



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: August 29, 2018
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 9:30 a.m.

MEMBERS PRESENT

Rachel Riley, Chair
Albert Jones
Fred Morgan
Kathy Judkins
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

Scott Owen
Ted Knight

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Kimberly Baxley, Vice Chair, at 9:31 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 July 30, 2018 meeting. Pete Beasley seconded the motion. Motion carried.

ACTION ITEMS

CDL Video Series Funding

- Rusty Skinner notified the committee that a final funding amount necessary to move forward with the project has not been determined and the item will be brought to the next full board meeting.

Revised 2018 Budget

- Kathleen Woodring provided the finalized updates regarding carry forward funds for the 2018 budget. Fred Morgan asked if the carry forward funds could be utilized in an apprenticeship program specifically for Veterans. Kathleen Woodring explained that if the candidate qualified for the program that the funds could be used for Veterans. Al Jones made a motion to approve the 2018 budget. Fred Morgan seconded the motion. Motion carried.

Financial Summary Report – June

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

Professional Image Policy

- Kathleen Woodring provided highlights about the revised policy stating that the new policy relaxes the current policy to make the staff more relatable to the candidates seeking our services.
 - Tattoos will now be acceptable except below the wrist on the hands and above the collar.
 - Resource room staff and anyone working in the resource room will be required to wear a CareerSource logoed shirt, so that they can be easily identified by candidates.
 - The discipline process will remain the same as the current policy.
 - Al Jones made a motion to approve the revised Professional Image Policy, ADM-12. Pete Beasley seconded the motion. Motion carried.

DISCUSSION ITEMS

Workshop Continuation Briefing

- Kathleen Woodring, Brenda Chrisman, and Dale French reported on the unfinished items that were part of the July 30, 2018 Executive Workshop.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:32 a.m.

APPROVED:
