



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: January 31, 2019
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Kathy Judkins
Kim Baxley
Pete Beasley
Rachel Riley

MEMBERS ABSENT

Scott Owen
Ted Knight
Fred Morgan

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 Rachel Riley, Chair, at 1:00 p.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Kathy Judkins made a motion to approve the minutes from the December 5, 2018 meeting. Al Jones seconded the motion. Motion carried.

ACTION ITEMS

Chamber MOU

Through the efforts of Bruce Register, the economic development director of Citrus County, Citrus County had developed an economic plan and within that plan the county has approved business retention and outreach be a purview of the Citrus County Chamber of Commerce. With the County's approval CareerSource CLM would enter

into an agreement as of February 1st, 2019 with the Chamber for assisting with business retention and outreach, similar to current contracts with Marion's CEP and Levy's Nature Coast Business Council.

Kathy Judkins approved the agreement between the Chamber and CareerSource CLM. Al Jones seconded the motion. Motion carried.

Business Refocusing

Due to changes in the economy and trends with traffic in our centers, we are evaluating how to utilize our current resources efficiently. The goal is to restructure and refocus the organization to meet the current needs of the business community. TPMA has made recommendation to clarify the roles of positions throughout the organization. There will be no salary changes. Current processes are being reviewed and training will be provided to staff as updates emerge. The plan will be brought before the Career Center committee to flesh out the details.

Kathy Judkins made a motion to approve further exploration of restructuring and refocusing the organization. Al Jones seconded the motion. Motion carried.

Automobile Use Policy

Pete Beasley made a motion to add the new automobile policy to the current handbook. Al Jones seconded the motion. Motion carried.

Employee Handbook/Personnel Rules and Policies

The HR team has reviewed the current handbook and brought forth recommendations as noted on the action sheet. The third action item regarding drug testing is disregarded and will not be a part of the revision to the handbook.

Kathy Judkins made a motion to accept the HR team's recommendations for the handbook except for Item 3. Pete Beasley seconded the motion. Motion carried.

Joint Auditing RFP

Pete Beasley approved the RFP to find an accounting firm to handle the end of fiscal year audit. Kathy Judkins seconded the motion. Motion carried.

WIOA - Local Workforce Development Area Designation and Local Board Composition and Certification

Al Jones approved Rusty confirming the area designation and re-certification. Pete Beasley seconded the motion. Motion carried.

DISCUSSION ITEMS

2018 Annual Report

The 2018 Annual Report outlines the numerous events and activities within in our organization. The report will be presented to the Consortium for review and to see if presenting the report to the individual commissions would be warranted.

PROJECT UPDATES

2019 State of the Workforce Conference

The Conference development is moving forward. All of the speakers have been confirmed and a Save the Date will be coming out soon.

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:45 p.m.

APPROVED:
