materially correct. In this year's audit, there's a new lease standard, DSBA 87. There's a review of all past leases that are expenses in CSCR's financial records on page 29, which is the schedule of findings and questions called. No compliance issues or significant deficiencies, and CSCR is a low-risk auditee. Therefore, CSCR got an A plus on its Audit report. It was an excellent audit with absolutely no findings. Mark asked if anyone had questions, and there were none.

#### 2021 IRS Form 990

#### Action Item III

Overall, CSCR had a great year. Money was made, there were no findings, and you're serving the people in our community. The IRS Form 990 is the same information from the audit and is open to public inspection.

**Motion:** Chair Watson entertained a motion to approve to accept Action Item II, 2021-22 Audit Report and Action Item III, the 2021 IRS Form 990, and Erin seconded the motion - all in favor, and the motion passes, all approved..

### IV. Finance Committee – Nina Self Budget 22-23 (Unrestricted)

#### Action Item IV

Matt stated the Budget 2022-23 (Unrestricted) funds budget. In the proposed change column, total program funds increased by \$3,250. That increase is related to Talent Innovation Summit sponsorships.

## **Budget 22-23**

## **Action Item V**

This is the federal funds budget. In the proposed change's third column, the total program funds available are down -\$53,512. CSCR received the Wagner Peyser apprenticeship navigator funding for \$62,500. There is an increase to a SNAP allocation of \$10,747 and a decrease in the RES REA program of -\$126,759. The amount for the REA REA program was originally budgeted as a planning allocation. Matt stated that he is removing the planning allocation because we still don't know how much funding will be received. There are funds left over from last year's grant, which was extended through March. That allocation will be eventually received, probably in April. After receiving the funding, the budget will be updated.

In the Direct program cost section, there is an increase to the primary services contract, which is the One-Stop Operator, and with the service providers C2 to fund the Aries Re-entry position. The accounting and auditing budget is up \$3,000, one of the new audit requirements for reporting leases since there was a \$3,000 fee for that. CSCR is proposing \$43,000 of budget increases along with the revenue decrease.

**Motion:** Chair Watson entertained a motion to accept Action Item IV, Budget 22-23 (Unrestricted) and Action Item V, Budget 22-23. Kevin made the motion, and Erin seconded - all in favor, and the motion passes, all approved.

## **V. Nominating Committee – Scott Watson**

Chair Watson stated that CSCR has a Board member vacancy for Leon County to replace Stephen-Cooper Butler, Walmart. He has the Board members submit recommendations for Leon County small business individuals to Jim as soon as possible.

## **VI. Governance Committee – Beth Cicchetti**

## **Action Item VI**

Beth stated that the Governance Committee discussed the Strategic plan and the Retreat outcomes. Charlotte brought to the Governance Committee's attention a policy that has not been updated since 2014, the Code of Business Conduct and Ethics. Charlotte discussed several pages with the red highlighted edits in the Code of Business Conduct and Ethics. In addition to the whistle-blower protection policy, dual employment was added with clarification. A nepotism policy was added that was not previously in the policy. Also added was accepting gifts from outside parties was added to this policy from our organization's policy and procedures manual. This is no different than what is already in the policy manual. But it is combined here to clarify and then added a section for self-serving. These sections are referred to in that particular document. CSCR must have policies on these different items. Many of the reasons this is being done is to comply with our subgrantee agreement with the DEO. Charlotte asked if there were any questions.

Beth asked when would the Code of Business Conduct and Ethics be updated.

Charlotte stated it would be updated with the CSCR Board of Directors approval date.

**Motion:** Chair Watson entertained a motion to accept Action Item VI, The Code of Business Conduct and Ethics Policy. Kevin made the motion, and Erin seconded – all in favor, and the motion passes, all approved.

## **VII. Strategic Policy and Planning Committee – Tandria Edwards**

### **Training Provider Applications Review**

### **Action Item VII**

#### **Nurse Resource Training Center LLC – (1 Training Provider/Training Program application)**

The two training provider applications were received for review: the Nurse Resource Training Center LLC, which submitted one training program application for a nursing assistant program. This center has been operating for over a year and is licensed with the commission for independent education. The Florida Board of Nursing also approves the program.

#### **Knowledge Quest Educational Solutions Inc. dba Learning Alliance Corp. (1 Training Provider and 5 Training Program applications)**

Broadband Digital Installer, Broadband Fiber Installer, Broadband Wireless Digital Installer, Business Information Systems, and Supply Chain Optimization. For the first program, it is recommended that it be

approved because the occupation is in demand in the area. The second program is recommended to be denied because the occupation is not in demand in the area. The recommendation for the third program is that it be approved because the occupation is in demand in the area. The recommendation is to deny the fourth program because it is not in demand in our region, and the recommendation is to approve the fifth program because the occupation is in demand in our region.

**Motion:** Chair Watson entertained a motion to accept Action Item VII, The Training Provider Applications Review. Kevin made the motion to accept the recommendations by staff that only offer credentials and have been deemed in demand only for either of the training provider programs, and Erin seconded – all in favor, and the motion passes, all approved.

#### **VIII. Chief Executive Officer Report – Jim McShane**

Jim stated that on February 23, CareerSource Florida provided a presentation by Ernst and Young showing the consolidation of Jefferson County combined with CareerSource Capital Region. This consolidation makes CSCR complete regarding federal reporting by metropolitan statistical area. Jim stated that his report is included in the Executive Committee agenda packet.

#### **IX. Services Provider Quarterly Report – John Hershey**

John's report is included in the Executive Committee agenda packet.

#### **X. One-Stop Operator Report – Kevin Harrington**

Kevin's report is included in the Executive Committee agenda packet.

#### **XI. Senior Director ROPC Report – Tandria Edwardas**

Tandria's report is included in the Executive Committee agenda packet.

#### **XII. Senior Director BES Report – Trish Yahn**

Trish's report is included in the Executive Committee agenda packet.

#### **XIII. CEO Employment Agreement for 2024 – Scott Watson**

Chair Watson stated that the CEO Employment Agreement for 2024 is a discussion item. There is no longer an extension available. The Executive Committee will have to address the employment agreement for Jim before December 2023. The Executive Committee will schedule a special meeting to discuss that and put it on the calendar for discussion following the next board meeting.

#### **Adjourn**

Scott thanked everyone for their attendance and participation. He then adjourned the meeting.