

**CAREERSOURCE CITRUS LEVY MARION  
PERFORMANCE & MONITORING COMMITTEE MEETING**

**MINUTES**

DATE: Nov. 14, 2017  
PLACE: Enterprise Center, Ocala, FL  
TIME: 9 a.m.

**MEMBERS PRESENT**

Ted Knight, US Marine Corps League  
Fred Morgan, IBEW 222  
William Burda, Business Resources of Florida, LLC

**MEMBERS ABSENT**

Dave Pieklik, Levy County EDC

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Kathleen Woodring, CSCLM  
Brenda Chrisman, CSCLM

Laura Isaacs, CSCLM  
Kimberly Baxley, CFEC  
Cory Weaver, CSCLM

**CALL TO ORDER**

The meeting was called to order at 9:05 a.m. by Ted Knight, Chair.

**ROLL CALL**

Laura Isaacs called roll and a quorum declared present.

**APPROVAL OF MINUTES**

Fred Morgan made a **motion** to approve the minutes from the Aug. 15, 2017, meeting. **Seconded** by William Burda. **Motion Carried.**

**ACTION ITEMS**

1. Report on Sub-Recipient Monitoring – William Burda made a **motion** to approve the report. Fred Morgan **seconded** the motion. **Motion carried.**

**DISCUSSION ITEMS**

1. Local Review Narrative – Rusty Skinner presented information from an internal review of SNAP and WTP programs. There were minimal findings and a corrective action plan (CAP) is in place to prevent future errors.
2. Position Metrics – Skinner shared information about the performance standards and metrics a sample of CareerSource CLM positions.

## **Performance & Monitoring Committee**

**Nov. 14, 2017**

### **PERFORMANCE REPORTS**

Members were given monthly and quarterly reports for their review/information. They include the following:

1. Quarterly Report and Comparison, Citrus County
2. Quarterly Report and Comparison, Levy County
3. Quarterly Report and Comparison, Marion County
4. Quarterly Report, Mobile Resource Unit 1
5. Quarterly Report, Mobile Resource Unit 2
6. Performance Measures, September 2017
7. Workforce Intelligence, September 2017
8. Net Promoter

### **MATTERS FROM THE FLOOR**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:52 a.m..

**APPROVED:**

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