

**CareerSource Pinellas
Science Center Committee Meeting Minutes**

Date: August 31, 2018 at 11:00 a.m.

Location: Science Center of Pinellas, 7701 22nd Ave N, St. Petersburg

Call to Order

Chair Russell Leggette called the meeting to order at 11:03 a.m. There was a quorum present with the following Science Center Committee members participating:

Members in attendance

Michael Jalazo, John Kearney, Adrian LaTrace, Russell Leggette, Chad Simpson (phone), Scott Wagman, Glenn Willcocks (phone)

Members not in attendance

William Apple, Shri Goyal, Samuel Kolapo, Dr. Michael Laverty, Kim Marston and Lenné Nicklaus

Staff Present

Jennifer Brackney, Don Shepherd, Luna Clarke, Steven Blakey, Linsey Stiglic, David Miller, Deborah Budaj

Guests Present

Whitney Creech (phone), Commissioner Patricia Gerard (phone)

Action Item 1 – Approval of Minutes

The minutes of June 1, 2018 Science Center/STEIC Committee meeting were presented for approval.

Motion: John Kearney

Second: Adrian LaTrace

The minutes were approved as presented. The motion carried.

Other Administrative Matters

None.

Discussion Item

Feasibility of Selling the Science Center Property

Members discussed requesting CMA to be done by 4 or 5 real estate brokers to assess the potential value if WorkNet decides to sell the property. There was debate about whether this was necessary at this time. Members acknowledged that requesting CMAs would draw unnecessary media attention. It was also discussed having an additional appraisal of the property from the current financial institution. Both alternatives have the potential for figures to misrepresent the property yet would be helpful information to have for future decision making. Additionally, it was discussed that the Board of Directors and the Committee should be given the Strategic Plan for the Science Center.

There was a motion to request the CMA by 4 or 5 brokers. This motion was withdrawn after further discussion.

There was a recommendation made to conduct an appraisal of the Science Center, through the current financial institution for the purpose of refinancing.

Motion: John Kearney

Second: Adrian LaTrace

The Science Center recommends conducting an appraisal thru the current financial institution for the purpose of refinancing. The motion carried.

Information Items

1. Science Center Mortgage and Post-Closing Covenants

Background

Mortgage Payable

Effective December 12, 2014, WORKNET obtained a new business loan for the principal amount of \$700,000 with an interest at a rate of 4.650% per annum based on a year of 360 days. The proceeds of the loan were used to pay-off the remaining principal and interest of the mortgage payable existing at June 30, 2014. The payment terms require 59 regular payments of \$4,511 each and one irregular payment of \$585,710. The first payment was due January 10, 2015, and all subsequent payments are due on the same day of each month after that. The final payment will be due on December 10, 2019, and will be for all principal and all accrued interest not yet paid. As of June 30, 2018 and 2017, WORKNET is in compliance with all covenants and conditions of instruments governing the loan agreement. The loan is also secured by the real estate associated with the Science Center. In conjunction with this loan, WORKNET incurred loan issuance costs of \$16,032 to be amortized over five years.

Schedule maturities of the debt and loan issuance costs are as follows:

Year Ended June 30	Loan	Issuance Cost
2019	\$ 25,458	\$3,251
2020	\$594,346	\$1,247
	\$619,804	\$4,498

Interest expense totaled \$29,848 and \$29,500 for the years ended June 30, 2018 and 2017, respectively.

Equipment Financing Agreement

WORKNET entered into an Equipment Finance Agreement (EFA) on September 2015 to finance the labor and materials associated with the purchase and installment of a 70 ton air cooled chiller and building HVAC controls at the Science Center building. The terms of the EFA require WORKNET to pay principal of \$100,400 over 60 monthly installments at an interest rate of 7.86% per annum. The first payment of principal and interest of \$2,029 was due in November 2015 and last payment in October 2020. Schedule maturities of the debt are as follows:

Year Ended June 30	
2019	\$21,027
2020	\$22,741
2021	\$7,985
	\$51,753

The Science Center Asset Purchase Agreement restricts how proceeds from the sale of the property can be spent. The document stipulates the following: 4.3 Post Closing Covenants. Buyer covenants and agrees that in the event Buyer determines to sell the Real Property post-closing due to continuing operating losses related to the Business, Buyer shall place excess funds remaining after the satisfaction of all obligations and liabilities related to the Business including any reserve set aside to satisfy unknown liability as determined by Buyer, into a trust account to support STEM education

2. Science Center Building Inspection

Background

CareerSource Pinellas has hired a building inspector to assess the current structural condition of the Science Center of Pinellas. The inspection will cover the following areas:

- Lots & grounds
- Retaining walls & roof
- Surface & walls
- Visible foundation
- Walkways and steps
- Doors, windows & trim
- Faucets
- Electrical lights & outlets
- Heating and cooling systems
- Floors & walls
- Ceilings & windows
- Plumbing fixtures

We have received quotes from the following companies:

- I. National Property Inspections (\$2,700)
- II. Suncoast Inspections, Inc. (\$3,345)
- III. Britannia Building Consultants, Inc. (\$1,800)

Upon review, National Property Inspections (NPI) was selected because of their professional response, their ability to provide a more comprehensive report and their high customer review. NPI was able to review the property, their report was provided as a handout.

Science Center Termite Inspection:

The requested termite inspection was completed on August 28, 2018 by Safer Home Services with no evidence of termites found. The inspection included the main building and other buildings on the property. The report was being issued by vendor at the time of the meeting.

There was lengthy discussion about the condition of the building. While the roof has significant damage, most of it should be covered under warranty. Maintenance is needed on the HVAC system to maintain the system. The Committee discussed hiring an on-site contractor or training YouthBuild students to handle the maintenance of the HVAC system and some minor plumbing repairs.

Before advancing with any repairs, the Committee discussed what the purpose of CareerSource Pinellas specifically is and if the Science Center is the ideal location for serving out that purpose. While some members proposed selling the property, others were not certain that this was the necessary course of action at this time. There was discussion about the size of STEM programs and whether it should increase or decrease.

There was also discussion regarding any funds gained from the sale of the property. While options such as setting the funds aside for STEM programs were presented, the majority of members agreed it was premature before having a holistic cost analysis of the building.

3. MOU Amendment: The Science Center and St. Petersburg Astronomy Club, Inc.

Background

The Science Center (a wholly owned entity of CareerSource Pinellas) and St. Petersburg Astronomy Club, Inc. (hereinafter the "Astronomy Club") entered into a Memorandum of Understanding (MOU) on January 1, 2017 for a two year term through December 31, 2018 to affirm mutually beneficial educational program support between the parties and address requirements of the Workforce Innovation and Opportunity Act of 2014 (WIOA). The previous MOU specified quarterly payments from the Astronomy Club to The Science Center for provision of services in the amount of eight hundred dollars (\$800), which has been reduced in the amended MOU to three hundred dollars (\$300) due to decreased usage of the facility by the Astronomy Club for its monthly business meetings, and due to the club's monetary constraints. The Astronomy Club will continue to assist with the repairs, refurbishment and maintenance of the Observatory, located on the premises of The Science Center, as well as conduct public telescope viewings and other reasonably agreed to events while retaining continued access to the Mirror Laboratory. The Science Center has amended its contract with the Astronomy Club and will continue this partnership for another two year period, from October 1, 2018 through September 30, 2020 at this reduced quarterly payment amount.

4. Science Center Programs Update

Quarter 4 Program Reporting thru June 30, 2018

Cyber Security Program:

Cyber Security includes three stackable industry certifications:

- A+ Prep and Certification
- Network + Prep and Certification
- Security + Prep Certification

Participants Served during PY2017-2018 thru 06/30/18:

Total Students Enrolled	64
Total Students in Training	23
Total Completers	50
Total Student Employed while in Training	18 @ \$14.67/hour
Total Placements	48 @ \$17.31/hour

Note: Average wage increased \$2.64 per hour after completion of training. Due to IRMA, some students had barriers arise and withdrew from training.

Recruiting now for new classes for Cyber Security with A+ class starting on 09/24/18 and Security+ class starting on 09/25/2018. Pre-Vocational Certification Programs now rebranded Career Ready during PY2017-2018 thru 06/30/2018.

Soldering Program

Total Students Enrolled	48
Total Students in Training	8
Total Completers	37
Total Placements	31
Average Wage at Placement	\$13.15/hour

Mechatronics/Robotics Program

Total Students Enrolled	48
Total Students in Training	8
Total Completers	39
Total Placements	31
Average Wage at Placement	\$13.15/hour

Construction Trades Program

Total Students Enrolled	37
Total Completers	35
Total Placements	18
Average Wage at Placement	\$13.34/hour

Sector IT Training started in January 2018 and thru June 30, 2018

Consists of Python, SQL and JAVA certification training:

Total Students Enrolled	30
Total Students in Training	2
Total Completers	25
Total Placements	6
Average Wage at Placement	\$23.72/hour

Other Certification Programs:

MOS Certification Program:

Total Customers Enrolled	188
HS Diplomas attained	116

AHLEI Hospitality Certification Program:

Total Customers Enrolled	270
HS Diplomas attained	291

Note: Multiple Certificates may be earned

Penn Foster Program:

Total Students Enrolled	39
New Students Enrolled	12
HS Diplomas attained	18

Youth Stem Programs during PY2017-2018 thru June 30, 2018:

StemE Field Trips and Classes:

See below a recap of last year's Stem-E activities

<i>Program Year</i>	STEM-E Field Trips		Thanksgiving Camp		Winter Camp		Spring Break Camp		Summer Camp	
	<i>Trips</i>	<i>Youth Served</i>	<i>Weeks</i>	<i>Youth Served</i>	<i>Weeks</i>	<i>Youth Served</i>	<i>Weeks</i>	<i>Youth Served</i>	<i>Weeks</i>	<i>Youth Served</i>
2017-2018	141	5166	1	17	2	33	1	35	12	507
2018-2019 Goals	150	5500	1	20	2	40	1	50	12	600

Summer Camp:

Camp ended on August 10th with bang and over 70 youth in camp for one of our highest week of enrollment during the Summer Camp 2018 at Tyrone Center. The final numbers are in and 507 youth attended with close to 172 youth accessing before or after camp care. Total income generated was \$104,305. Themed science camps ran from May 29th through August 10th, from 9:00a.m.- 4:00p.m. Before Care was available from 7:30 a.m. till camp start and After Care: until 6:00 p.m. Several community-based organizations helped us enrich our program: St. Pete Astronomy Club, Suncoast Herpetology Society, St. Petersburg Forensic Science Department, WFLA Meteorology team, Florida Fish and Wildlife Conservation Commission, South Pasadena Fire Department, St. Pete Fire and Rescue, as well as a baker, a music producer and an exterminator.

5. Robotics Manufacturing Skills Development Grant Award July 2017 – June 2018

CareerSource Pinellas was awarded \$400,000 from a state Earmark grant to provide CareerREADY manufacturing skills development training and/or paid work experience to serve a minimum of 48 adults and 50 youth from July 1, 2017 - June 30, 2018. The grant required serving 48 adults in Mechatronics, 50 youth in Robotics and 20 OJT. Training programs include: Mechatronics, Robotics, Soldering and Cabling, and OJT.

The 50 youth will receive services through Summer, Winter, and Spring STEM camps.

To date through June 30, 2018:

Goal: Train 48 Adults in Mechatronics

- Total 52 participants have been enrolled in Mechatronics or 108% of goal.
 - Additionally, 38 Soldering/Cabling participants have been enrolled
- Total of 51 participants have completed Mechatronics.
 - Additionally, a total of 36 Soldering/Cabling students have completed.

Goal: Train 50 Youth participants in Robotics

- 90 Youth completed training thru grant end or 180% of goal

Goal: Provide job placement assistance to support participants entering employment at completion

- Replaced the OJT original goal under DEO's modification and approval.
- Multiple on site hiring events were held as well as two job fairs to present program completers to local employers.
- At the end of each class, local manufacturers were engaged to talk with class and accept application.
- 54 placements reported with 4 On-the-Job Training and 1 Apprenticeship enrollment.

Grant now in 60 day closeout:

- \$400,000 has been expended.
- Projected Return on Investment for project is \$13,953,685.

Through the CareerREADY programs, we have launched the new Mechatronics program. Curriculum was developed for this 8-week program with 4 modules and ability to earn 4 stackable industry certifications for a job into today's advance manufacturing. Under Mechatronics, the program provides students with knowledge in electronics, mechanics, and computer programs offering both theory and practical skills needed to design and maintain mechatronic systems. Instruction will include applied experience in:

- a) Mechanical (2 weeks)
- b) Electrical (2 weeks)
- c) Automation (2 weeks)
- d) Programmable Logic Control (2 weeks)

6. Facilities Update

Science Center Fire Inspection:

Follow-up Fire Inspection was recently conducted by the City of St. Petersburg of the Science Center. The following issues were found to be outstanding:

1. *ACTION REQUIRED: Provide inspection report(s) for dry standpipe system. Correct any deficiencies if noted. Provide copy of report(s) to marie.brumer@stpete.org or fax to 727-892-5011.*
 - o Completed: Work has been completed for the standpipe system inspection and we are awaiting the receipt of the inspection report to provide to the City.
2. *ACTION REQUIRED: Have fire protection contractor provide a fully compliant fire alarm system for the entire building. A permit with the City's Building & Construction Services shall be required. Provide documentation to marie.brumer@stpete.org or fax to 727-892-5011.*
 - o Update: Quotes have been obtained from current vendor supporting the building's fire alarm system. The sum of the proposed work is \$9,300 (fire alarm devices to comply with current code) and \$7,860 (replace discontinued EST2 fire alarm panel with a newer IO 1000 fire alarm panel) totally \$17,160. Other quotes were noted by previous staff working on issues, but found to be insufficient. New competitive quotes are being sought at this time.
3. *ACTION REQUIRED: All rooms greater than 1000 ft2 shall have minimum of two exit access doors. A permit with the City's Building & Construction Services shall be required. LOCATION: Provide second exit access door for rooms 208, 214, 216.*
 - o Update: Staff obtained a quote from the JB Group to install the three needed doorways for \$7,822. Additional quotes were obtained verbally that ranged from \$15,000 to \$35,000 to have three additional egress doors installed upstairs. New competitive quotes are being sought at this time. Anticipated scope of work needed is estimated at \$25,000.

Financial Report

A summary of financial activities for the Science Center, through period ending June 30, 2018.

Sponsorships

We gratefully acknowledge all the generous contributions made in sponsorship to the Science Center of Pinellas.

Public Comments

There were none.

Adjournment

The meeting was adjourned at approximately 12:45 p.m.