



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: March 13, 2019
PLACE: College Of Central Florida, Lecanto, FL
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Carol Jones
Darlene Goddard
David Pieklik
Debra Stanley
Jeff Chang
Jorge Martinez
Judy Houlios
Kathy Judkins
Kimberly Baxley
Mark Paugh
Mark Vianello
Mike Melfi
Lanny Mathis
Pat Reddish
Pete Beasley
Rachel Riley
Tabitha Wells
Ted Knight
William Burda
Yovancha Lewis Brown

MEMBERS ABSENT

Bruce Register
Charles Harris
Fred Morgan
Kevin Cunningham
Scott Owen
Solomon Sarway
Theresa Flick

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Brenda Chrisman, CSCLM
Dale French, CSCLM
Dwain Henderson, CSCLM
Cira Schnettler, CSCLM

Laura Byrnes, CSCLM
Robert Stermer, Attorney
Daniel Harper, DEO
Grayson Dunn, DEO
Dacia Roberts, DEO

CALL TO ORDER

The meeting was called to order by Rachel Riley, Chair, at 11:32 a.m. The Chairwoman invited Bob Stermer to lead the Pledge of Allegiance.

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 December 12, 2018 meeting. Mike Melfi seconded the motion. Motion carried.

PRESENTATIONS

Introduction of New Board Members

Rachel Riley acknowledged the recent board member appointments of Bruce Register, Jeff Chang, Tabitha Wells, and Brandon Whiteman. Carla Butts has resigned from the board due to gaining employment outside of our region. Charles Harris has been asked to lead the Career Center committee.

DEO – Annual Performance Presentation – 2017-18

Daniel Harper and Grayson Dunn from DEO provided a review for CLM's annual performance noting the positive outcomes and statistics.

ACTION ITEMS

Contracts and Board Member Conflicts

Rusty Skinner explained to the board that two of the new board members will have contract conflicts. Lockheed Martin utilizes experiential learning opportunities creating a conflict for Jeff Chang. Benefit Advisors is the brokerage company providing the insurance benefits for the CLM employees creating a conflict for Brandon Whiteman. Al Jones made a motion to approve the contracts through June 30, 2019. William Burda seconded the motion. Jeff Chang and Brandon Whiteman abstained from the vote. Motion carried.

CONSENT AGENDA

Executive 1-31-19

Employee Handbook/Personnel Rules and Policies

Joint Auditing RFP

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

Chamber MOU

Business Refocusing

Automobile Use Policy

Executive 3-6-19

Audit Report – Powell and Jones

Financial Statements

180 Skills

Board Member Attendance

Career Center 2-21-19

Business Refocusing

180 Skills – Employed Worker Training/Youth

Employed Worker/CBT Enrollment wage guidelines

Modification to Eckerd Contract

Work Number

Rusty Skinner briefly reviewed each consent agenda item. Discussion items of note:

- Rusty Skinner advised that board that the joint auditing RFP time period is complete. He explained the selection process the members. Final decisions will be shared at the June board meeting.
- Yovancha Lewis-Brown advised the part that vocational rehab would like to explore opportunities within 180 Skills program as well.

Darlene Goddard made a motion to approve the consent agenda items for the January 31 and March 6 Executive meetings, as well as the February 12 Career Center meeting. David Pieklik seconded the motion. Motion carried.

Dale French briefly reviewed the Work Number consent agenda item and the programmatic monitoring reports. William Burda made a motion to approve the Work Number consent agenda item. Mike Melfi seconded the motion. Motion carried. Al Jones made a motion to accept the February 26 Performance and Monitoring consent agenda item. Mike Melfi seconded the motion. Motion carried.

DISCUSSION ITEMS

None

PROJECT UPDATES

State of the Workforce Conference

Kathleen Woodring encouraged the board members to take sponsorship package fliers and event invitations and share them in the community.

CONSORTIUM ACTIONS AND UPDATES

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

Board Appointments

Rusty Skinner explained the purpose of the area designation and certification. The new board appointments were acknowledged at the beginning of the meeting.

MATTERS FROM THE FLOOR

Funding Allocations

Rusty Skinner advised the board that he has been notified that each of our funding streams will be receiving an increase for program year 2019-2020. CareerSource Florida will approve the final allocation at the May board meeting.

ADJOURNMENT

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

APPROVED:

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brandon Whiteman, hereby disclose that on March 13, 20 19 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Benefit Advisors, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict

3/13/19

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, JEFFREY JAMES CHANG, hereby disclose that on March 13, 20 19 :

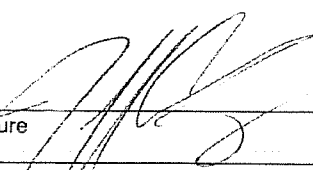
(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of LOCALIZED MASON CORPORATION, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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