

Minutes



Executive Committee Quarterly Meeting

5/31/2023

3:30pm

Attendees: Scott Watson, Erin Gillespie, Beth Cicchetti, Shelly Bell, Amber Tynan, and Kevin Vaughn

Staff Present: Jim McShane, Matt Salera, Trish Yahn, Charlotte Brown, Tandria Edwards, John Hershey, and Kevin Harrington

Guests: Aaron Smith, Chakib Chehadi

RECORDING: Trish Yahn

I. Call to Order

Chair Watson called the meeting to order at 3:33 pm. He then turned everyone's attention to the next line item on the agenda, the approval of the March 2, 2023, meeting minutes.

II. Approval of Minutes – March 2, 2023 – Action Item I

Motion: Chair Watson requested correction to minutes for typo in Governance Committee report from “self sealing” to “self dealing.” Chair Watson entertained a motion to approve the March 2, 2023, minutes.

Amber Tynan made the motion pending the correction, and Kevin Vaughn seconded the motion—all voted in favor.

III. Budget 22-23 (Unrestricted) – Action Item II

Matt stated there is nothing in the Proposed Change column for direct costs; however, CSCR realized a gain of \$7,093 from the TALENT Innovation Summit in sponsorships and \$28 for checking account interest.

Vice Chair asked if Action Items I – VII could be approved with one motion.

Budget 22-23 – Action Item III

Matt informed the committee that this is the consolidated federal funds budget. In the Proposed Change column, a surplus of total program funds available has an increase of \$22,000 from receiving additional funding from DEO for the Rapid Response grant.

Budget 23-24 (Unrestricted) – Action Item IV

Matt presented a comparative unrestricted funds budget for 2023-24. The first line item was proposed with a \$5,000 increase to fund lunches for in service training days for career center staff

and for quarterly board of director meetings. The indirect costs line item was reduced to \$3,000. Matt also said that only carryover revenue was computed for total program funds available totaling \$165,264 as sponsorship revenue will be updated to the budget as it is received.

Budget 23-24 – Action Item V

Matt presented the comparative budget and began with total program funds available of \$5.975 million, which is a decrease of -\$318,000 from the current year budget. Planning allocations for WIOA, WP, WT were down -4.3%. Matt stated that we may receive additional grants such as rural initiatives and performance incentives and could end the year with more funds available than in the current fiscal year. He also stated that no direct or allocated costs line items were reduced or eliminated due to the reduction in funding.

Direct program costs section, the primary services contract with C2 Global Professional is being reduced by -\$191,000 due to low number of participants entering the career centers. Those funds will be used toward training such as work experience, which is being increased by \$50,000 and to add 2 positions to the business services unit on the board staff in allocated costs & expenses, which makes up the majority of the \$120,118 increase to the salaries and benefits line item. Total costs and expenses has a reduction of -\$52,894 with an overall budget surplus of \$626,965.

Motion: Chair Watson entertained a motion to approve Action Items II-V given there are members on the committee with conflicts for Action Item VI. Kevin Vaughn made the motion, and Amber Tynan seconded the motion—all voted in favor.

EDC Contracts 23-24 – Action Item VI

Matt presented the proposed EDC contracts for the Wakulla and Gadsden economic development councils. The Wakulla EDC contract totals \$7,000 and the Gadsden contract totals \$11,500. He stated that they need to be approved by the board of directors and DEO since we have board members who either sit on an EDC board or have contracts with the EDC's.

Motion: Chair Watson entertained a motion to approve Action Item VI: Kevin Vaughn and Beth Cicchetti recused themselves from the vote. Amber Tynan made the motion, and Erin Gillespie seconded the motion—all who voted, voted in favor.

Facility Lease – Admin Office – Action Item VII

Matt presented the Administrative office facility lease amendment. He stated that it is a 2-year extension at the same rate per square foot of \$16. The square footage is being reduced from 5,221 square feet to 3,608 square feet, which is a -31% reduction. The lease amendment takes effect on October 1, 2023.

Motion: Chair Watson entertained a motion to approve Action Item VII, Kevin Vaughn made the motion, and Amber Tynan seconded the motion—all voted in favor.

IV. Nominating Committee

Chair Watson discussed the vacancy in Leon County for a business representative, Monique Ellsworth, CEO of Second Harvest of the Big Bend. Amber Tynan asked if the expectation of participation was made clear to Ms. Ellsworth. Jim stated that the expectations were made clear. Amber Tynan made a motion to approve Ms. Ellsworth's application and Erin Gillespie seconded. Chair Watson stated we would move forward to Leon County Commissioners and try to get the opening filled as quickly as possible.

V. Governance Committee

Beth Cicchetti stated that no meeting of the Governance Committee has taken place since the last board meeting and she was working with board staff to determine alternative dates.

VI. Strategic Policy and Planning Committee - Training Provider Application Review - Action Item VIII

Tandria stated that 1 training provider application was received for review, from Florida Agricultural & Mechanical University, and FAMU had submitted 2 Training Program Applications for the following programs: Asana Project Management program and Salesforce Administrator Career Certificate. Required documentation was submitted. However, she noted an area of concern for sales managers being it might cause an oversupply of participants.

The Salesforce Administrator Career Certificate program, created in partnership with Salesforce Trailhead, is an online three-course program that will equip students and prepare them for the Salesforce Administrator Credential Exam.

Tandria stated that there might not be the demand for the sales manager program. However, Tandria recommended approving the training provider and both programs as presented.

Motion: Kevin Vaughn made the motion, and Beth Cicchetti seconded the motion—all voted in favor.

VII. 23-24 CSCR Board, Committee & Council Meetings, Career Center Hours of Operation, Holiday Schedule and In-Service Days – Action Item IX

The 23-24 CSCR Board, Committee & Council Meetings information was not included for this Action Item in the packet; this action item has been moved to the full board meeting for approval.

VIII. Chief Executive Officer Report – Affirm CSF addition of Jefferson County to CSCR Region - Action Item X

Motion: Jim McShane said a motion to approve the addition of Jefferson County to CSCR's Region was required. Kevin Vaughn made the motion, and Scott Watson seconded the motion—all voted in favor.

Worlds of Work (WoW) – Action Item XI

Jim reminded members of the Worlds of Work events in Alabama and that there will be a Worlds of Work in Tallahassee in October 2023.

Beth has asked if the rural counties can be more involved with the planning process. Shelly Bell said the rural county schools and businesses have been involved. Beth asked if information was in the packet so she could pass along to the EDCs in Wakulla and Gadsden Counties, no information was provided in the packet. Jim asked for the Committee to move to approve \$20,000 to fund a WIOA career exploration youth program through WoW.

Motion: Kevin Vaughn motioned to approve, Shelly Bell seconded – all voted in favor.

Recording Board and Committee Meetings Action Item XII Jim has asked for permission that all board and committee meetings be recorded and posted on the website for public access. Full minutes would not be taken, but abbreviated minutes/action items would still be scribed. Chair Watson asked how long minutes must be posted (two years posted, stored for five years), must consider the amount of cloud service required for that size of storage. Chair Watson stated that agendas should state that the meeting will be recorded.

Motion: Kevin Vaughn moved to approve the meetings be recorded, Shelly Bell seconded – all voted in favor.

- IX. **Service Provider Quarterly Report – John Hershey** Report included in the agenda packet
- X. **OSO Report – Kevin Harrington** Report included in the agenda packet
- XI. **Senior Director ROPC Report – Tandria Edwards** Report included in the agenda packet
- XII. **Senior Director BES Report – Trish Yahn** Report included in the agenda packet

Chair Watson: Reminder to board members that the financial disclosure form is due; he will remind all board members in the June board meeting.

XIII. Adjourn

Kevin Vaughn made the motion adjourn the meeting @4:53pm.