



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: December 5, 2018
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 11:30 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Scott Owen
Ted Knight
Pete Beasley

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Brenda Chrisman, CSCLM
Dale French, CSCLM
Robert Stermer, Attorney

Cira Schnettler, CSCLM
Tony Waterson, TPMA
Kristen Barry, TPMA

CALL TO ORDER

The meeting was called to order by Rachel Riley at 9:30 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 August 29, 2018 meeting. Fred Morgan seconded the motion. Motion carried.

ACTION ITEMS

Budget Approvals -Hurricane Michael/Expenditure Reports

Al Jones made a motion to approve the budget revisions and accept the revised budget and expenditure reports. Kathy Judkins seconded the motion. Motion carried.

Non-Owned Auto Insurance

CSCLM has been advised by the board attorney to secure insurance that covers the liability we are exposed to when staff use their vehicles for company business. Board members discussed potential items to be included within the forthcoming internal policy.

Al Jones made a motion to secure the insurance policy and develop internal policies and procedures. Kathy Judkins seconded the motion. Motion carried.

DISCUSSION ITEMS

Direct Service Provider Annual Report

Dale French reviewed the annual report that is provided to the Governor as a requirement of our maintaining the waiver and requested extension to be the Direct Service Provider.

Kathy Judkins made a motion to accept and submit the annual direct services provider report. Al Jones seconded the motion. Motion carried

TPMA Quarterly Report

TPMA representatives, Tony Waterson and Kristen Barry, stated that they continue to engage with the staff on a regular basis. Recommendations regarding staff changes from their previous report were implemented and have been well received. There are still some areas with room for improvement, but overall things are positive.

Mediation

Attorney Robert Stermer asked that the group go into Executive Session to brief the committee on the upcoming mediation proceedings.

Al Jones made a motion to authorize Kim to participate in mediation and to settle, if appropriate. Fred Morgan seconded the motion. Motion carried.

PROJECT UPDATES

Panhandle Efforts

Rusty Skinner explained to the group that a request was made to all CLM staff for volunteers to assist with the Panhandle/Hurricane Michael efforts. Twelve individuals volunteered. Staff would like to recommend that these individuals receive appreciation of their efforts with \$100 gift cards for each individual, the funds coming from unrestricted funds.

Kathy Judkins made a motion to utilize unrestricted funds to purchase \$100 gift cards for all the individuals that volunteered.. Al Jones seconded the motion. Motion carried.

Board Vacancies

Rusty Skinner asked the committee members for assistance in filling the 6 board vacancies. The vacancy make-up includes: One vacancy (Private Sector) for Citrus County, four vacancies (Private Sector) for Levy County, and one Apprenticeship vacancy, which can represent any of the three counties. Fred Morgan said he will do some research to see how he can assist. Kim Baxley also stated that she could find potential board members for Apprenticeship position.

Board Member Report Card

Kathleen Woodring approached the committee about developing a board member report card that would reflect each board member's activity levels and goals for the year. The committee members were receptive to the idea and asked that something be developed and brought back

to the committee for review.

State of the Workforce Summit

Rusty Skinner provided a general outline and focus of the Summit.

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:38 a.m.

APPROVED:
