



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: September 12, 2018
PLACE: College Of Central Florida, Chiefland, FL
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Bruce Register
Carla Butts
Carol Jones
Charles Harris
Darlene Goddard
David Pieklik
Debra Stanley
Fred Morgan
Jorge Martinez
Judy Houlios
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Mark Paugh
Mark Vianello
Mike Melfi
Pat Reddish
Pete Beasley
Rachel Riley, Chair
Ted Knight
Theresa Flick
William Burda

MEMBERS ABSENT

Nelson (Lanny) Mathis, Jr.
Scott Owen
Solomon Sarway
Yovancha Lewis Brown

OTHER ATTENDEES

Kathleen Woodring, CSCLM
Brenda Chrisman, CSCLM
Dale French, CSCLM
Dwain Henderson, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney
Brian Conard, Eckerd
Marcie Mullins, DEO

CALL TO ORDER

The meeting was called to order by Rachel Riley, Chair, at 11:30 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 June 13, 2018 meeting. Kevin Cunningham seconded the motion. Motion carried.

ACTION ITEMS

CDL Video Series Funding

- Al Jones made a motion to move forward with the video series funding. Charles Harris seconded the motion. Motion carried.

ITA Waiver

- Al Jones made a motion for submission of the 2018 ITA allocation waiver extension request. Ted Knight seconded the motion. Motion carried.

CONSENT AGENDA

Business and Economic Development (8/14/18)

N. Florida Economic Development Partners Study

- Kevin Cunningham made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.

Marketing and Outreach (8/15/18)

State of the Workforce Summit

- Al Jones made a motion to approve the agenda item. Charles Harris seconded. Motion carried.

Career Center (8/23/18)

Training Provider Certifications 2018-19

Staff Credentialing and Skill Standards Policy

- Al Jones made a motion to approve the agenda items. Ted Knight seconded. Motion carried.

Performance and Monitoring (8/21/18)

DEO Monitoring of Programs 2017-18

- Al Jones made a motion to approve the agenda item. Ted Knight seconded. Motion carried.

Executive (7/30/18 and 8/29/18)

Board Attendance

By-Laws Update

- Ted Knight made a motion to approve the agenda items. Fred Morgan seconded. Motion carried.

Committee Chairs

- Al Jones made a motion to approve the agenda item. Theresa Flick seconded. Motion carried.

Apprenticeship Position

Revised 2018 Budget

Financial Summary Report - June

Professional Image Policy

- Theresa Flick asked if a surrogate was able to attend the meeting in a member's absence. Bob Stermer explained that the meetings are open to the public. Someone can attend and update you on the meeting activities, but the individual cannot vote or be considered present on your behalf. Al Jones noted that the excused absences are allowed. Darlene Goddard also noted that an excused absence can be made by notifying CLM staff of the absence.
- Al Jones made a motion to approve the agenda items. Fred Morgan seconded. Motion carried.

DISCUSSION ITEMS

Kell Jemison Resignation – Vacant Board Positions

- Kathleen Woodring reviewed the Terms Matrix, making note of the vacancies in the various counties. Kathleen encouraged board members to recruit committee members to fill the vacant seats.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:40 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Marketing and Outreach August 15, 2018

TOPIC/ISSUE:

CDL Video Series Funding

BACKGROUND:

The CDL program at MTC has been extremely successful and creating a video series will help continue the momentum.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Marketing Committee: Darlene Goddard made a motion to approve moving forward with creating the CDL video series and to find additional funding for the series. Theresa Flick seconded. Motion carried.

BOARD ACTION:

Al Jones made a motion to move forward with the video series funding. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting September 12, 2018

TOPIC/ISSUE:

50% ITA allocation waiver request

BACKGROUND:

Per section 445.003(3)(a)(1) of Florida statute requires that: *"....50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc."*

POINTS OF CONSIDERATION:

We are currently operating on a granted waiver that permits us to allocate 25% of our funds to customer ITAs (and qualifying cost categories). This waiver has allowed us to be more flexible in staffing patterns to react quickly to changing economic needs of the region. This waiver also permits us to use more funding to provide supportive services to the hardest to serve populations. On average, 35% of our funding is allocated to ITAs each year.

STAFF RECOMMENDATIONS:

Approve the submission of the 2018 ITA allocation waiver extension request.

COMMITTEE ACTION:

BOARD ACTION:

Al Jones made a motion for submission of the 2018 ITA allocation waiver extension request. Ted Knight seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Business and Economic Development Committee August 14, 2018

TOPIC/ISSUE:

Providing support to the North Florida Economic Development Partners (NFEDP) in their project to conduct a comprehensive study of the region.

BACKGROUND:

The NFEDP has recently completed an economic development assessment and is now looking to expand on this information by developing a long term strategic plan that addresses workforce and outlines a comprehensive economic development program of work including a marketing and communications outline for the region.

POINTS OF CONSIDERATION:

- A consultant has been selected by NFEDP for the study.
- They are requesting financial assistance from the members of NFEDP
- The NFEDP includes Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, **Levy**, Madison, Putnam, Suwannee, Taylor and Union counties.

STAFF RECOMMENDATIONS:

Staff recommends contributing \$5,000.00 to the NFEDP for purposes of the study.

COMMITTEE ACTION:

Bruce Register made a motion to approve the contribution of \$5000 to the NFEDP for purposes of conducting a comprehensive economic development study of the region. Phillip Geist seconded the motion. Motion carried.

BOARD ACTION:

Kevin Cunningham made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.



RECORD OF ACTION/APPROVAL

Marketing and Outreach Committee August 15, 2018

TOPIC/ISSUE:

State of the Workforce Summit

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

CareerSource CLM will hold a half day event in March/April with a concentrated theme and break-out sessions relevant to community partners and business.

COMMITTEE ACTION:

Kathy Judkins made a motion to approve development of the Summit. Darlene Goddard seconded. Motion carried..

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Charles Harris seconded. Motion carried.



RECORD OF ACTION/APPROVAL

Career Center Committee August 23, 2018

TOPIC/ISSUE:

Staff Credentialing and Skill Standards

BACKGROUND:

All frontline staff are required to complete the Tier 1 credentialing within 6 months from their date of hire. The Tier 1 credential focuses on the history of workforce as well as programmatic understanding and customer focused issues. It was re-developed by the DEO in 2012 to be a minimum standard of knowledge/understanding of the workforce system for frontline staff. The Tier 1 credentialing has been a requirement for many years, but was not a formalized assessment of skills until 2012. Additionally, all staff are required to complete a minimum of 15 hours of continuing education each year. These standards are outlined in Career Source Florida's policy #92 One-Stop Staff Credentialing and Skills Standards.

POINTS OF CONSIDERATION:

There are instances where staff are unable to pass the Tier 1 credentialing within the three attempts provided by the DEO. Inability to complete the credentialing could result from a myriad of reasons such as inability to comprehend the information, learning disabilities, testing anxiety, etc. It is not the intent of CSCLM to make the successful completion of the Tier 1 credentialing a basis of continued employment. However, we must have a policy in place stipulating how we will handle such instances and the documentation required to justify decisions to either terminate or continue employment.

STAFF RECOMMENDATIONS:

Approve the draft **ADM-23 Staff Credentialing and Skill Standards** policy for inclusion in our official CSCLM policies.

COMMITTEE ACTION:

Jorge Martinez made a motion to approve the draft ADM-23 Staff Credentialing and Skill Standards policy for inclusion in the official CSCLM policies. David Benthussen seconded. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Ted Knight seconded. Motion carried.



RECORD OF ACTION/APPROVAL

Career Center Committee August 23, 2018

TOPIC/ISSUE:

Training Provider/Program Certification for PY 2018-2019

BACKGROUND:

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and DEO State policy guidance #90, all training providers are required to recertify their eligibility to provide training services as well as provide performance information for the programs they wish to have included on our Area Targeted Occupation List (ATOL). Final certification must occur prior to June 30, 2018 in order for a school to be eligible to receive WIOA/WT funding for mutually participating customers for program year beginning July 1, 2018. Approval of training providers and programs is required by the board.

POINTS OF CONSIDERATION:

The Board reviewed, and approved a *tentative* list of providers and programs on June 13, 2018. At that time we were waiting on many of the providers to return their Training Provider Certification applications. Since that meeting, all of the providers have complied. A listing by provider and program is attached based on the applications received. Each program is labeled as Approved or Not Approved based on the performance of the program.

STAFF RECOMMENDATIONS:

Approve final Targeted Occupation List per the approved programs and providers on the attached list.

COMMITTEE ACTION:

David Benthussen made a motion to approve final Targeted Occupation List per the approved programs and providers. Carol Jones seconded the motion. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Ted Knight seconded. Motion carried.



RECORD OF ACTION/APPROVAL

Performance and Monitoring Committee August 21, 2018

TOPIC/ISSUE:

2017-2018 Programmatic Monitoring

BACKGROUND:

The DEO conducted annual programmatic monitoring June 11th through the 15th. A preliminary report was issued on Monday, June 18th. This monitoring was conducted on a sampling of cases from the following programs: Wagner Peyser, WIOA Adult, Dislocated Worker and Youth, Veterans, Welfare Transition and SNAP as well as on Job Orders.

POINTS OF CONSIDERATION:

The final report will be issued sometime in September. However, no changes will be reflected between the following 'preliminary' report and the 'final' as staff resolved all issues that could be resolved during the monitoring period.

STAFF RECOMMENDATIONS:

Accept and approve the annual programmatic monitoring results.

COMMITTEE ACTION:

William Burda made a motion to accept the results of the monitoring. Ted Knight seconded. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Ted Knight seconded. Motion carried.



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:

Scott Owen made a motion to approve staff recommendations regarding board attendance. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

Ted Knight made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.



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:

Pete Beasley made a motion to accept the amendment of the By-Laws to change the number of board members from 32 members to 33 members, previously approved by the Consortium. Kathy Judkins seconded the motion. Motion carried.

BOARD ACTION:

Ted Knight made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.



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:

Kathy Judkins made a motion to affirm the 2018-2019 committee chairs. Scott Owen seconded the motion. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Theresa Flick seconded. Motion carried.



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:

Fred Morgan made the motion to approve the requested apprenticeship position that would provide management of the apprenticeship program and experiential learning options within the program. Scott Owen seconded the motion. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.



RECORD OF ACTION/APPROVAL

Executive Committee August 29, 2018

TOPIC/ISSUE:

Revised program year 2018 budget (attachments) for 7/1/18-6/30/19

BACKGROUND:

POINTS OF CONSIDERATION:

Original 2018 Budget were updated for:

- Carry forward funds after 6/30/18 reports were submitted
- New funds issued

STAFF RECOMMENDATIONS:

Approve revised 2018 budget

COMMITTEE ACTION:

Al Jones made a motion to approve the 2018 budget. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.



RECORD OF ACTION/APPROVAL

Executive Committee August 29, 2018

TOPIC/ISSUE:

Budget/expenditures summary reports (attachments 1 & 2) from 7/1/17-6/30/18.

BACKGROUND:

POINTS OF CONSIDERATION:

Summaries for expenditures to budget line items cumulative through 6/30/18

STAFF RECOMMENDATIONS:

Approve 6/30/18 budget/expenditures reports.

COMMITTEE ACTION:

Al Jones made a motion to approve the summary report. Kathy Judkins seconded the motion. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.



RECORD OF ACTION/APPROVAL

Executive Committee August 29, 2018

TOPIC/ISSUE:

Approval of updates to our Professional Image Policy

BACKGROUND:

It has been close to five years since we have reviewed this policy in regards to dress requirements within our offices and at certain events.

This policy was an issue in our internal customer service survey and did show that it needed to be updated.

POINTS OF CONSIDERATION:

We had a committee that looked at our current policy, interviewed staff, and made recommendations to the committee. This committee represented our staff well. This committee included one individual from the following: DEO, Business Services (CSCLM), Resource Area (DEO Male), CFCAA (partner), Eckerd (contractor).

For our last work session, we enlisted the assistance of Darlene Goddard, a Board member and HR professional, who helped us talk through issues and related them to similar work places throughout our region.

This policy looks at managing dress by the role of the employee. Noting that changes can be made for daily shifts in responsibilities that may require the dress to be elevated or lowered depending on the roles.

STAFF RECOMMENDATIONS:

Approval of ADM 12, Professional Image Policy

COMMITTEE ACTION:

Al Jones made a motion to approve the revised Professional Image Policy. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve the agenda item. Fred Morgan seconded. Motion carried.