

Minutes
CareerSource Northeast Florida Executive Board Meeting
June 28, 2017

A meeting of the FCWD, Inc., Executive Board was called to order by Chair Darryl Register on Wednesday, June 28, 2017 at 9:02 a.m. at the CSNEFL Corporate Office, 1845 Town Center Boulevard, Fleming Island, Florida. The following members participated, representing a quorum:

Darryl Register	Eda Edgerton
Brian Keith	Dan Vohs
Elaine Johnson	

Excused: Lad Daniels and Jake Schickel

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

Others: Joan Long (FCTC) and Shellonda Rucker (Eckerd Youth Alternatives).

Public Comment: None.

***Action Items**

***Approval of Minutes**

Motion made by Elaine Johnson and seconded by Brian Keith to move approval the May 24, 2017 Executive Board minutes as written; motion carried.

***Approval of FCWD Inc Budget PY 2017-2018**

The FCWD Inc. 2017-2018 budget is \$4.6 million from \$5.2 million last year. There were reductions in all major funding streams. The total WIOA reduction is approximately \$1 million (10.4%) and TANF \$630,000. TANF has no carryforward funds to soften the reduction; however CSFL released additional supplemental WIOA funds to help with this, and staff reduced the training fund line item to make up a majority of the shortfall as the demand for training has decreased as more job seekers are going to work and that is not expected to change. Some other services will also not be provided but this is not insurmountable or something that we cannot handle.

Some figures in the budget are in limbo. The final SNAP figure has not been received, therefore the \$400,000 is pulled from last year's allocation. We feel it will not be less than that and hope it is more. Projected Revenues have a carryforward of \$3.3 million which is figured on a 20% carryforward from WIOA adult and dislocated worker funds. This is \$100,000 more than we had planned to carryforward into the current fiscal year by the close out and that was based on a 15% carryforward (it took an additional 5% carryforward to equal the same dollar figure from last year). Overall, total revenues are down \$1 million.

Staff is also watching Participant Training and Support. Approximately \$1.4 million has been budgeted (\$500,000 less than last year) and the various dollar figures for customized, participant and work experience training is interchangeable. Scholarship training funds have been reduced and more funds put towards Work Experience training which is employer based training and onboarding of new staff a popular choice right now. Customized Training is business based industry recognized certification training and that budget is \$325,000. The total training amount keeps us budgeted at 45% for our mandated training percentages that we must meet and we will ask to continue our current 40% waiver. State statute is 50% but CSF developed a sliding scale. We are on track of meeting the mandated percentage and should end the year at around 60%.

Question: Does Salary and Benefits and Payroll Services include payroll taxes as well as processing services? **Reply:** Yes. Oasis is our PEO and includes everything.

Motion made by Elaine Johnson to move approval the FCWD Inc. Budget for FY 2017-2018 as presented; seconded by Brian Keith; motion carried.

***Youth Contracts**

Three youth contracts exceeding \$500,000 are being presented for approval. If the contracts were less than \$500,000 they would automatically be renewed without committee approval. They are all in good standing and we look forward to another good year.

Eckerd Youth Services: Motion made by Eda Edgerton to move approval the Eckerd Youth Services contract as presented; seconded by Brian Keith; motion carried.

Generation: You Employed, Inc. Motion made by Dan Vohs to move approval the Generation: You Employed Inc. contract as presented; seconded by Elaine Johnson; motion carried.

St. Johns County School District (First Coast Technical College): Motion made by Eda Edgerton to move approval the St. Johns County School District (First Coast Technical College) contract as presented; seconded by Dan Vohs; motion carried.

***FCWD Inc. Training Policy Update**

As the demand for Work Experience—Employer Based training for new hires increases among employer's staff felt it was a good time to update our Occupational Skills Training Policy for that training. A sliding scale spreadsheet guide has been developed for reimbursable training expenses. (The spreadsheet guide is not part of the policy). The guide illustrates reimbursement at different time frames and wages paid the employee during the work experience which cannot exceed 12 weeks, is limited to no more than 40 hours per week, and payments are calculated at 50% of hourly wages paid for the training period excluding benefits and other reimbursements. There are some figure errors on the sheet where formulas should have been used and those will be corrected. The total reimbursement per trainee is capped at \$5,000 (including higher wage ranges per hour). Are there any comments? The Chair stated the policy makes good sense and he feels it is smart to include the spreadsheet in the document because it helped understand what was trying to be accomplished. **Motion made by Elaine Johnson to move approval the FCWD Inc. Training Policy update; seconded by Eda Edgerton; motion carried.**

Discussion

Bryan Stone's Retirement/Replacement - Update: With Bryan Stone's retirement and Walter Johnson's last year, the Chair and Bruce feel it is a good time to start discussions on what the future of the organization would look like should something happen to Bruce. He asked for Bruce's thoughts followed by Executive board discussion.

Bruce stated that the organization has had some key retirements, but still has a strong team in place. He will review and update the succession plan, as well as the document outlining who fits in what slot if he were to become incapacitated, and figure the path forward. Bryan Stone's position is included in the budget but has not yet been filled due to budget and year end close out deadlines. However, after reviewing the President's federal budget proposal that includes a 40% reduction in WIOA and other funds that flow through the Department of Labor to the local workforce boards, it gives him pause in filling that position because if that should occur, which he does not anticipate, everything will change. That position would go unfilled and our organization would look entirely different this time next year. With that being said, the organization got the benefit of going through life without Bryan last year for 90 days and we are quite confident we will manage. Everyone has pitched in and picked up a little bit extra work and we are doing fine. But a succession plan does need to be formalized for a worse cast scenario.

The board wanted to know what critical work streams have changed, been redefined and are not being done anymore since Bryan's retirement. Bruce stated that all the work has been reallocated to staff and is getting done and nothing has stopped. June and July are the busiest months of the year with year-end close outs and the startup of the new fiscal year getting PO's and contracts in place as well as running a

summer youth employment program during that same time frame. With Bryan here or not, nothing stops and everyone is doing more. What is lacking to a degree was Bryan's depth of policy knowledge and Bruce is reading deeper into the rules and regulations to get a better depth of understanding of that knowledge.

The Chair asked Bruce to report at the August 23, 2017 Executive Board meeting his thoughts on formalizing the succession plan and to continue this discussion. Elaine offered a comment for everyone to keep in mind when going through this process that not all regular full time roles need to be back filled with the same and encouraged creativity when looking at the work and what needs to get done especially given some of the budget dynamics. Bruce added that we should have a better picture of where the federal budget is headed by the August meeting. When in DC last week he learned that Congress may put the entire federal budget into an Omnibus bill instead of separate bills, i.e., DOL, Defense, Education, etc. which is how it should be done, and we will see if we can get a budget versus another continuing resolution which we have had for the past 12 years. Bruce feels confident there will be a reduction he just does not know much which brings us to Elaine's point that we will have to become really creative.

Next Meeting Date

The next meeting of the Executive Board will be a "teleconference meeting" scheduled Wednesday, August 23, 2017 at 9 a.m. An Outlook Invite will be sent.

The next Full Board meeting is Thursday, July 27, 2017 from **9:30 a.m. to 11:00 a.m.** at the University of North Florida, Adam W. Herbert University Center, and 12000 Alumni Drive, Jacksonville, FL.

Special Session for Executive Board Members Only

Before adjourning the meeting, the Chair called for a special Executive session with Board members only and asked everyone else to leave the room or disconnect from the teleconference.

Adjournment

The meeting adjourned at 9:40 a.m.