

**First Coast Workforce Development, Inc. (dba CareerSource Northeast Florida)**

**Full Board Meeting**

**July 26, 2018**

Chair Darryl Register called the CareerSource Northeast Florida Full Board Meeting to order on Thursday, July 26, 2018 at 9:30 a.m., at the University of North Florida, Adam W. Herbert University Center, 12000 Alumni Drive, Jacksonville. Roll call taken and a quorum established.

Board members in attendance:

- Baker: Clay Lyons
  
- Clay: Paul Cummins
  
- Duval: Elaine Johnson  
Jake Schickel  
Stephen R. Wise
  
- Nassau: Vacant
  
- Putnam: Vacant
  
- St. Johns: Eda Edgerton
  
- Regional: Darryl Register  
Kirk Barras  
Dr. Joe Pickens  
Dan Vohs  
Brian Teeple  
Berneitha McNair  
Yovancha Lewis-Brown  
Lucia Valdivia-Sanchez

Excused/Absent: Larry Gonzalez, Lad Daniels, Tim Hinson

Staff: Bruce Ferguson, Candace Moody, Cheryl Taylor, Jay Loy, Dianna Davis, Sonya Speights, and Diane Nevison

Others: Julie Hindall (JAXUSA), Linda Woodard (LDW Group LLC), Scott Brown (Memorial Hospital), Holly Brown (Memorial Hospital), Joann Manning (Job Corps), Paul Wykoff (Job Corps) and others

**\*Action Items**

**Approval of April 26, 2018 Full Board Minutes**

**Motion by Jake Schickel and seconded by Dan Vohs to move approval the April 26, 2018 meeting minutes as written; motion carried unanimously.**

**\*Approval of Baker County Chamber of Commerce Contract**

The Baker County Chamber of Commerce annual renewal contract was presented for Board approval. **Board members, Darryl Register and Clay Lyons declared conflicts of interest and abstained from the vote.** Mr. Register is Executive Director of the Baker Chamber of Commerce and Mr. Lyons is a member of that board. Conflict of Interest forms are on file in the Corporate Office. **Motion by Brian Teeple and seconded by Jake Schickel to move approval the Baker County Chamber of Commerce contract; motion carried unanimously.**

**\*Approval of Putnam County Chamber of Commerce Contract**

The Putnam County Chamber of Commerce annual renewal contract was presented for Board approval. **Board member Joe Pickens declared a conflict of interest and abstained from the vote.** Mr. Pickens is a Board member of the Putnam County Chamber of Commerce. Conflict of Interest forms are on file in the corporate office. **Motion by Jake Schickel and seconded by Clay Lyons to move approval the Putnam County Chamber of Commerce contract; motion carried unanimously.**

**\*Approval of Miller Electric Customized Training Contract**

The Miller Electric customized training contract was presented for Board approval. FCWD Inc. Board member Tim Hinson is Director of Training at Miller Electric and is not present today but has completed conflict of interest forms that are on file in the Corporate office. **FCWD Inc. Board member Kirk Barras is President of the Jacksonville General Apprenticeship Association and abstained from the vote and completed conflict of interest forms that are on file in the Corporate Office.** The contract is over \$25,000 and will be sent to Tallahassee. **Motion by Jake Schickel and seconded by Clay Lyons to move approval the Miller Electric Customized Training Contract; motion carried unanimously.**

### **\*Election of Board Officers – 2018-2020**

The Nominating Committee (Jake Schickel, Eda Edgerton and Lad Daniels) approved the Slate of Officers )period July 1, 2018 through June 30, 2020) and presented for Board approval.

- Elaine Johnson - Chair
- Dan Vohs - Vice Chair
- Clay Lyons - Treasurer

**Motion made by the Nominating Chair to move approval the slate of officers as presented; motion unanimously carried.** The gavel passed to new Board Chair, Elaine Johnson, who thanked Mr. Register for his exceptional leadership and service and presented him on behalf of the Board and staff a historical map of the state of Florida.

### **Program**

#### **Client Success Story**

Memorial Hospital presented a success story from their first Surgical Technician cohort-training program. Holly Brown graduated as a Certified Surgical Technician in November (after passing an exam) and now works in the OR with the Neuro Orthopedic Spine team. The program was 10 months where she was able to work full-time, attend school and do clinical both 3 days a week). She has been with Memorial 5 years and was working as a Patient Care Technician. Her salary increased 100% and this opportunity allowed her to grow her family and they are now house hunting. Her goal is to continue on the nursing career path ladder and become an R.N. in the Operating Room. She thanked Memorial and CareerSource NEFL for providing this opportunity.

The Surgical Technician co-hort at Memorial and Baptist have been so successful they are getting ready to star their third cohort. Growing your own talent reduces costs and gives people opportunities to move up the career path ladder. Patient Care slots are filled internally from staff in other departments who want to move up that career ladder. CNA cohorts are going on now at Memorial which bridge from CNA to RN. They bring their CNA credentials with them and then cruise through the LPN curriculum bridging over to RN curriculum. Each takes about a year. The biggest challenge is finding schools with the agility and flexibility to create curriculum where students can work full time as well as go to school and clinical. Word is spreading and other hospitals joining in. St. Vincent's just completed their first Surgical Technician co-hort (10 people) and UF Health is interested in building their own. We have talked to OP Medical about their RN needs and need to bring the cohort program to their attention. There is also discussion to scale the program to fit the needs of other hospitals in the region/state who can benefit from this opportunity.

### **JAXUSA Partnership Technology/IT Labor Study**

With CSNEFL's partnership with JAXUSA, two reports were provided. The "JAXUSA Tech Labor Study/Data Findings and Workforce Survey Report" is the result of our strategic plan process identifying Finance and IT sectors as problems for us to get traction in. The report helps us decide if we should target them or walk away by identifying weaknesses (computer engineers and coding and development), as well as areas to build and bring in talent and make career pathways (from entry-level programmer to developer).

The "JAXUSA Partnership Report 2017-2018" talks about Elevate Northeast Florida, the new regional economic development strategy that will take our region to the next economic level. Developed by Avalanche Consulting and will be ready late September. Various forums held on our behalf with workforce development and trends within our targeted industry sectors are highlighted. Most forums are held in Duval County with invitations to outlying counties. Our EDC contracts with the counties allows counties to do their own business retention and expansion that ultimately rolls into this.

Tina Wirth, VP of Workforce Development at JAXUSA Partnership, has been recruited by the Charleston EDC. In the interim, Julie Hindall, Manager of Workforce Development, will handle workforce development and our contract.

#### **Performance Update**

##### **WIOA Executive Scorecard/Performance Outcomes – July 1, 2017 through March 31, 2018**

The WIOA scorecard through 3<sup>rd</sup> quarter reflects we are exceeding all standards and expect that to continue through year-end. Page 2 is our Local Performance Levels Negotiation Response for PY 2018 through 2020. Staff is confident processes are in place to meet these standards. Data is tracked daily and we contract with a consultant (a former DEO performance analyst) to achieve these results. \$320,000 in performance incentives was earned that is used to grow our region economically.

#### **President's Report**

**July 20, 2018 Labor Market Data:** Regional unemployment numbers were reviewed. Our region continues to tick downward from a year ago. Labor force is 814,278 (up 20,197 over the year), with 30,754 unemployed residents regionally. We are in a healthy employment situation. St. John's County had the lowest unemployment rate 3.1% with Putnam at 5.3%. Per Dr. Pickens, Putnam's numbers are due to their lack of education and skills attainment; skilled labor does not exist. CSNEFL has received an additional \$32,000 to use for Putnam, Baker and Nassau to implement additional training. Send entry-level position needs to CSNEFL staff in order to get them on a career path. VR also has available training money for disabled residents.

**American Job Center Open House – August 1, 2018:** The American Job Center (full service center) open house is August 1 from 10-2, at our Gateway Career Center. Dr. Linda Woodward is the one-stop operator.

**Florida Workforce Summit – September 24-26, 2018 – Hyatt Grand Cypress Hotel/Orlando:** The Workforce Professional Development Summit, sponsored by Florida Workforce Development Association and CareerSource Florida, is front line training for staff. Forty CSNEFL staff will attend.

**Remembering Keith Fields:** Keith Fields, a long time valued member of the CSNEFL team passed away after a bout with cancer. Visitation is Friday, 5-7 pm, and his Celebration of Life is Saturday at 11 a.m. at TS Warden Funeral Home. Details will be emailed to the Board.

**Executive Committee Minutes:** Executive minutes and the approved FCWD Inc. budget is in the packet for your information.

#### **Other**

**Succession Plan:** With recent discussion on growth, growing talent, retirements and recent changes in the CSNEFL leadership team, the Chair directed staff to develop a formal succession plan for the leadership and critical rolls at CSNEFL to be ready by year-end.

**Putnam County – New Board Member:** Putnam should have a new Board representative, Wayne McLain with Beck-Ford/Lincoln by the October Board meeting, replacing Brian Keith. Dr. Pickens will not be at that meeting but wanted to bring this to the Board's attention.

**Public Comment:** Completed speaker forms were not received.

#### **Next Meeting Date**

**Full Board Meeting:** October 25, 2018 (Thursday), 9:30 a.m. at the University of North Florida (UNF), Adam W. Herbert University Center, 12000 Alumni Drive, Room 1058-1, Jacksonville.

**Executive Board Meeting:** Wednesday, August 22, 2018, 9 a.m. at the Corporate Office

**Adjournment:** The meeting adjourned at 10:25 a.m.