##

## EXECUTIVE COMMITTEE MEETING

**CareerSource Southwest Florida**

**December 16, 2022**

**1 p.m.**

**MINUTES**

**Members Present:**

|  |  |
| --- | --- |
| Mike Biskie | Bill Diamond-VIRTUAL |
| Brent Kettler | Aaron Stitt-VIRTUAL |

**Members Absent:**

|  |  |
| --- | --- |
| Michael Dalby |   |

**Guests Present via ZOOM:**

|  |  |
| --- | --- |
| Keitha Daniels, Hendry EDC | John Talmage, Lee EDC |
| Greg Urbancic, Board Attorney |  |

**Staff Present**:

|  |  |
| --- | --- |
| Peg Elmore | Mike Egan |
| Andrea Hoffer | Benita Richards |
| Mary Anne Zurn |  |

1. **CALL TO ORDER**

Mike Biskie, Chairman, called the meeting to order at 1 p.m. at CareerSource Southwest Florida, Fort Myers.

1. **APPROVAL OF MINUTES**

***FEBRUARY 10, 2022***

Brent Kettler made a **motion** to approve the February 10, 2022, minutes; Bill Diamond seconded, and the motion was unanimously approved by the Committee.

***FEBRUARY 17, 2022***

Bill Diamond made a **motion** to approve the February 10, 2022, minutes; Aaron Stitt seconded, and the motion was unanimously approved by the Committee.

***MARCH 9, 2022***

Aaron Stitt made a **motion** to approve the March 9, 2022, minutes; Brent Kettler seconded, and the motion was unanimously approved by the Committee.

***MARCH 25, 2022***

Bill Diamond made a **motion** to approve the February 10, 2022, minutes; Brent Kettler seconded, and the motion was unanimously approved by the Committee.

1. **PUBLIC COMMENT**

None.

1. **FINANCIAL STATEMENTS**

Mike Egan, Finance Director, reviewed the Hurricane Ian additions to the Funding Schedule. Items to keep an eye on include ITA and Youth WIOA.

Mike also discussed Ticket to Work, Unrestricted Funds, and CareerSource Southwest Florida-Immokalee.

**TICKET-TO-WORK (T2W)**

In prior fiscal years, Ticket-to-Work provided approximately 90% of our accumulated Unrestricted Funds. Unrestricted Funds are generally utilized for costs not allowed within programmatic rules ie, CareerSource Southwest Florida sponsorship at the Reading Festival. This year, we have $21K in T2W funds to authorize the President/CEO to utilize at her discretion.

Mike Biskie made a **motion** to authorize the President/CEO to utilize the $21K of Ticket-to-Work Unrestricted Funds at her discretion; Brent Kettler seconded, and the motion was unanimously approved by the Committee.

**UNRESTRICTED FUNDS**

All the Unrestricted Funds generated by the Immokalee Building are accumulated in an escrow account. The potential sale of the CareerSource Southwest Florida-Immokalee building could put the account in excess of $2 Million. In the near future, this Committee will need to discuss where to put the money (bank), spending authority, etc.

**CAREERSOURCE SOUTHWEST FLORIDA-IMMOKALEE**

The building has not yet been marketed as being for sale as we are in discussions with the Collier County School District. Staff will continue to report progress.

1. **TRANSFER OF FUNDS: DISLOCATED WORKER TO ADULT**

Mike Egan explained Department of Economic Opportunity (DEO) requires Board approval for transferring 25% or more of Dislocated Worker Funds. DEO requires the Board approve this transfer. Staff is recommending a transfer of $450K from Dislocated Worker funds to Adult Funds.

Mike Biskie made a **motion** to recommend Board approval, at the January 11, 2023, Board meeting, to transfer $450K of Dislocated Worker Funds to Adult; Bill Diamond seconded, and the motion was unanimously approved by the Committee.

1. **AUDIT SERVICES PROPOSAL REVIEW PANEL**

Mary Anne Zurn, Director, Program and Planning, shared it is time for a Request for Proposal (RFP) for our Audit Services and we need to establish a Review Committee of approximately five people. The RFP schedule is as follows:

* Proposals Due 1/4/23; Mary Anne Zurn will confirm submittal compliance
* Members of RFP Review Committee will receive, sign, and return Conflict of Interest Form
* RFP Review Committee will be emailed all proposals and review sheets
* RFP Review Committee Meeting 2/8/23; discuss proposals and Committee provide their 1st, 2nd, and 3rd choices (will be public notice)
* RFP Review Committee make recommendation to Board at March 8th meeting
* Mike Biskie requested Benita Richards send an email to ALL Board of Directors requesting volunteers for the RFP Review Committee
1. **ONE STOP OPERATOR RENEWAL**

Mary Anne Zurn shared the current One Stop Operator (OSO), Thomas P. Miller and Associates (TPMA), contract ends 6/30/23, with the option to extend one (1) more year. After that, they have completed their three (3) year contract and we are required to do a Request for Proposal (RFP) for One Stop Operator Services. Do we wish to extend one more year or go out for RFP now? Staff recommends we extend one more year and prepare for RFP next year; in addition, research options/requirements of being our own OSO.

What are other Regions doing? Only a few are their own OSO, contracted OSO prices range from $25K-$100K, but ALL One Stop Operator Services maximum is four (4) years. The OSO will be visiting our Region in January and report to the Board at the January 11th Board meeting.

We still have billable hours available from TPMA. Staff reported we could utilize TPMA to assist with Regional Strategic Planning. It would be to our benefit to utilize all the tools in their toolbelt while we still have access.

Brent Kettler made a **motion** to recommend Board approval, at the January 11, 2023, Board meeting, to extend Thomas P. Miller and Associates, as the One Stop Operator, for one (1) year; Bill Diamond seconded, and the motion was unanimously approved by the Committee.

1. **STANDING COMMITTEES ROLES/RESPONSIBILITY/MEMBERSHIP**

Peg Elmore, President/CEO, shared the Committees are as follows:

***Executive Committee*** – Membership limited to Board Officers and Committee Chairs only. Committee oversees Finance, Board membership, President/CEO performance, etc.

***Business EDC*** – Standing Committee, open membership, ensures the Regional Targeted Occupation List meets the needs of the businesses in the Region. It is recommended John Talmage serve as Interim Chair, to kick-off the Committee, discuss/implement Committee roles, along with Staff Liaison, Bill Welch, Director, Business Services, and then Committee elect Chair no later than June 2023.

***Career Services*** – Standing Committee, open membership, ensures the Eligible Training Provider List (ETPL) applications and performance are compliant. This does not require Board approval and should be done at staff and Committee level. New performance requirements are expected in the near future. It is recommended Keitha Daniels serve as Interim Chair, to kick-off the Committee, discuss/implement Committee roles, along with Staff Liaison, Mary Anne Zurn, Director, Program & Planning, and then Committee elect Chair no later than June 2023.

***Youth Committee*** – Standing Committee, open membership, oversees Youth programs and outreach, no changes. Aaron Stitt agreed to continue as Chair, to kick-off the Committee, discuss/implement Committee roles, along with Staff Liaison, Thais Kuoman, Program Manager. Committee will need to hold election for the next term of the Chair beginning 7/1/23.

All Committees will need to kick-off by reviewing/outline Committee roles and establish meeting schedules.

All Board members will be asked to submit their first and second choice of Committee membership to Benita Richards, at the January 11th Board meeting. This will allow staff to review and ensure membership diversity across all Committees.

1. **COMPENSATION STUDY**

Andrea Hoffer, Human Resources Director, provided a PowerPoint presentation to the Committee. CareerSource Southwest Florida did not have a compensation philosophy or plan that was communicated to staff or published in a policy format. Ranges that did exist were outdated. A compensation study began in January 2022 which produced a Compensation Philosophy and Compensation Plan to fit our organization needs and result in fair and market competitive salary ranges, to include merit and incentive pay. The result would be communicated to employees and result in successful recruitment and retention.

* A Job Analysis was conducted identifying all positions and reviewing job descriptions. Researched other Region’s structure and job descriptions that is comparable to size, population serviced, and closely resembled our structure.
* A Job Evaluation Rating Scale was created to systematically determine the relative level, complexity, importance, and value of each job description to create hierarchies and salary ranges.
* Salary Ranges and increases are percentage based, higher the position, higher the percentage, until max out. If an employee reached the maximum level of the salary range, he/she may be eligible for one-time lump sum merit pay.
* Increases/Merit Pay will be realistic, fair, earned/result based, and motivate employee’s performance. The annual performance evaluation would be used to determine increases. An Employee Evaluation Rating Scale that measures individual competency is still in draft form.
* Incentive Pay has not yet been created, but would not exceed 11% of the maximum range, and will go before the Board for approval.
* Peg Elmore added that $6.125 Million additional funds have been allocated to our Region due to Hurricane Ian and would like to discuss a Merit Bonus for the staff efforts in community recovery at an upcoming Executive Committee meeting.

Mike Biskie requested this presentation be added to the January 11th Board meeting Agenda.

1. **CREDENTIALS REVIEW COMMITTEE UPDATE**

Mike Biskie shared the previous meeting was held in Tallahassee on 12/7/22. The discussion focused on framework of quality for credentials for non-degree. Credentials must be linked to at least one Standard Occupation Classification (SOC) that is either: designated by Labor Market Estimating Conference or included on DEO Regional Demand Occupation List (RDOL). Credentials that do not meet this criterion may be evaluated under local demand.

Non-Degree credentials must show evidence of outcomes and earnings that meet middle to high level wages. In addition, must have sufficient wage outcome data in Florida Education and Training Placement Information Program (FETPIP). Wages reported one (1) year, and/or five (5) years, after completion, must be equal or greater than 80% of the median one-year wages in FETPIP.

Non-degree credentials that do not meet the wage criteria must be part of a sequence of credentials (stacking). To meet this criterion, the non-degree credential must be linked to SOC, and validated/recognized by industry, and evidence the credential is part of established sequence that led to an occupation.

Digital Tool Certificates provide elementary and middle school students with foundation skills to earning credentials on the Master Credentials List. Micro Credentials are not yet on the Committee radar.

1. **OPEN DISCUSSION**

Peg Elmore provided a Board alignment update. Ernest and Young staff is compiling data and potentially releasing some information in January. The Committee will be providing three (3) recommendations in February at the CareerSource Florida meeting. The Committee is still looking to meet with elected officials in January; however, may fail to realize how busy their schedule will be.

1. **ADJOURNMENT**

The meeting adjourned at 3 p.m.