

Minutes
CareerSource Northeast Florida Executive Board Meeting
September 27, 2018

A teleconference meeting of the FCWD, Inc., Executive Board was called to order by Chair Elaine Johnson on Thursday, September 27, 2018 at 3:03 p.m. The following members participated, representing a quorum:

Darryl Register
Clay Lyons

Dan Vohs
Joe Pickens

Elaine Johnson

Excused: Lad Daniels, Jake Schickel, and Eda Edgerton

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

Others: Larry Fairman

Public Comment: None.

***Action Items**

***Approval of Minutes**

Motion made by Darryl Register and seconded by Dan Vohs to move approval the August 22, 2018 Executive Board minutes as written; motion unanimously carried.

***FCWD Inc. Occupational Skills Training Policy**

The ITA policy includes new language that allows people who were previously granted an ITA to apply for another scholarship at a later date. The new language includes: 1) must have obtained a credential/certification from the first ITA; 2) complete a waiting list of not less than 6 months; and 3) secured unsubsidized employment directly related to the first occupational skills training funded through the ITA system. **Motion made by Clay Lyons and seconded by Dan Vohs to move approval the changes made to the FCWD Inc. Occupational Skills Training Policy; motion unanimously carried.**

Discussion Items

Elevate Northeast Florida Update

The summary of Elevate Northeast Florida recommendations on education and workforce and CSNEFL's action steps (part of a 3-year implementation plan) are in the packet. It will also form how we structure our contract with JAXUSA. Some next steps include focusing on how to keep the people we have already attracted and help them advance in a career path or cross over into another industry sector career path. Help middle management positions move around career paths (they lacked awareness on how to do that). The Florida 2030 plan rolled out after the Workforce Summit at the Future of Florida Forum by the Florida Chamber Foundation. Automation and AI are going to impact jobs, and by 2030, 85% of jobs that will exist may not be known today. Therefore, having the talent to network within industries, see trends coming early, and know how to move along pathways will be extremely critical in keeping up with that pace and change. Retooling has been a big focus of many of our Board discussions. At the October Full Board meeting, staff will do a final tie in of our strategic plan in to the Elevate Plan. Members were encouraged to read the reports posted on www.elevateneffl.com website. A special shout out was given to Darnell Smith (Florida Blue) and Anna Lebesch (St. Johns River State College), co-chairs of this year's Elevate, and in particular to Anna for the outstanding job she did facilitating the results of the discussion. Dr. Pickens appreciated the comment and will pass it along.

Career Source Florida Board Action – ITA Policies

The state requirement for ITA's is to spend at least 50% of our allocated funds on training and training related activities. In the past, we have requested waivers down to 40%. Based on CSFL Board action

waivers are now automatic based on formula down to 30% requiring no action on our part. This year we budgeted 45% to insure we made the 40% but now it is automatic based on formula. As of July/August we are at 45% in training expenses and will easily meet our requirement.

PY 2019 Federal Budget News

Congress passed the 2019 budget in the House and Senate and in conference committee passed budgets for defense, labor, health and human services, and education. We are level funded in WIOA (good news). Formula will determine Florida's piece of the Federal funds and then locally; formula is determined by regional economic outlook and statistics. Formula allocations should be out in January versus April/May which gives us more time to plan.

Dr. Pickens updated members on Perkins funding taking a big hit and it's impact on state colleges and school districts. After conferring with Dr. Anna Lebesch, the amount will not be significant nor affect them. At the budget meeting, Perkins was reauthorized and approved for multiple years and increased by \$70 million. Formula will determine our share.

DEO Fiscal Monitoring Report

The DEO 2017-2018 Financial Compliance Monitoring Report for our region shows no findings, no questions and no observations. It is highly consistent with process and procedures in place with our financial team. The Chair asked if the report is shared with the CSNEFL team and it was noted it is shared with the leadership team only. Clay Lyons, a CPA, congratulated staff on the excellent DEO monitoring report.

As a point of information, the FCWD Inc. audit will be conducted by Powell & Jones in the next month or so. It is their second year; per state requirements, auditors change every 5 years.

August Employment Statistics

The August 2018 regional unemployment number is 3.6% (.06 % lower than last year). Very positive from a job seekers perspective. People on the sidelines are reengaging in the workforce. Total regional new jobs is 21,600 over the year. All industries have job growth except wholesale trade and IT held tight. Weekly job fairs are being held at the Career Centers. HSG (Hinduja Services Group) a client based call center company whose client is health care announced hiring 350 call center operators at \$15 per hour by year-end and will be located in the CSX building at Southpoint. Our Career Centers will be one of their primary sources for recruiting; staff is meeting with them next week.

Other Business

Bruce forwarded to the Executive Board an anonymous complaint letter that he received yesterday that had been sent to DEO. Bruce assured members all financial procedures and processes are on point and our auditing and monitoring reports reflect that and he will speak to DEO to see what information they need from us. One referenced the staff reception at the workforce training summit...all food and beverage was paid for out of pocket by Bruce or unrestricted funds and room costs will be charged to unrestricted funds. That is all we have to report on right now and members will be kept apprised after speaking to DEO.

Members discussed the letter and provided input. They are troubled this type of letter would be sent when our fiscal monitoring and auditing reports have zero findings; we should use those positive reports when defending our position as an Executive Board and CEO that these allegations are false. Mechanisms and options are in place for disgruntled employees to voice their concerns without retribution. The DEO fiscal monitoring report is performed in every region with samples pulled from the various grants and federal programs and monitors meet with various key staff and ask questions. This is Standard Operating Procedure and have had no findings. Clay Lyons commented when dealing with federal money, if there are any exceptions, there are no exceptions about reporting this to the audit committee. As an Executive Board we should do our due diligence and communicate this to our auditors and that we as a Board are aware that accusations have been made. Bruce stated we will do that and we will work with DEO to provide them information as well.

Next Meeting Date

The next meeting of the Executive Board is scheduled Wednesday, December 5, 2018 at 9:00 a.m. at the Corporate Office, 1845 Town Center Blvd., Suite 250, Fleming Island, FL. An Outlook Invite will be sent to members.

The next Full Board meeting is Thursday, October 25, 2018 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.

Adjournment

The meeting adjourned at 3:45 p.m.

DRAFT