

CareerSource Suncoast

EXECUTIVE COMMITTEE MEETING

Thursday, August 19, 2021 - 8:00 a.m. to 9:30 a.m.

Location: Teams Meeting

AGENDA - REVISED

Call to Order / Introductions – Eric Troyer, Chair; Partner, Kerkering Barberio

Action Items – Eric Troyer, Chair

- Approval of June 10, 2021, Combined Executive & Finance and Performance Committee Meeting Minutes

Discussion

- COVID 19 Update
- Tallahassee Update
- Succession Planning

Performance review for the President/CEO

Public Comments/Closing Remarks – Eric Troyer, Chair; Partner, Kerkering Barberio

Adjournment

Next Executive Committee Meeting is Sept 9, 2021

**CAREERSOURCE SUNCOAST
COMBINED EXECUTIVE/FINANCE & PERFORMANCE COMMITTEE MEETING**

3660 N. Washington Blvd, Sarasota, FL
Thursday, June 10, 2021

Absent Present	<u>Committee Members</u>
P	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
A	Christy Cardillo, CPA, Partner, Carr, Riggs & Ingram, LLC.
P	David Kraft, President, Vision Consulting Group
P	Rick Mosholder, Human Resource Director, Hoveround Corporation
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	Walter Spikes, Coldwell Banker Realty
P	Peter Hayes, President, Tandem Construction
	Staff Present, Ted Ehrlichman Josh Matlock, Anthony Gagliano, Kathy Bouchard, Robin Dawson, James Disbro, Linda Benedict, Karima Habity, Michael Meerman, Tracey Barta, Cody Solar

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:03 a.m. and roll call was performed.

II. Action Items

Approval of May 13, 2021 Executive Meeting minutes

Mr. Troyer asked for a motion to approve the May 13, 2021 meeting minutes.

Motion: Walter Spikes

Second: David Kraft

The motion to approve the minutes passed unanimously.

Approval of 2021-2022 Budget

Robin Dawson presented the budget for 2021-2022. The total funding available is \$8,288,659 with \$901,941 going into reserve leaving the 2021-2022 budget at \$7,386,718. The breakout of funding allocation is as follows:

TANF	\$1,336,764			
WIOA Adult and DW	\$2,702,797			
WIOA Youth	\$1,380,524			
Wagner Peyser	\$976,515			
Apprenticeship Navigator	\$41,181			
NEG DW Opioid Grant	\$186,127			
NEG COVID19	\$480,349			
NEG Opioid 3 Recovery	\$660,826			
Veterans Programs	\$111,672			
RESEA	\$250,656			
SNAP Training	\$122,748			
TAA	\$38,500			
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	\$8,288,659	Reserve \$901,941	=	7,386,718

A complete budget packet was included in the meeting materials. Salaries included a performance merit increase up to 3% or level up increase through staff development options, based on position. A one time cost of living payment 2% was also included. Kathy Bouchard gave an update on the benefits package offered this year. Due to increased costs, CareerSource Suncoast offered several different health benefit packages, some with employee contributions to offset the increase in health benefits. The budget includes costs for exceeding the 30% ITA sliding scale rate requirement on adult and dislocated worker formula funds, youth paid work experience/paid internships minimum 20% requirement, and the required minimum 75% on out of school youth activities. A budget allocation broken out by program and administrative cost was presented. The administrative cost for 2021-2022 are projected at 9.85% with a threshold of 10%.

Chair Troyer asked for a motion to approve the 2021-2022 budget and bring before the full board at the June 24, 2021 meeting

Motion: Rick Mosholder

Second: David Kraft

The motion passed unanimously.

Approval/Selection of One Stop Operator RFP

The committee was provided via secure link the two proposals received for the one stop operator. Both proposals were distributed and discussed. The committee members filled out a rating sheet for each proposer and the results were then tallied by staff. The results of the rating sheets are:

Educational Management & Services Florida (EMSF) received 566 points (out of 600)
Hightower Workforce Initiatives, LLC received 512 points (out of 600)

Based on the results the committee recommends EMSF to be selected as the next one stop operator. The contract to be negotiated would be for one year with the option to continue for three additional one-year periods.

A motion was made that the Executive and Finance/Performance Committee make a recommendation to the Board to approve the One Stop Operator selection and begin negotiations with EMS.

Motion: Rick Mosholder

Second: Walter Spikes

The motion passed unanimously.

Committee Reports

Finance and Performance Committee Report – Walter Spikes, Jr.

Mr. Spikes presented the budget to expenditure report which covers July 1, 2020 to March 31, 2021. The overall burn rate is 67% with an expected burn rate of 75%. The lower than usual burn rate is due to COVID-19 pandemic. As of March 31, 2021 the expenditure rate is as follows:

- Admin expenditure rate – 6.39%; maximum allowed 10%
- Indirect rate avg - 13.38%; approved rate 13.57%
- Individual training accounts (ITA) – 25.76% minimum requirement 30%
- Youth paid internships – 35.07% minimum requirement 20%
- Youth out of school expenditures – 97.41% minimum requirement 75%

A copy of the Budget to Expenditure Report and the Summary of Non-Federal Funds was included in the meeting materials.

III. Staff Reports

Anthony Gagliano presented the dashboard on WIOA performance measures for adult, dislocated worker, youth. A dashboard for dislocated worker grants trade adjustment assistance, Wagner Peyser and jobs for Veterans was also reviewed. Although there are several goals that currently do not meet the 90% of negotiated rate, there is still one quarter left to achieve the goals.

Josh Matlock discussed the demographic drought. There are three factors guiding these statistics, 1) Mass exodus of baby boomers, 2 million this year, 3 million next year 2) Record low participant rate declining by generation 3) Lowest birth rate in US history. The effect this will have on the workforce will be extensive.

IV. Public Comment/Closing Remarks – Eric Troyer, Chair

All Executive Committee Meetings going forward will be schedule from 8-9:30

V. Adjournment

The next meeting is July 8, 2021. There being no further business, Chair Troyer adjourned the meeting at 9:50 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ted Ehrlichman', with a long horizontal flourish extending to the right.

Ted Ehrlichman
President & CEO