



AGENDA
Monday, July 30, 2018 – 12:00 p.m.

Call to Order		R. Riley
Roll Call		C. Schnettler
Approval of Minutes, June 6, 2018	Pages 2 - 5	R. Riley

ACTION ITEMS

Board Member Attendance	Pages 6 - 8	R. Skinner
Affirmation of Committee Chairs	Page 9	R. Skinner
By-Laws Change	Page 10	R. Skinner
Apprenticeship Position	Page 11 - 16	R. Skinner

DISCUSSION ITEMS

Gary Crandon's Resignation	R. Skinner
Bruce Register's Appointment	R. Skinner

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2018 – 2019 MEETING SCHEDULE						
Business and Economic Development	Performance/Monitoring	Marketing/Outreach	Career Center	Executive	Full Board	
All committee meetings are held at the CF Ocala Campus, Enterprise Center, Room 206						
Tuesday, 9:00 am	Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/14/18	8/21/18	8/15/18	8/23/18	8/29/18	9/12/18	CF Chiefland
11/6/18	11/13/18	11/7/18	11/15/18	12/5/18	12/12/18	MTC Ocala
2/19/19	2/26/19	2/20/19	2/21/19	3/6/19	3/13/19	CF Lecanto
4/30/19	5/7/19	5/8/19	5/2/19	6/5/19	6/12/19	CF Ocala

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.

**CAREERSOURCE CITRUS LEVY MARION
EXECUTIVE COMMITTEE MEETING**

MINUTES

DATE: June 6, 2018
PLACE: Enterprise Center, Ocala, FL
TIME: 9:30 a.m.

MEMBERS PRESENT

Albert Jones
Kathy Judkins, Chair
Kevin Cunningham
Mike Melfi
Rachel Riley
Ted Knight

MEMBERS ABSENT

Fred Morgan

OTHER ATTENDEES

Rusty Skinner, CSCLM
Brenda Chrisman, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Kathy Judkins, Chair, at 9:32 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the March 7, 2018 meeting. Mike Melfi seconded the motion. Motion carried.

ACTION ITEMS

- Form 990
 - Al Jones made a motion to approve Form 990. Ted Knight seconded. Motion carried.
- 2017/18 Budget to Expenditures
 - Kevin Cunningham made a motion to approve the April Budget to Expenditures reports. Al Jones seconded. Motion carried.
- 2018/19 Budget
 - We are expecting to see an increase in new funding. The budget will be set in July when carry forward figures are confirmed. The finalized budget will be presented at the next board meeting.
 - Al Jones made a motion to approve the 2018-2019 proposed budget. Ted Knight seconded. Motion carried.
- CTS Agreement for ATLAS / Document Management

- Atlas is a tracking system, document management system, and paper reduction system utilized by staff. It also houses the CLM and Talent Center websites within its structure.
- Al Jones made a motion to approve CTS (SaAS) agreement. Kevin Cunningham seconded. Motion carried.
- Healthcare Renewal Rates
 - Rusty Skinner reviewed the healthcare options, rates, and costs to employees with the board.
 - Rachel Riley suggested adding the specifics regarding the EAP and the behavioral health component of the various plans. Both items were reviewed during an information session with the staff and will be added to the rate sheet.
 - Rachel Riley made a motion to approve the proposed healthcare renewal rates. Al Jones seconded. Motion carried.
- Eckerd Contract Renewal
 - Kevin Cunningham made a motion to accept the contract with Eckerd. Al Jones seconded. Motion carried.
- CEO Contract and Staff Increases PY2018-2019
 - Al Jones made a motion to approve the 2018-2019 CEO contract, staff salary increases, and incentive bonuses as presented by CEO Contract Review Committee. Ted Knight seconded. Motion carried.
 - Kathy Judkins commended Rusty Skinner on keeping open communication with her regarding Pinellas/TampaBay. Rusty Skinner is a reliable champion for our CareerSource that consistently keeps a strong voice with State representatives. She also commended Kathleen Woodring and Brenda Chrisman for their hard work after the lay-off of two members of management and felt the additional bonuses were warranted.

DISCUSSION ITEMS

Rusty Skinner presented information for discussion about the following topics:

- Plan of Service
 - The Plan of Services fine tunes our focus and scope for the 2018-2019 program year. The plan provides direction for making progress on continuous efforts. Highlights include:
 - Employer driven hiring events
 - Spring/Fall, Grad, Youth, and sector based job fairs
 - Talent Center
 - Progress Dunnellon
 - YouthBuild
 - Exploratory efforts for the Prosperity Program in Marion County
 - Apprenticeship Opportunities
 - Career Academies
 - Sector Grant Initiatives
- Board Member Meeting Attendance
 - We do allow members to call in for the meetings. Our region has a large footprint and expecting members to come from long distances is not realistic.

- We have been approved and have authority from the State to allow members to call-in for meetings.
- Staff will identify current members that have not been attending the board or committee meetings regularly. A letter will be sent to the board member requesting continued intent and increased participation.
 - In the future after missing two board or committee meetings staff will reach out to the board member.
- Pinellas/Tampa Bay
 - In light of recent issues arising out of the Pinellas/Tampa Bay Workforce challenges several items were highlighted:
 - Board attendance issues
 - Staff will conduct a review of our board attendance policy in the By-laws to ensure that all requirements are being met.
 - Salary transparency
 - The Governor has publicly posted all State employees' salaries. Potentially, the public posting of salaries may be required of our workforce region. Rusty Skinner made an announcement to the staff at the last All Staff meeting that this might be happening in the future.
 - Posting of minutes on the website
 - All minutes are being posted on the CLM website.
 - Board communication
 - Rusty Skinner suggested a review of the board on-boarding process. Al Jones agreed that updating the on-boarding process would be very helpful to new members and that it should include board member expectations.
 - Rusty Skinner will discuss further with Rachel Riley regarding holding a board planning/information session before the next round of committee meetings.

PROJECT UPDATES

- Unrestricted Revenue Income - May 2018
 - Rusty Skinner expressed that Brenda Chrisman was doing a great job at growing unrestricted funds. The funds are progressing slightly ahead of last year. Unrestricted funds are generated by the Ticket to Work program. There is a tremendous amount of tracking involved in the program. Staff employee Luis Perez is running the programs very well. The funds are necessary and very important. The funds will be a source to pay for a reimbursement for the YouthBuild grant. It is also used to pay for non-legal fees and liability insurance deductibles.

MATTERS FROM THE FLOOR

Kathleen Woodring invited everyone to attend the YouthBuild Phoenix Rising graduation set for Thursday, June 7th at 11 am.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Executive Committee July 30, 2018

TOPIC/ISSUE:

Board member attendance

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Board members are appointed to only one committee. Committee chairs will be appointed to the executive committee.

Public notices of all meetings sent to all board members.

Board member is contacted after 2nd missed unexcused meeting. An excused absence will be accepted with notification of absence.

Chair to send a letter to members with less than 50% attendance before July 31st of each year.

COMMITTEE ACTION:

BOARD ACTION:

2017 - 2018 Board Members		TERMS		2017 - 2018 COMMITTEES ATTENDANCE												MEETINGS POSSIBLE	TOTAL ATTENDED	ATTENDANCE PERCENTAGE
First	Last	Begin	End	Board		Executive		Marketing		Performance		Career Center		BEDC		(during appointment)		
				ATT	#Meets	ATT	#Meets	ATT	#Meets	ATT	#Meets	ATT	#Meets	ATT	#Meets			
Kimberly	Baxley	1/25/2018	2021	1	2					1	2			0	2	6	2	33%
Pete	Beasley	7/6/2012	2020	2	4			2	2					3	4	10	7	70%
William	Burda	5/1/2017	2021	3	4					4	4					8	7	88%
Carla	Butts	5/1/2017	2019	3	4											4	3	75%
Gary	Crandon	5/1/2017	2019	0	4											4	0	0%
Kevin	Cunningham	9/12/2011	2021	2	4	3	4									8	5	63%
Theresa	Flick	5/2/1996	2020	1	4							2	4			8	3	38%
Darlene	Goddard	3/10/2008	2021	4	4							1	4			8	5	63%
Charles	Harris	1/25/2018	2021	2	2							1	1			3	3	100%
Judy	Houlios	9/9/2009	2019	2	4							1	4			8	3	38%
Kell	Jemison	5/1/2017	2019	0	4									0	4	8	0	0%
Albert	Jones	5/1/2017	2019	3	4	2	2	4	4							10	9	90%
Carol	Jones	7/1/2014	2019	3	4							2	4	1	4	12	6	50%
Kathy	Judkins	7/27/2015	2021	4	4	4	4									8	8	100%
Ted	Knight	8/30/2012	2019	3	4	3	4	4	4	4	4					16	14	88%
Yovancha	Lewis-Brown	5/1/2017	2019	2	4											4	2	50%
Jorge	Martinez	6/3/2014	2019	1	4							3	4			8	4	50%
Nelson (Lanny)	Mathis, Jr	8/30/2012	2020	2	4							4	4			8	6	75%
Mike	Melfi	10/5/2004	2019	2	4	4	4							3	4	12	9	75%
Fred	Morgan	3/10/2008	2021	4	4	1	4			4	4					12	9	75%
Scott	Owen	1/25/2018	2019	1	2			1	2					2	2	6	4	67%
Mark	Paugh	7/18/2011	2021	2	4							1	4	3	4	12	6	50%
David	Piekluk	7/1/2014	2019	4	4					0	4			2	4	12	6	50%
Pat	Reddish	5/2/1996	2019	3	4			2	4							8	5	63%
Rachel	Riley	7/27/2015	2020	3	4	4	4					4	4	3	4	16	14	88%
Solomon	Sarway	3/1/2017	2019	0	4			0	2							6	0	0%
Debra	Stanley	3/1/2017	2019	0	4							0	4	0	4	12	0	0%
Don	Taylor	6/28/2016	2019	1	4									0	4	8	1	13%
Mark	Vianello	3/1/2017	2019	2	4							1	4	1	4	12	4	33%



Date:

Name
Business
Address
Address

RE: CareerSource CLM Board Attendance

Dear _____:

Annually, the Executive Committee reviews board member attendance to certify that members' business situations allow them to remain active members. Not only does your attendance allow the other board members and staff to receive vital input from you and the sector of membership that you represent, but it ensures that we meet the federally-mandated membership requirements.

In this review we noted that you have been unable to attend at least 50% of the meetings. Because of this, we wanted to reach out and confirm that you are able to continue to serve for the upcoming year.

As volunteer members, we understand that business commitments shift and as a result often conflict with our volunteer duties. Please let us know if your situation will allow you to continue to be an active member this year.

Thank you for your past service on our Board and we look forward to working with you over the next year.

Sincerely,

Rachel Riley
Board Chair, CareerSource Citrus Levy Marion



RECORD OF ACTION/APPROVAL

**Executive Committee
July 30, 2018**

TOPIC/ISSUE:

By-laws change

Consortium approved number of members from 32 to 33

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Executive Committee
July 30, 2018**

TOPIC/ISSUE:

Affirmation of committee chairs:

Career Center	Scott Owen
Business and Economic Development	Pete Beasley
Performance and Monitoring	Ted Knight
Outreach and Marketing	Al Jones

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee July 30, 2018

TOPIC/ISSUE:

Apprenticeship Program

BACKGROUND:

We have been working with several industry sectors- manufacturing, logistics and construction. We have also been talking with the Electrical program now in place. Some of the initial issues relate to organizing the administrative portions of the program- recordkeeping on apprentices and reporting- as well as an overall understanding of relationships between the craft committee, the educational partner and the state DOE.

We believe that we can greatly enhance this experiential learning option in our area if we develop a staff member with the expertise in all areas. This person would also manage any financial assistance- OJT, CBT, support services, etc.- that would relate to the apprenticeship program(s)

We would like to establish a position with a pay grade that would offer us the ability to search for someone from a trade area or with experience in training in a trade area who is familiar with both educational programs and industry needs.

While initially this position would require funding out of our existing funds, we believe that special "apprenticeship grant" funds will cover the salary and benefits once we can establish industry support.

POINTS OF CONSIDERATION:

The specialized nature of this program will require a staff member who is very knowledgeable of apprenticeship type training.

STAFF RECOMMENDATIONS:

Establish a position of Program Manager, pay range \$44,460-\$69,139 to develop and manage the apprenticeship program. The position will report to the Director of Business Services

COMMITTEE ACTION:

BOARD ACTION:

CAREERSOURCE CITRUS LEVY MARION

JOB DESCRIPTION

Job Title: Program Manager	FLSA: Exempt
Department: Workforce Services	Date Reviewed: 12/08/2011
Primary Location: Marion County	Grade: 109
Reports To: Director of Training & Counseling	

General Description

Supervises the day-to-day activities for assigned CareerSource Citrus Levy Marion service team(s). Implements and delivers the CareerSource philosophy by ensuring the efficient and effective operation and integration of all One Stop Services (core, intensive, and training services), procedures, and resources. Provides a wide variety of counseling services, establishing individual employment plans, ensures full utilization of placement services and maintains a service caseload, which may include intensive service delivery. Evaluates the service activities and identifies and resolves problems or concerns to ensure exceptional customer service.

Essential Job Functions

- Manages and delivers employment/career counseling services to customers.
- Supervises assigned CareerSource staff and services.
- Monitors individual performance, tracks and recommends corrective action.
- Monitors the employment/re-employment activity of Workforce customers.
- Reviews and signs training vouchers and requests for purchases.
- Organizes and conducts team meetings and training.
- Coordinates and monitors technical issues for staff.
- Coordinates and monitors hardship exemption processes.
- Coordinates, monitors, and approves diversions.
- Performs core intensive/case management and customer service quality reviews.
- Coordinates with necessary partners to ensure providers relations and resolves issues.
- Prepares for and attends hearings and follow-ups.
- Reviews and assigns case alerts daily for the region.
- Coordinates the transfer of cases in/out of the region.
- Develops program procedures.
- Develops staff training and power point.
- Oversees community service work experience program.
- Coordinates actions in developing new CWEX/WE sites and OJT Case Management.

- Manages the ITA process.
- Develops quality procedures for CWEX/WE assignments.
- Ensures all purchases are in accordance with established policy.
- Coordinates cross training programs.
- Works with CareerSource and partner staff.
- Coordinates, monitors and acts as the liaison in resolving complex issues.
- Ensures files are updated and customer records are documented accurately.
- Makes improvements with quality improvement processes.
- Assists customers in developing case plans/IRPs.
- Conducts customer-tracking reports.
- Makes home and work site visits as required to follow-up on customer progress.
- Implements and conducts workshops for employability purposes.
- Engages in ongoing outreach and the identification of community.
- Attends meetings and participates in planning, coordinating, and training.
- Prepares a wide variety of reports, plans, and analyses.
- Reviews, corrects, and processes applications and determines eligibility.
- Answers questions about eligibility and services for the public and customers.
- Prepares budgets, vouchers, support services vouchers, and requests by staff.
- Maintains compliance with all personnel policies and procedures.
- Performs other job functions as required.

These essential functions are not a complete statement of all duties required. Some marginal functions of the position that are not incidental to the performance of fundamental job duties may be excluded. All duties, responsibilities, and requirements are essential the job.

Minimum Education and Experience

Bachelor's degree in education, training or related field with four (4) years professional experience in counseling/vocational planning or employment and training services with one (1) year of which must be in a management/supervisory capacity, or an equivalent combination of education, experience, or demonstrated competence.

Knowledge, Abilities, and Skills

- Knowledge of WIA/WTP/SNAP/VET/WP and other pertinent program regulations and requirements and adhere to these and all other relevant guidelines regarding the principles and practices of employment and training techniques.
- Possess interpersonal skills with the ability to deliver exceptional customer service skills, excellent organizational and team building skills.
- Ability to communicate effectively both orally and in writing.
- Computer proficiency in word processing, spreadsheets, and database programs.

- Knowledge of how to foster independence and self-advocacy in customers.
- Knowledge of developing a service plan with the ability to identify the types of services and resources that can address the specific customer needs and circumstances.
- Ability to work independently and to work effectively with others.

To perform this job successfully the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently.

Physical Requirements

- Acceptable vision and hearing with or without correction

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- Works primarily in an office environment.

Special Requirements

- Valid Florida Driver’s License with a clean driving record
- Subject to drug screening
- Subject to records check
- Must be able to work retail hours

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date

Apprenticeship Program Manager

CareerSource Citrus Levy Marion is seeking an individual to serve as its program manager for apprenticeship. The position will work with the Career Center and Business Services Officer to establish relationships with targeted industry sectors, our educational partners and state agency partners- CareerSource Florida, Department of Economic Opportunity and Department of Education- in order to facilitate the development and operation of apprenticeship programs in the CLM area. This includes, but is not limited to the following:

- Working with the established Electrical Apprenticeship program and its member companies so that CSCLM can assist in the on-going support and, if feasible, expansion of that program;
- Working with DOE to understand and be able to assist in the record-keeping required of programs, both the program unit as well as individual apprentices.
- Establish record-keeping programs for each new apprenticeship program, if necessary, train industry staff to be the program coordinator and be responsible for all record-keeping;
- Work with educational partners and industry representatives in establishing and gaining approval for new apprenticeship programs;
- Developing agreements with businesses participating in these programs to financially assist in the start-up and training of apprentices using On-the-Job Training, Custom Business Training or other CareerSource training options; and,
- Serve as the CareerSource CLM technical lead in the development of state and national grants to support apprenticeship programs in our area.

In addition to the requirements for Program Manager the following are required:

- At least 3 years of experience in craft-related training that shows a working understanding of both industry experiential and educational classroom learning;