



## BOARD REGULAR MEETING MINUTES

May 25, 2017

CareerSource Research Coast  
584 University Blvd., Port St. Lucie, FL

<b>Present:</b>	Sandy Akre Brian Bauer Julie Bixler Jennifer Corkern (via teleconference) Brooke Flood (via teleconference) William Laughlin	Steve Newman (via teleconference) Tom Peer Donna Rivett Ann Rodriguez Deborah Schooley (via teleconference)
<b>Excused:</b>	Brandon Tucker Michelle Akins Cathleen Blair Barbara Clowdus	Susan Curtis Sabina Guthrie Lison Philor-Jonnassaint Joy Yates
<b>Staff:</b>	Migdalia Rosado Angela Davis-Green Zack Hackley	Pat Houston Loretta Toth

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### I. CALL TO ORDER

The meeting was called to order by Vice-Chair, Donna Rivett at 1:40 p.m. Roll call was taken and a quorum was present.

### II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA – Ms. Rosado requested to amend the agenda to include the following New Business: G) Staff Bonus; H) PTO Payout; and I) 20% Gold Seal.

### III. ADOPTION OF AGENDA

*Motion to adopt the agenda as amended was made by Tom Peer, seconded by Ann Rodriguez and passed unanimously.*

### IV. CONSENT AGENDA

- A. Board Meeting Minutes – March 23, 2017
- B. Board Orientation Minutes – March 23, 2017

*Motion was made by Brian Bauer to approve the consent agenda. Motion was seconded by Tom Peer and passed unanimously.*

### V. INTERIM CEO'S REPORT – Ms. Rosado informed the members that ELCIRMO is currently enrolling in all three counties. ELCIRMO's Director of Family Services has accepted a position as the Executive Director of EOC.

### VI. NEW BUSINESS

- A. Action Item 2016-17.08-1 – Slate of Nominees for Officers** – The Board recommended the Executive Committee reconvene to revise the slate of nominees to be representative of all counties.
- B. Action Item 2016-17.10 – Dental Benefits Renewal 2017-2018** – The dental benefit schedule presented remains the same, with no increase in the monthly premium of \$12.72 per employee

per month, 100% employer funded. The plan is effective July 1, 2017. Family members may be added at the employee's expense.

***Motion** was made by Ann Rodriguez, seconded by Will Laughlin to approve the dental benefit renewal presented through Florida Combined Life for 2017-2018. Motion passed unanimously.*

- C. Action Item 2016-17.11 – Medical Benefits Renewal 2017-2018** – Due to increased premiums, ELCIRMO reviewed and recommended the following plans be offered effective July 1, 2017, allowing employees the option to choose the plan that best serves their needs:
- Florida Blue, BlueCare plan 14256 at a premium of \$712.36 per employee per month, 100% employer funded.
  - Florida Blue, Blue Options Plan 14006, a buy-up plan, at a premium of \$858.55 per employee per month. Employer share - \$712.36; Employee share - \$146.19.

***Motion** was made by Brian Bauer, seconded by Tom Peer to approve the medical benefit schedule as presented through Florida Blue for 2017-2018. Motion passed unanimously.*

- D. Action Item 2016-17.12 – Proposed Budget for 2017-2018** – Mr. Hackley reviewed the proposed budget. A correction should be made on page 14 of the packet. Under Local Grant Requests, the amount for Publix under 2017-2018 should be earmarked for Okeechobee. The same correction carries through to page 18. Page 19 reflects increased Program Costs for 2016-2017, which includes \$150,000 to be awarded as Provider Stipends. In response to Mr. Newman's question regarding the increase in salaries and wages, Mr. Hackley explained the increase is reflective of the CEO salary range.

***Motion** to approve the 2017-2018 Budget as presented was made by Steve Newman, seconded by Julie Bixler and approved unanimously.*

- E. Action Item 2016-17.13 – CEO Job Description** – Mr. Peer reviewed the changes made to the CEO Job Description by the Bylaws/Personnel Committee. Mr. Newman recommended the duties and responsibilities include contact with legislators and government officials. The following statement was agreed upon and will be added to the CEO Job Description: "Represent the ELC with community partners and stakeholders".

***Motion** was made by Tom Peer to approve the CEO Job Description as presented, to include the above addition to duties and responsibilities. Motion was seconded by Brian Bauer and passed unanimously.*

- F. Discussion – ELCIRMO Operating Hours** – Ms. Akre requested discussion on this item to ensure the hours of the coalition are meeting everyone's needs, and suggested consideration of Friday office hours. Ms. Rosado explained that the current schedule has been in effect since 2011, and accommodations are made for clients as needed. She will review the website for after-hours and emergency contact information for the organization.
- G. Staff Bonus (Amended item)** – The Finance Committee discussed allocating a range of 4%-8% for a staff bonus, based on availability of funds, after Items H and I have been paid.

***Motion** was made by Ann Rodriguez to approve a staff bonus between 4%-8%, at the discretion of the CEO, depending upon availability of funds. Motion was seconded by Will Laughlin and passed unanimously.*

- H. PTO Payout (Amended item)** – A maximum 40-hour PTO payout was requested for three employees, as stated in the Employee Handbook.

***Motion** was made by Tom Peer to approve PTO payout as requested. Motion was seconded by Julie Bixler and passed unanimously.*

- I. **20% Gold Seal** (*Amended item*) – Based on funding that is available, it was recommended Gold Seal be increased from 18% to 20% for the months of May and June.

*Motion was made by Sandy Akre to approve the increase of Gold Seal to 20% for the months of May and June. Motion was seconded by Will Laughlin. Motion passed with Deborah Schooley abstaining, due to a conflict. Note: Copy of Form 8B-Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers is attached.*

**VII. OLD BUSINESS**

- A. **Update on Joint Advisory Merger Committee** – Mr. Bauer provided an update of the Committee's first meeting. An RFP for a facilitator/consultant will be prepared by Ms. Rosado and Mr. Loupe, then reviewed and approved by the committee.

**VIII. COMMITTEE REPORTS**

- A. **Finance Committee** – The reports as of March 31, 2017 were included in the packet, along with meeting minutes.
- B. **Bylaws/Personnel Committee** – Minutes were included in the packet.
- C. **Executive Committee** – Minutes were included in the packet.
- D. **Program Committee** – Minutes were included in the packet. Mr. Newman's request to analyze the percentage of eligible children being served, by county, will be further addressed by the Program Committee.
- E. **Fundraising Committee** – No report.

- IX. **CHAIRMAN'S COMMENTS** – None.

- X. **BOARD MEMBER COMMENTS** – None.

- XI. **PUBLIC COMMENTS** – None.

- XII. **INFORMATION** – The following information was included in the packet: a) wait list/served; b) Financial Monitoring Report; c) OEL Desk Review February 2017.

**XIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:11 p.m.

*Note: Teleconferencing capability was lost twice during the meeting. A roll call of those participating was reconfirmed for action items.*

Respectfully submitted,

**Approved 6/22/17**

Donna Rivett, Vice-Chair  
DR:lt