



**CAREERSOURCE CITRUS LEVY MARION  
Career Center Committee**

**MINUTES**

DATE: August 1, 2019  
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Charles Harris  
Jorge Martinez  
Judy Houlios  
Carol Jones  
Lanny Mathis

**MEMBERS ABSENT**

David Benthusen  
John Cook

**OTHER ATTENDEES**

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

Cira Schnettler, CSCLM  
Steven Litzinger, CSCLM  
Kimberly Grey, Eckerd Connects  
Shellonda Rucker, Eckerd Connects

**CALL TO ORDER**

The meeting was called to order by Charles Harris at 9:31 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Jorge Martinez made a motion to approve the minutes from the May 2, 2019 meeting.  
Carol Jones seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**DEO Policy Issuance/Impact on Operations**

**DEO Response to USDOL**

Kathleen Woodring explained to the committee that local policies and procedures will be updated continually as DEO makes new policies in response to the monitoring of regions 14 and 15. She reviewed the local procedures that will be implemented based on three policies that were issued by the DEO. Rusty Skinner further stated that an

email has been sent to the DEO outlining his concerns with the new policies.

Charles Harris asked how often the DEO monitors the program. Rusty Skinner explained that the DEO monitors annually, usually close to the end of the program year.

#### Dr. Ford Case Management Training

Dale French stated that a case management refresher training was being provided to the career development coaches. The online webinar-video series by Dr. Beverly Ford was offered to the staff, who found the training extremely beneficial. The training was approximately nine hours long and staff will receive credit toward the required fifteen continuing education hours.

#### Changes to Meeting Agendas/Improvement Suggestions

Kathleen Woodring recognized that committee and board member attendance is up. To build upon the momentum of board participation and engagement committee chairs have been assigned a staff member that will assist them through the meeting process. The staff member will touch base with the committee chair before the meeting and after the meeting to offer guidance on Roberts Rules and answer any questions. The committee chair will then be prepared to discuss the activities of the committee with all of the board members at the next full board meeting. This change will provide support to the committee chairs and will be helpful to new chairs. Rusty Skinner noted that discussion items will now appear before action items on the agenda, so that topics can be discussed before any action is taken.

#### Workforce Issues that are Important to Our Community

Rusty Skinner stated that this will be a reoccurring item on all agendas. The goal is to encourage members to discuss workforce topics that are trending in the community. Rusty encouraged the committee members to bring topics to the next meeting.

### **ACTION ITEMS**

#### Approval of YouthBuild Grant Application

Dale French explained that DOL is changing their policies to provide funding opportunities for YouthBuild every two years instead of annually. In the transition they are allowing current grantees to apply for a second grant to cover overlap time. After a review of last year's budget, the funding request amount has been finalized and was reduced to \$746,000. Jorge Martinez made a motion to approve the submittal of the YouthBuild application. Carol Jones seconded the motion. Motion carried.

#### Discussion, Prioritization of Additional Youth Projects/Action

Kathleen Woodring provided an outline of suggestions for the excess WIOA funding and WT funding. After discussion, the committee members agreed that due to the success of the previous Citrus County YouthBuild that this would be another opportunity for successful outcomes. The committee members also agreed that exploring a youth summer job program would be beneficial. The action item will also be brought before the Business and Economic Development (BEDC) committee for their assistance in business outreach. Jorge Martinez made a motion to explore items one and three

outlined on the action sheet and to bring the item before the BEDC committee. Carol Jones seconded the motion. Motion carried.

#### DOL Monitoring Report on YouthBuild

Dale French noted that the monitor conducting the audit was very complimentary on the management of the program and went as far as to state that it is a “model” for YouthBuild. There were no findings or non-compliance issues. Jorge Martinez made a motion to accept the YouthBuild monitoring report. Judy Houlios seconded the motion. Motion carried.

#### DEO Monitoring Report – June

Dale French stated that the DEO audited our full scope of services in June. The attached preliminary report outlines the findings and non-compliance issues. An internal review was conducted of the findings and issues. The DEO report was deemed accurate and acceptable and will not be disputed. The findings cited were isolated incidents and no systemic issues were identified. Steven, Dale, and Myrna are conducting training to address the findings, hopefully preventing them in the future. A final report from DEO will be forthcoming. A corrective action plan will be prepared and sent at that time. Jorge Martinez made a motion to accept the DEO monitoring report. Judy Houlios seconded the motion. Motion carried.

#### FDOC Grant Contract

Dale French noted that this item is a supplemental item being added to the agenda. Dale French explained the grant will provide funds for implementing a pilot program working with pre and post release inmates from the Lowell Correctional Institution. Jorge Martinez made a motion to accept the sub-award from WIN. Carol Jones seconded the motion. Motion carried.

### **PROJECT UPDATES**

#### TPMA

Dale French reviewed the TPMA report and the next steps provided in the report.

#### Event Report

Brenda Chrisman provided the updated event report. She noted that business services is continuing to focus on holding targeted hiring events and although the quantity of the events is decreasing, businesses and customers are happy with the quality of events. She stated that business services will be moving towards a tiered level of services based on the criteria of each position being posted in EmployFlorida, this will also affect the number of hiring events being conducted. A youth expo is planned for Marion County March 2020. CareerSource CLM will be partnering with the CareerSource of Gilchrist County in October to have a general job fair at CF in Levy County.

#### Apprenticeship Grants

Brenda Chrisman updated the committee on the progress of the apprenticeship grants in Marion and Citrus counties. Rusty Skinner explained the differences between a

Registered Apprenticeship program and an Industry Recognized Apprenticeship Program (IRAP). A registered program is a traditional long-term classroom style program. An IRAP program is competency based and is favored by the industry. Once a participant gains the competency they move on to the next one, drastically reducing the program time.

Rusty Skinner also shared that Lockheed Martin hosted a workshop with multiple local boards and CareerSource Florida to discuss their upcoming large expansion and workforce needs.

#### Net Promoter Reports

Steven Litzinger was pleased to announce that the 2018-19 transactional cumulative score was the highest score since the program was implemented. He noted that all of the reports reflect excellent scores and Talent Center had a significant increase.

Steven Litzinger also reviewed the employee Net Promoter report. Overall employees are satisfied with their employment, citing positive comments about team members and work environment. Negative comments focused on three areas: the increase in insurance rates, increased transparency in the hiring process, and a performance evaluation system. Due to rising insurance costs, the management team with our insurance company attempted to provide the best insurance packages for the company and unfortunately there were increases. The HR team is evaluating the hiring process. Kathleen Woodring worked with a committee of employees to develop an evaluation form, which was recently provided to staff and will be implemented this year.

#### CLM vs. State 2018-2019 Comparison Statistics

Steven Litzinger reported that we are doing extremely well in a number of key areas compared to the state averages. He went on to review the attached report.

#### Youth Programs

Kimberly Grey made a presentation highlighting Eckerd Connects successes in achieving and exceeding their 2018-2019 goals.

### **MATTERS FROM THE FLOOR**

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:15 a.m.

#### **APPROVED:**

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