



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: June 5, 2019  
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Charles Harris  
Fred Morgan  
Kathy Judkins  
Kimberly Baxley  
Pete Beasley  
Rachel Riley  
Ted Knight

**MEMBERS ABSENT**

**OTHER ATTENDEES**

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 9:30 a.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 May 17, 2019 meeting.  
Fred Morgan seconded the motion. Motion carried.

**ACTION ITEMS**

**Form 990**

Charles Harris made a motion to approve the 990. Al Jones seconded the motion.  
Motion carried

**2018/19 Budget to Expenditures**

Kathleen Woodring noted there were no areas of concern. The final budget will reflect any areas that include funds to be carried forward.

Kathy Judkins approved the financial report. Al Jones seconded the motion. Motion carried.

### 2019/20 Budget

Kathleen Woodring advised the board that DEO funding levels have been received. The finance department has estimated that next year will track close to the current year. The only item projected to change is the carry forward estimation.

Charles Harris approved the draft budget. Fred Morgan seconded the motion. Motion carried.

### CEO Contract and Staff Increases PY2019-2020

Al Jones made a motion to accept the CEO Contract Review Committee's action; 4.5% salary increase for all staff and the amendment of section 4.2 of Rusty's contract to align with the current CLM leave policy. Kathy Judkins seconded the motion. Motion carried.

### Joint Auditing Selection

Dale French reviewed the Joint Audit RFP Review. He highlighted the top three auditing firms that met the general requirements, had prior experience working with workforce boards, and proposed fees. All members reviewed the scoring matrices for the RFP respondents to determine the best selection.

Rusty Skinner stated that state law requires a change in the auditing company every 5 years and that the current auditing firm could not reapply.

Al Jones made a motion to approve Purvis, Gray, and Associates as the designated auditing firm for CareerSource CLM. Kathy Judkins seconded the motion. Motion carried.

### Incumbent Worker Training – Policy Change

Dale French stated that the change in policy is being requested to utilize local Incumbent Worker training, as permitted under WIOA. In this training program wage guidelines are not an eligibility factor when a business requires the training to retain their workforce or avert layoff. All other eligibility criteria must be met for Incumbent Worker trainees (age, citizenship/right to work and compliance with Selective Service registration). Incumbent Worker training allows for the same levels and categories of cost reimbursements to assist businesses with training their employees as Employed Worker Training.

Charles Harris made note that the action item came before the Career Center committee, but due to a lack of a quorum it could not go to vote.

Charles Harris made a motion to approve the policy change. Al Jones seconded the motion. Motion Carried.

### CDS Renewal

Ted Knight made a motion to extend the CDS contract for a third year and retain them for the 2019-2020 year. Kim Baxley seconded the motion. Motion carried.

### TPMA Renewal

Dale French stated that TPMA has been integral in working with the management during the business refocusing and assisting with increasing employee satisfaction. Rusty Skinner noted that the TPMA team suggested the 180 Skills program that will become instrumental in meeting the needs of community businesses and customers. Each year a scope of work is developed with the TPMA team and they provide quarterly reports of progress.

Fred Morgan made a motion to extend the TPMA contract a third year and retain them for the 2019-2020 year. Ted Knight seconded the motion. Motion carried.

### Grant Nursing Application

Al Jones approved the Grant Professional School of Nursing as a provider for RN remediation classes. Kim Baxley seconded the motion. Motion carried.

Al Jones rejected the Grant Professional School of Nursing's application for approval of the Associate Degree Nursing program to be added to our local targeted occupation list. Kim Baxley seconded the motion. Motion carried.

### Independent Monitoring Services RFP

Due to committee members wanting additional information regarding the RFP, Charles Harris made a motion to table the item and bring it back at the next executive committee meeting. The RFP is to be sent to the committee members for review. Ted Knight seconded the motion. Motion carried.

### Automobile Usage

Al Jones made a motion to approve the automobile policy change with amendments to Section 1.d and Section 3. Kim Baxley seconded the motion. Motion carried.

### Eckerd Contract Renewal

Kathleen Woodring applauded the Eckerd team for doing an outstanding job and consistently making quality contributions to the youth program.

Al Jones made a motion to approve the 2019-2020 Eckerd Connects contract. Fred Morgan seconded. Motion carried.

### Outreach Position

Charles Harris made a motion to add the part-time outreach position to the staffing plan.

Al Jones seconded. Motion carried.

## **DISCUSSION ITEMS**

### 2019 – 2020 Plan of Services

Rusty Skinner reviewed the 2019-2020 Work Plan highlighting adjustments to the business services department, adding the 180 Skills web application to the program of services, tightening metrics, creating a position to handle experiential learning and apprenticeships, and the 2020 State of the Workforce Conference.

## **PROJECT UPDATES**

### Unrestricted Revenue Income

Brenda Chrisman provided a recap of the unrestricted revenue income streams and their annual results.

## **MATTERS FROM THE FLOOR**

None

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:53 a.m.

## **APPROVED:**

---