



## **CAREERSOURCE CITRUS LEVY MARION BOARD MEETING**

### **MINUTES**

DATE: September 18, 2019  
PLACE: College Of Central Florida, Chiefland, FL  
TIME: 11:30 a.m.

#### **MEMBERS PRESENT**

Albert Jones  
Angie White  
Brandon Whiteman  
Bruce Register  
Charles Harris  
Darlene Goddard  
David Pieklik  
Fred Morgan  
Kathy Judkins  
Kevin Cunningham  
Kimberly Baxley  
Mark Paugh  
Mike Melfi  
Lanny Mathis  
Pat Reddish  
Pete Beasley  
Rachel Riley  
Ted Knight  
Theresa Flick

#### **MEMBERS ABSENT**

Carol Jones  
Debra Stanley  
Jorge Martinez  
Judy Houlios  
Mark Vianello  
Jeff Chang  
William Burda

#### **OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Kathleen Woodring, CSCLM  
Dale French, CSCLM  
Zachary Johns, CSCLM  
Robert Stermer, Attorney

Cira Schnettler, CSCLM  
Laura Byrnes, CSCLM  
Danielle Veenstra CSCLM  
Cindy LeCouris, CSCLM  
Kevin Harrison, CSCLM

#### **CALL TO ORDER**

The meeting was called to order by Rachel Riley, Chair, at 11:30 a.m.

#### **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

#### **APPROVAL OF MINUTES**

David Pieklik made a motion to approve the minutes from the June 12, 2019 meeting.  
Kevin Cunningham seconded the motion. Motion carried.

## **PRESENTATIONS**

### **Employee Recognition**

Kevin Harrison, Mobile Career Development Representative, was recognized before the board for being selected as the CareerSource CLM Workforce Champion, as well as being awarded the Workforce Emissary award at the 2019 Workforce Professionals Summit.

### **Annual Performance Review**

Rusty Skinner reviewed highlights from the annual comparison reports for each county center and Talent Center.

## **DISCUSSION ITEMS**

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

Rusty Skinner encouraged the board members to bring topics and issues for discussion to the committee and board meetings. Staff can provide research and assist where necessary.

## **ACTION ITEMS**

### **Organizational Chart**

Rusty Skinner presented a revised organizational chart representing the changes in the business services area. The new structure streamlines responsibilities and creates two vacancies. The changes will not result in a budgetary increase. Al Jones made a motion to approve. Mark Paugh seconded the motion. Motion carried.

### **Contract Amendment**

Rusty Skinner explained that representatives from Lockheed Martin have met with local boards and CareerSource Florida regarding their upcoming expansion. Due to non-disclosure agreements, Rusty Skinner was not able to disclose how many potential positions will be created. We are looking to also form partnerships with local colleges and schools to develop programs that will build the skills needed for these positions. There is currently an existing approved master agreement for up to \$40,000 with Lockheed. This amendment will bring that figure to \$200,000. David Pieklik made a motion to approve the amendment. Ted Knight seconded the motion. Motion carried.

### **CSF Apprenticeship Grant**

Dale French requested approval for the submission of a grant application to CareerSource Florida for apprenticeship expansion. The grant will provide funding for On the Job Training/Learning and Related Technical Instruction (RTI), support services, indirect costs and 50% personnel to implement an Apprenticeship Coordinator position. Kevin Cunningham made a motion to approve submitting the grant. Darlene Goddard seconded the motion. Motion carried.

## **CONSENT AGENDA**

### **Career Center (8/1/19)**

On behalf of Committee Chair Charles Harris, Dale French summarized the Career Center committee meeting.

Approval of Youth Build Grant Application

Discussion, Prioritization of Additional Youth Projects/Action

DOL Monitoring Report on Youth Build

DEO Monitoring Report – June

Federal Department of Corrections Grant Acceptance

#### Performance and Monitoring (8/6/19)

Committee Chair Ted Knight summarized the Performance and Monitoring committee meeting.

Acceptance of DOL Monitoring Report on YouthBuild  
Acceptance of DEO Monitoring Report from June  
ED Agreements and Performance

#### Marketing and Outreach (8/21/19)

Committee Chair Al Jones provided a summary of the committee's activities and introduced Danielle Veenstra as the new Communications Coordinator.

No Action Items – Summary Report

#### Business and Economic Development (8/22/19)

Committee Chair Pete Beasley summarized the committee meeting

Discussion, Prioritization of Additional Youth Projects/Action  
Registered Apprenticeship Sponsor vs. Regional  
EDC Agreements and Performance  
Classroom2Careers

Kathy Judkins and David Pieklik declared a conflict and abstained from the approval of the EDC agreements.

#### Executive (8/28/19)

Committee Chair Rachel Riley summarized the Executive committee meeting.

NAWB – Disaster Event Sponsorship  
Banking Services RFP  
2019/20 Budget  
Independent Monitoring Services RFP  
Apprenticeship Agreement Amendment

Al Jones made a motion to approve the consent agenda items for the committee meetings, *noting the abstentions from Kathy Judkins and David Pieklik on the EDC Agreements and Performance action items under the BEDC committee*. Darlene Goddard seconded the motion. Motion carried.

#### **PROJECT UPDATES**

Rusty Skinner reviewed a hand-out of the Florida Workforce Development Association's 2020 legislative agenda.

#### **MATTERS FROM THE FLOOR**

None

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:12 p.m.

**APPROVED:**

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# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Judkins, Kathy		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 330 S. U.S. Hwy 301		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Sumterville	COUNTY Citrus, Levy, Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED September 18, 2019		NAME OF POLITICAL SUBDIVISION: Ocala/Marion Chamber and Economic Partnership	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

## 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, Kathy Judkins, hereby disclose that on ~~March 18~~ September 18, 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 Ocala CEP, 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:

*Conflict due to being a board member for the CEP and CCM Careersource.*

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.

9/23/19  
Date Filed

Kathy Judkins  
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.



# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Pieklik, David James		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 729 Newton Avenue		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Inverness	COUNTY Citrus	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED September 18, 2019		NAME OF POLITICAL SUBDIVISION: Citrus County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

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A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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## APPOINTED OFFICERS (continued)

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## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, David Pieklik, hereby disclose that on September 18, 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 Nature Coast Business Development Council, Inc., 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:

Annual MOU between CareerSource CLM and the Nature Coast Business Development Council, with amended clauses

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.

9/18/2019

Date Filed

  
Signature

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