



Board Meeting  
College of Central Florida  
Levy Campus  
15390 NW Highway 19, Chiefland, FL 32626

## AGENDA

Wednesday, September 18, 2019 – 11:30 a.m.

(Revised 9/16/19)

<http://careersourceclm.adobeconnect.com/board9-18-19>

Conference Call: 1-866-848-2216 – after prompt, enter code 5355193397#

Call to Order		R. Riley
Roll Call		C. Schnettler
Approval of Minutes, June 12, 2019	Pages 3 - 28	R. Riley

### **Presentations**

Annual Performance Review	Pages 29 - 34	R. Skinner
---------------------------	---------------	------------

### **DISCUSSION ITEMS**

Workforce Issues that are Important to Our Community		R. Skinner
--	--	------------

### **ACTION ITEMS**

Organizational Chart	Pages 35 - 36	R. Skinner
Contract Amendment – Lockheed Martin	Pages 37 - 38	R. Skinner
CSF Apprenticeship Grant	Pages 39	D. French

### **CONSENT AGENDA**

<u>Career Center (8/1/19)</u>	Pages 40 - 44	C. Harris
Approval of Youth Build Grant Application		
Discussion, Prioritization of Additional Youth Projects/Action		
DOL Monitoring Report on Youth Build		
DEO Monitoring Report – June		
Fed. Department of Corrections Grant Acceptance		

<u>Performance and Monitoring (8/6/19)</u>	Pages 45 - 48	T. Knight
Acceptance of DOL Monitoring Report on YouthBuild		
Acceptance of DEO Monitoring Report from June		
ED Agreements and Performance		

<u>Marketing and Outreach (8/21/19)</u>		A. Jones
No Action Items – Summary Report		

<u>Business and Economic Development (8/22/19)</u>	Pages 49 - 55	P. Beasley
Discussion, Prioritization of Additional Youth Projects/Action		
Registered Apprenticeship Sponsor vs. Regional		
EDC Agreements and Performance		
Classroom2Careers		

### **OUR VISION STATEMENT**

*To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.*



**Board Meeting**  
**College of Central Florida**  
**Levy Campus**  
**15390 NW Highway 19, Chiefland, FL 32626**

Executive (8/28/19)

Pages 56 - 61 R. Riley

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

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

**2019 – 2020 MEETING SCHEDULE**

<b>Business and Economic Development</b>	<b>Performance/ Monitoring</b>	<b>Marketing/ Outreach</b>	<b>Career Center</b>	<b>Executive</b>	<b>Full Board</b>	
All committee meetings are held at the CF Ocala Campus, Enterprise Center, Room 206						
Thursday, 9:00 am	Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/22/2019	8/6/2019	8/21/2019	8/1/2019	8/28/2019	9/18/2019	CF Chiefland
11/7/2019	11/5/2019	11/13/2019	11/21/2019	12/4/2019	12/11/2019	MTC Ocala
2/6/2020	2/4/2020	2/12/2020	2/20/2020	3/4/2020	3/11/2020	CF Lecanto
5/14/2020	5/5/2020	5/13/2020	5/7/2020	5/27/2020	6/3/2020	CF Ocala

**OUR VISION STATEMENT**

*To be recognized as the number one workforce resource in the state of Florida by providing  
 meaningful and professional customer service that is reflected in the quality of our  
 job candidates and employer services.*



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

### **MINUTES**

DATE: June 12, 2019  
PLACE: College Of Central Florida, Lecanto, FL  
TIME: 11:30 a.m.

#### **MEMBERS PRESENT**

Albert Jones  
Brandon Whiteman  
Bruce Register  
Charles Harris  
Darlene Goddard  
David Pieklik  
Debra Stanley  
Fred Morgan  
Jeff Chang  
Judy Houlios  
Kathy Judkins  
Kevin Cunningham  
Kimberly Baxley  
Mark Paugh  
Mark Vianello  
Mike Melfi  
Lanny Mathis  
Pat Reddish  
Pete Beasley  
Rachel Riley  
Tabitha Wells  
Ted Knight  
Theresa Flick  
William Burda

#### **MEMBERS ABSENT**

Carol Jones  
Jorge Martinez  
Yovancha Lewis Brown

#### **OTHER ATTENDEES**

Rusty Skinner, CSCLM	Kim Bodine, CS Gulf Coast
Kathleen Woodring, CSCLM	Bob Bodine, Guest
Brenda Chrisman, CSCLM	Cathy Galica, CSCLM
Dale French, CSCLM	Earl Beegle, CSCLM
Dwain Henderson, CSCLM	Emma Pasbjerg, CSCLM
Robert Stermer, Attorney	Kevin Harrison, CSCLM
Cira Schnettler, CSCLM	Larry Trowbridge, CSCLM
Laura Byrnes, CSCLM	Lisa Gruber, CSCLM
Marcie Mullins, DEO	Penny Spence, CSCLM
Commissioner Jimmie T. Smith, Citrus County BOCC	

### **CALL TO ORDER**

The meeting was called to order by Rachel Riley, Chair, at 11:30 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**

Kathy Judkins made a motion to approve the minutes from the March 13, 2019 meeting. Mike Melfi seconded the motion. Motion carried.

### **APPROVAL OF CONTRACTS 2019-2020**

#### **Master Contracts Requiring 2/3rds Vote/Under \$25,000**

1. Nature Coast Business Development Council
2. School Board of Levy County

Kevin Cunningham made a motion to approve contracts one and two. David Pieklik abstained from contract one due to a conflict. Kathy Judkins seconded the motion. Motion carried.

#### **Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities**

3. Champs Software
4. Key Training Center
5. Rasmussen College
6. SECO Energy
7. Benefits Advisors
8. Ocala Housing Authority

Al Jones made a motion to approve contracts three through eight. Mike Melfi abstained from contract one, Theresa Flick abstained from the entire vote due to a conflict on contract four, Pete Beasley abstained from contract five, Kathy Judkins abstained from contract six, Brandon Whiteman abstained from contract seven, and Judy Houlios abstained from contract eight, all due to the individual conflicts. Ted Knight seconded the motion. Motion carried.

#### **Master Contracts 2/3rds Vote/Exceeds \$25,000**

9. College of Central Florida
10. Marion County School Board
11. Ocala/Marion County Chamber and Economic Partnership
12. Lockheed Martin
13. Citrus County Chamber of Commerce

William Burda made a motion to approve contracts nine through thirteen. Mark Paugh abstained from contract nine, Mark Vianello abstained from contract ten and eleven, Kathy Judkins abstained from contract eleven, Jeff Chang abstained from contract

twelve, Tabitha Wells abstained from contract thirteen. Charles Harris seconded the motion. Motion carried.

#### Contracts Not Requiring 2/3rds Vote

14. Youth Services Contracting - Eckerd

15. Thomas P. Miller and Associates

16. Payroll Services Contract – CD Staffing

Kevin Cunningham approved contracts fourteen through sixteen. Pete Beasley seconded the motion. Motion carried.

#### **PRESENTATIONS**

Kim Bodine, CEO CareerSource Gulf Coast, expressed tremendous gratitude and sentiments towards all of the volunteers that assisted in the Hurricane Michael recovery efforts. She recognized Cathy Galica, Earl Beegle, Emma Pasbjerg, Kevin Harrison, Larry Trowbridge, Lisa Gruber, and Penny Spence with a token of appreciation. As well as, David Braden, Katie Jo Davis, and Valerie Hancock who were not in attendance.

#### **ACTION ITEMS**

##### State ITA Waiver

Dale French explained the purpose of the ITA waiver.

William Burda made a motion to approve the waiver. Fred Morgan seconded the motion. Motion carried.

#### **CONSENT AGENDA**

##### Executive Committee – May 17, 2019

Healthcare Renewal Rates

Darlene Goddard made a motion to accept the 2019-2020 healthcare renewal rates. Al Jones seconded the motion. Motion carried.

##### Executive Committee – June 5, 2019

Form 990

2018/19 Budget to Expenditures

2019/20 Budget

CEO Contract and Staff Increases PY2019-2020

Joint Auditing Selection

Incumbent Worker Training – Policy Change

CDS Renewal

TPMA Renewal

Grant Nursing Application – Trainer Provider Approval

Automobile Usage

Eckerd Contract Renewal

Outreach Position

Rusty Skinner briefly reviewed each consent agenda item.

Bruce Register made a motion to approve the consent agenda items for the June 5

Executive meeting. Kim Baxley seconded the motion. Motion carried.

## **DISCUSSION ITEMS**

### **DEO Investigation of Tampa Bay**

Rusty Skinner asked if there were any questions regarding the investigation. Rusty informed the board that internal monitoring is conducted on a regular basis of our procedures and that the Executive board is working with staff to research the benefits of having an external monitor also review our policies and procedures.

### **2019 – 2020 Work Plan**

Rusty Skinner provided highlights of the Work Plan

### **Board Member Recruitment**

Rusty Skinner reviewed the Terms Matrix noting the vacancies. He encouraged the board members to become engaged in board member recruitment.

### **Financial Disclosure Forms/Annual Conflicts**

Rusty Skinner reminded the board members to complete their Form 1 and submit it to their local Supervisor of Elections office. Any questions should be directed to board attorney, Bob Stermer.

## **PROJECT UPDATES**

### **Grant Updates**

Dale French made a presentation summarizing the outcomes of each of the grants.

### **YouthBuild Graduation Invite**

Dale French invited the board members to attend the upcoming YouthBuild graduation.

## **MATTERS FROM THE FLOOR**

None

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:00 p.m.

## **APPROVED:**

---

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Whiteman, Brandon</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS <i>940 SE 68th Ct</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Ocala</i>	COUNTY <i>Marion</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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, Brandon Whiteman, hereby disclose that on June 12, 20 19 :

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

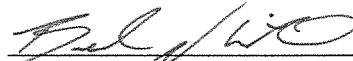
- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☒ inured to the special gain or loss of Benefit Advisers, by whom I am retained; or
- ☐ inured to the special 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.

6/12/19

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.



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

LAST NAME—FIRST NAME—MIDDLE NAME <u>Plekke David James</u>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <u>729 Newton Ave</u>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <u>Inverness</u>	COUNTY <u>Citrus</u>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:
		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, David Pridel, hereby disclose that on June 12, 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 contract for the Nature Coast Business Development Council, Inc., of which I am the sole employee

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.

6-12-19

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME CHANDLER JEFFREY		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 3471 SW 10TH CT		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY OCALA FL 34471	COUNTY MARION	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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, Jessie Clark, hereby disclose that on June 12, 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, Lockhart Martin Corporation ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of \_\_\_\_\_, 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:

MARTIN CONTRACT EXCEEDED \$25K

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.

6/12/19  
Date Filed

[Signature]  
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 Houllos, Judith Christine		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 5720 SE 22 Place		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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, Judith Howliss, hereby disclose that on June 12, 20 19 :

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

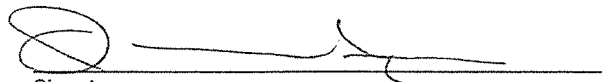
- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ inured to the special gain or loss of Ocala Housing Authority, by whom I am retained; or
- ☐ inured to the 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.

6/12/2019

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.

# 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 US Hwy 301		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Sumterville	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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 June 12, 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 \_\_\_\_\_ , 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.

Date Filed

6/12/19

Signature

Kathy Judkins

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 <b>PAUGH, MARK L.</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)</b>
MAILING ADDRESS <b>9689 SW 53rd Terrace</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY      COUNTY <b>Ocala, FL      Marion</b>	NAME OF POLITICAL SUBDIVISION:  
DATE ON WHICH VOTE OCCURRED <b>6/12/19</b>	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.

## 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, MARK L. PAUGH, hereby disclose that on June 12, 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 College of Central Florida, 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:

Employee for College of Central Florida  
and contract #9 is for CF for office rental  
and training services.

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.

Date Filed

6/12/19

Signature

Mark L. Paugh

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 <i>Ugnello Mark</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS <i>1614 E Ft. King Street</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Ocala</i>	COUNTY <i>Marion</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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, Mark Uignello, hereby disclose that on June 12, 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 Member of Ocala/Marion County Chamber + Economic Partnership, 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:

#11 Master contract 2/3 vote / Exceeds \$25000  
with Ocala/Marion County Chamber and  
Economic Partnership (Agenda item 11).

#10 Master contract Marion County School Board

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.

6/12/19  
Date Filed

M. Uignello  
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 <i>Melti, Michael</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>4432 N. Elkcam Blvd Beverly Hills Citrus</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>Beverly Hills</i>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 6/12/19	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, Michael Melfi, hereby disclose that on June 12, 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 CHAMPS Software, 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:

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.

June 12, 2019  
Date Filed

Michael Melfi  
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 Beasley, Peter Hobson		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 1218 SE 19th st		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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, Peter Beasley, hereby disclose that on June 12, 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 Rasmussen College, 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:

Rasmussen College is on the agenda for OJT, CBT, or Internship/Paid Work Experience Training Opportunities

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.

June 12, 2019

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.



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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Wells Tabitha Grace</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS <i>107 N. Apopka Ave</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Inverness</i>	COUNTY <i>Citrus</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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, Tabitha Wells, hereby disclose that on June 12, 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 \_\_\_\_\_ , 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:

Citrus County Chamber of Commerce  
(Agenda Item # 13.)

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.

6/12/2019  
Date Filed

Tabitha Wells  
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 <i>Flick - Theresa Darts</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS <i>11309 W. Amerindian Ct.</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Crystal River</i>	COUNTY <i>Citrus</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/19		NAME OF POLITICAL SUBDIVISION:	
		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, Theresa Flick, hereby disclose that on June 12, 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 Key Training Center, 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:

*was voting*  
The C.L.M. Career Source on Master Contracts valued under \$25,000 that included my employer (Key Training Center) in the action. I abstained from voting on contracts #3-#8 due to a single vote for multiple contracts/agenda items.

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.

6/12/19  
Date Filed

Theresa Flick  
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.



# CITRUS COUNTY

Comparison: PY2017/PY2018

TOTAL RECEIVING SERVICES	CENTER TRAFFIC
<u>PY2018: 2,932</u> PY2017: 3,955	<u>6,392</u> 6,278
VETERANS SERVED	TRAINING PROVIDED
<u>185</u> 242	<u>134</u> 101
EMPLOYERS SERVED	WELFARE TO WORK TRANSITION
<u>215</u> 283	<u>272</u> 311
POSITIONS POSTED	TOTAL PLACEMENTS
<u>1,177</u> 1,203	<u>284</u> (Avg Wage: \$12.06/hr) 616 (Avg Wage: \$11.88/hr)

## Your Employment Solution Starts Here

CareerSource Citrus Levy Marion brings together business and community partners, economic development leaders and educational providers to connect employers with qualified, skilled talent and job seekers with employment and career development opportunities. **Contact us at 1.800.434.5627.**

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 1 800 434-5627, ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com). Please make request at least three business days in advance. CareerSource Florida Member.



# LEVY COUNTY

Comparison: PY2017/PY2018

TOTAL RECEIVING SERVICES	CENTER TRAFFIC
<u>PY2018: 941</u> PY2017: 1,206	<u>4,136</u> 4,085
VETERANS SERVED	TRAINING PROVIDED
<u>44</u> 60	<u>26</u> 24
EMPLOYERS SERVED	WELFARE TO WORK TRANSITION
<u>74</u> 77	<u>108</u> 136
POSITIONS POSTED	TOTAL PLACEMENTS
<u>584</u> 673	<u>148</u> (Avg Wage: \$11.33/hr) 261 (Avg Wage: \$11.13/hr)

## Your Employment Solution Starts Here

CareerSource Citrus Levy Marion brings together business and community partners, economic development leaders and educational providers to connect employers with qualified, skilled talent and job seekers with employment and career development opportunities. **Contact us at 1.800.434.5627.**

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 1 800 434-5627, ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com). Please make request at least three business days in advance. CareerSource Florida Member.



# MARION COUNTY

Comparison: PY2017/PY2018

TOTAL RECEIVING SERVICES	CENTER TRAFFIC
<u>PY2018: 8,933</u> PY2017: 12,705	<u>24,798</u> 30,119
VETERANS SERVED	TRAINING PROVIDED
<u>676</u> 810	<u>542</u> 476
EMPLOYERS SERVED	WELFARE TO WORK TRANSITION
<u>626</u> 705	<u>902</u> 942
POSITIONS POSTED	TOTAL PLACEMENTS
<u>6,694</u> 5,145	<u>1,961</u> (Avg Wage: \$12.23/hr) 3,048(Avg Wage: \$11.27/hr)

## Your Employment Solution Starts Here

CareerSource Citrus Levy Marion brings together business and community partners, economic development leaders and educational providers to connect employers with qualified, skilled talent and job seekers with employment and career development opportunities. **Contact us at 1.800.434.5627.**

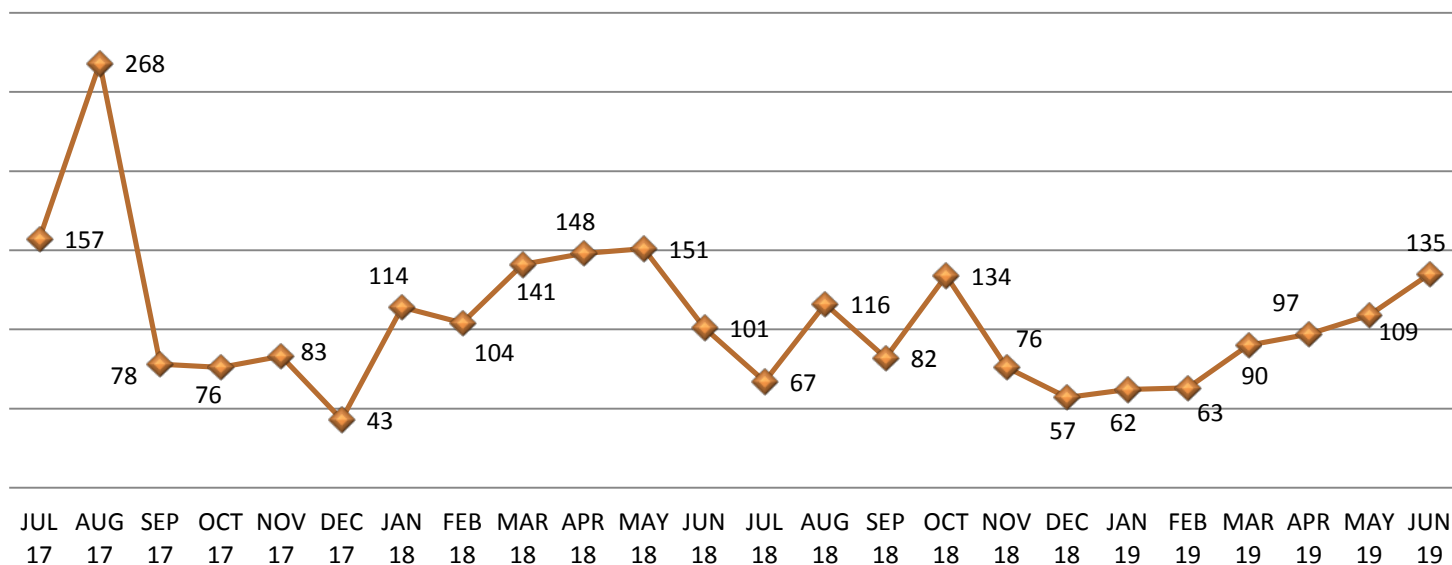
CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 1 800 434-5627, ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com). Please make request at least three business days in advance. CareerSource Florida Member.



## Comparison: PY2017/PY2018

CENTER TRAFFIC	INTERNSHIPS/OJT's
<u>PY2018: 1,088</u> PY2017: 1,464	<u>6</u> 11
JOB REFERRALS	PLACEMENTS
<u>323</u> 280	<u>98 (Avg Wage: \$17.38)</u> 64 (Avg Wage: \$14.17/hr)

### CENTER TRAFFIC BY MONTH



### Professional Recruitment Services

Are you a recent graduate focused on growing your career? Are you a professional interested in advancement of a career change? If so, it's time to refocus and reconnect with the work place. Talent Center provides professional-level career coaching and recruiting to connect businesses and professionals. **Contact us at 1.844.364.9859.**





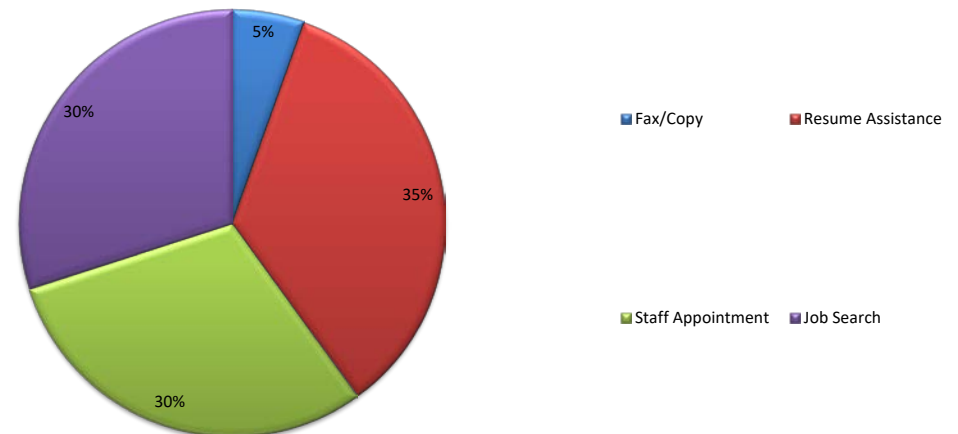
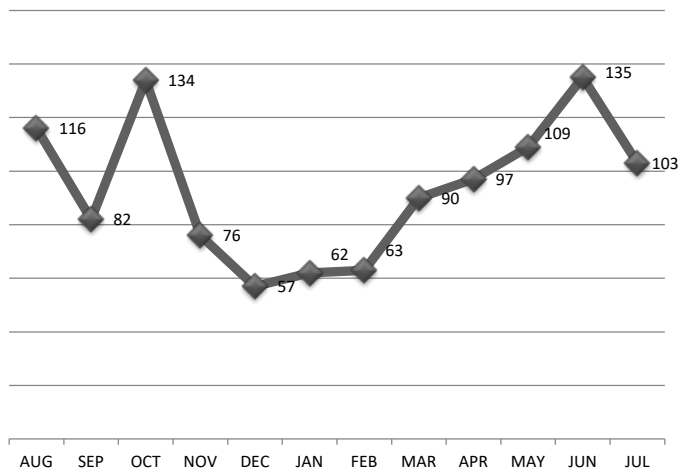
**TRAFFIC COUNT**

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	YTD
<b>REFERRALS</b>	36	28	41	35	19	10	18	24	26	19	26	42	324
<b>PLACEMENTS</b>	2	9	5	15	4	6	6	12	13	10	10	17	109
<b>INTERNSHIPS</b>	0	0	0	0	0	0	0	0	0	2	2	1	5
<b>OJT/WEX/CBT</b>	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>TRAFFIC</b>	116	82	134	76	57	62	63	90	97	109	135	103	<b>1,124</b>

**SERVICES BREAKDOWN**

**CENTER TRAFFIC BY SERVICE - JULY 2019**

**CENTER TRAFFIC BY MONTH**



**LWDB 10**

Measures	PY2018-2019 1st Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q1	PY2018-2019 2nd Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q2	PY2018-2019 3rd Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q3	PY2018-2019 4th Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q4	PY 2018-2019 Performance Goals
<b>Adults:</b>									
Employed 2nd Qtr After Exit	90.40	106.35	91.80	108.00	94.90	111.65	94.60	111.29	85.00
Median Wage 2nd Quarter After Exit	\$8,090	118.10	\$7,782	113.61	\$7,655	111.75	\$7,825	114.23	\$6,850
Employed 4th Qtr After Exit	88.70	108.17	85.60	104.39	89.80	109.51	89.20	108.78	82.00
Credential Attainment Rate	88.70	104.35	89.10	104.82	91.40	107.53	90.10	106.00	85.00
<b>Dislocated Workers:</b>									
Employed 2nd Qtr After Exit	100.00	120.48	100.00	120.48	100.00	120.48	100.00	120.48	83.00
Median Wage 2nd Quarter After Exit	\$11,339	165.53	\$12,569	183.49	\$12,233	178.58	\$11,003	160.63	\$6,850
Employed 4th Qtr After Exit	85.70	114.27	88.90	118.53	100.00	133.33	100.00	133.33	75.00
Credential Attainment Rate	100.00	133.33	100.00	133.33	100.00	133.33	100.00	133.33	75.00
<b>Youth:</b>									
Employed 2nd Qtr After Exit	87.00	116.00	85.40	113.87	85.50	114.00	78.10	104.13	75.00
Employed 4th Qtr After Exit	65.90	95.51	71.40	103.48	70.10	101.59	77.20	111.88	69.00
Credential Attainment Rate	92.80	109.18	93.90	110.47	98.50	115.88	98.50	115.88	85.00
<b>Wagner Peyser:</b>									
Employed 2nd Qtr After Exit	66.70	107.58	66.70	107.58	67.20	108.39	68.40	110.32	62.00
Median Wage 2nd Quarter After Exit	\$4,841	99.81	\$4,902	101.07	\$4,997	103.03	\$5,120	105.57	\$4,850
Employed 4th Qtr After Exit	69.00	107.81	67.60	105.63	66.30	103.59	66.90	104.53	64.00

<b>Not Met (less than 90% of negotiated)</b>
<b>Met (90-100% of negotiated)</b>
<b>Exceeded (greater than 100% of negotiated)</b>



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting September 18, 2019**

#### **TOPIC/ISSUE:**

Approval of attached staffing changes. The attachment is showing only the changes that were necessary and does not show the areas not affected.

#### **BACKGROUND:**

Following the resignation of a Director and the re-assignment of a manager, staffing changes are needed.

#### **POINTS OF CONSIDERATION:**

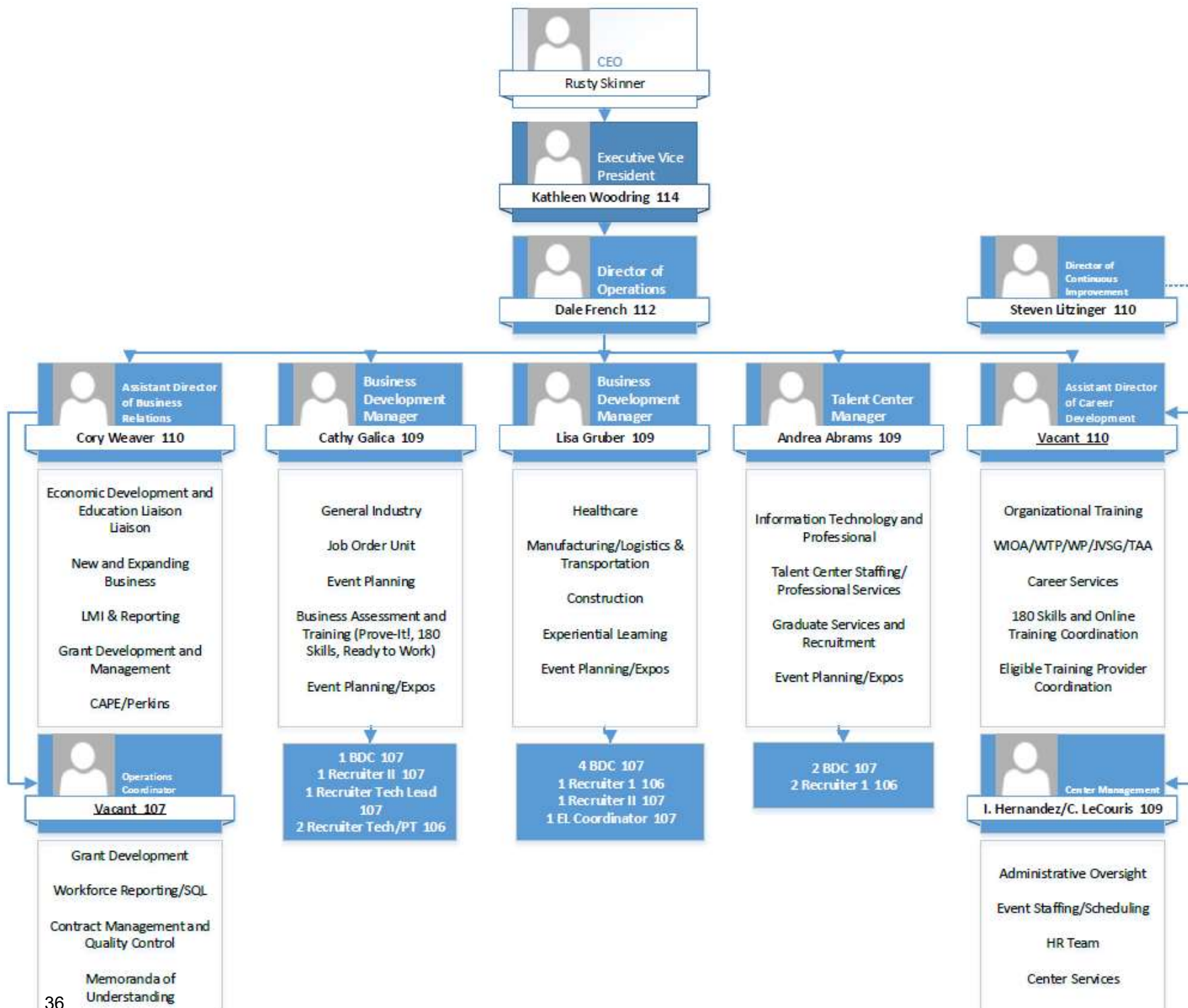
- We reviewed the current staffing arrangements, and made some changes that we believe will assist in bringing the Business Services and the Career Services into better alignment. The attached organizational chart builds in further development possibilities so that we are effectively building our bench.
- This chart will result in 2 vacancies which are critical to learning necessary lines of business.
- This maintains our staffing budget and does not result in an increase to the budget.

#### **STAFF RECOMMENDATIONS:**

Recommend approval of staffing changes as illustrated in the attached Organizational Chart.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**





## **RECORD OF ACTION/APPROVAL**

### **Board Meeting September 18, 2019**

#### **TOPIC/ISSUE:**

Approval of the amended Lockheed Martin 2019-20 contracts

#### **BACKGROUND:**

#### **POINTS OF CONSIDERATION:**

Please see the attached Contract Spreadsheet for details. The original contract number was 12 and will not be changed with the amendment. The total potential amount will increase from up to \$40,000 to up to \$200,000, in anticipation of a statewide partnership with CareerSource Florida. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

Master Contracts 2/3rds Vote/Exceeds \$25,000

12. Lockheed Martin

#### **STAFF RECOMMENDATIONS:**

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

[illegible]



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting September 18, 2019**

#### **TOPIC/ISSUE:**

CareerSource Florida (CSF) Apprenticeship Expansion Grant

#### **BACKGROUND:**

CSF has released \$1.75 million for additional apprenticeship expansion in Florida. These grants are designed to increase the number of registered pre-apprenticeship and registered apprenticeships in the Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine sectors.

They are also focused on promoting training, upskilling and employment of adults, women, out-of-school and in-school youth ages 16-24, ethnic and cultural minorities, veterans, Workforce Innovation and Opportunity Act participants, ex-offenders and people with disabilities to build accelerated career pathways to high-wages and middle-job skills.

We are seeking to apply for \$150,000 dollars. Our budget will include 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.

#### **POINTS OF CONSIDERATION:**

This grant would allow us to begin capacity building in not only expanding the current opportunities for apprenticeship in this area, but also to begin refining internal processes working toward our ability to sponsor apprenticeships and possibly certify industry recognized apprenticeships in the future.

#### **STAFF RECOMMENDATIONS:**

Approve submission of the grant application

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Career Center Committee Meeting - August 1, 2019**

#### **TOPIC/ISSUE:**

Application for next round of YouthBuild grant funding.

#### **BACKGROUND:**

The Department of Labor has released a funding opportunity for the next round of YouthBuild grants. Funding opportunities will now be released every two years. The DOL has changed the application criteria to allow current grantees to apply for a second grant that would overlap services during the planning period.

#### **POINTS OF CONSIDERATION:**

Our proposed grant submission would contain training for 48 young adults over a two year performance period beginning in January 2020 and concluding in December 2021. The funding request amount is anticipated to be approximately \$775,000.00.

#### **STAFF RECOMMENDATIONS:**

Approve submission of the YouthBuild grant application.

#### **COMMITTEE ACTION:**

Jorge Martinez made a motion to approve the submittal of the YouthBuild application. Carol Jones seconded the motion. Motion carried.

#### **BOARD ACTION:**





## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Career Center Committee Meeting - August 1, 2019**

#### **TOPIC/ISSUE:**

Our current budget has some excess funds in both WIOA youth and in Welfare Transition Support Services which we could use to provide some additional youth programming.

#### **BACKGROUND:**

We have approximately \$400,000 in excess under WIOA youth. We would like to plan on having about \$200,000 for carryforward for next year, which leaves \$200,000 available for an out of school program.

WTP funding can be used to serve youth, especially if they are economically eligible, from a family who is receiving or living in a high poverty neighborhood. Last year our WTP program spent \$30,000 for support services. We want to encourage an increase in support services for this year and plan to spend \$100,000. This would leave \$400,000 to incorporate into youth programming for either in-school or out of school youth.

#### **POINTS OF CONSIDERATION:**

Following are some ideas and estimates for discussion/consideration:

1. Conduct another 6 month cycle of Phoenix Rising in Citrus County in partnership with the Habitat for Humanity. **Estimated Cost: \$250,000**
2. Six week career exploration camp for Middle School students focused in high poverty area. **Estimated Cost of 1 camp: \$70,000**
3. Six week out of school Summer Jobs program in 1 county with 30 worksites. **Estimated Cost: \$83,000.**

#### **STAFF RECOMMENDATIONS:**

#### **COMMITTEE ACTION:**

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.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Career Center Committee Meeting - August 1, 2019**

#### **TOPIC/ISSUE:**

Acceptance of the Department of Labor (DOL) YouthBuild monitoring report.

#### **BACKGROUND:**

Ms. Sherrie Wilson (Federal Project Officer) from the DOL was onsite to conduct monitoring of the current YouthBuild program on June 3, 4, 5, 2019. She reviewed customer files, financial records and processes, interviewed grant related staff and toured the three build sites available to date.

#### **POINTS OF CONSIDERATION:**

The final report revealed no Other Non-compliance issues or findings. No other issues were reported. Ms. Wilson stated during her visit that she was pleased with our program. A copy of the report is attached.

#### **STAFF RECOMMENDATIONS:**

Accept the monitoring report as submitted to us from the DOL.

#### **COMMITTEE ACTION:**

Jorge Martinez made a motion to accept the YouthBuild monitoring report. Judy Houlios seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Career Center Committee Meeting - August 1, 2019**

#### **TOPIC/ISSUE:**

Acceptance of the Department of Economic Opportunity (DEO) monitoring report.

#### **BACKGROUND:**

The DEO conducted programmatic monitoring from June 10 through June 18. The review was done remotely through our electronic records system.

#### **POINTS OF CONSIDERATION:**

The report attached is the preliminary report issued from DEO. We are expecting to receive the final report this fall. This report reflects Other Non-Compliance issues and Findings that could not be corrected during the monitoring period and will be reflected in the final report. Staff training has either been completed or is underway to address the issues noted in the report.

#### **STAFF RECOMMENDATIONS:**

Accept the monitoring as submitted by the DEO.

#### **COMMITTEE ACTION:**

Jorge Martinez made a motion to accept the DEO monitoring report. Judy Houlios seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Career Center Committee Meeting - August 1, 2019**

#### **TOPIC/ISSUE:**

Federal Department of Corrections Grant acceptance

#### **BACKGROUND:**

Staff have been working with the Department of Corrections and Worldwide Interactive Network (WIN) to develop a pre- and post- release program for female inmates at Lowell Correctional Institution. Funding is available through CareerSource Florida for creation of three pilot programs in Florida. The other two programs will be in Duval and Polk counties. WIN is the primary grantee with CareerSource CLM being a sub-grantee (sub-award).

#### **POINTS OF CONSIDERATION:**

Our work plan has been approved for an initial 6 month pilot program launch with a budget of \$44,216.00 to cover staffing, supplies and indirect costs. If approved, the program will start on August 13. The program is expected to continue at least through June 30, 2020.

#### **STAFF RECOMMENDATIONS:**

Approve acceptance of the WIN sub-award for services at Lowell Correctional Institute.

#### **COMMITTEE ACTION:**

Jorge Martinez made a motion to accept the sub-award from WIN. Carol Jones seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Performance and Monitoring Committee Meeting - August 6, 2019**

#### **TOPIC/ISSUE:**

Acceptance of the Department of Labor (DOL) YouthBuild monitoring report.

#### **BACKGROUND:**

Ms. Sherrie Wilson (Federal Project Officer) from the DOL was onsite to conduct monitoring of the current YouthBuild program on June 3, 4, 5, 2019. She reviewed customer files, financial records and processes, interviewed grant related staff and toured the three build sites available to date.

#### **POINTS OF CONSIDERATION:**

The final report revealed no Other Non-compliance issues or findings. No other issues were reported. Ms. Wilson stated during her visit that she was pleased with our program. A copy of the report is attached.

#### **STAFF RECOMMENDATIONS:**

Accept the monitoring report as submitted to us from the DOL.

#### **COMMITTEE ACTION:**

William Burda made a motion to accept the YouthBuild monitoring report. Kim Baxley seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Performance and Monitoring Committee Meeting - August 6, 2019**

#### **TOPIC/ISSUE:**

Acceptance of the Department of Economic Opportunity (DEO) monitoring report.

#### **BACKGROUND:**

The DEO conducted programmatic monitoring from June 10 through June 18. The review was done remotely through our electronic records system.

#### **POINTS OF CONSIDERATION:**

The report attached is the preliminary report issued from DEO. We are expecting to receive the final report this fall. This report reflects Other Non-Compliance issues and Findings that could not be corrected during the monitoring period and will be reflected in the final report. Staff training has either been completed or is underway to address the issues noted in the report.

#### **STAFF RECOMMENDATIONS:**

Accept the monitoring as submitted by the DEO.

#### **COMMITTEE ACTION:**

William Burda made a motion to accept the DEO monitoring report. Pat Reddish seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Performance and Monitoring Committee Meeting - August 6, 2019**

#### **TOPIC/ISSUE:**

Approval of agreements with the three economic development entities and discussion on enhancing performance.

#### **BACKGROUND:**

CareerSource Citrus Levy Marion (CSCLM) contracts with the **Chamber & Economic Partnership** (CEP) for Marion County, **Nature Coast Business Development Council** (NCBDC) for Levy County and the **Citrus County Chamber of Commerce for Citrus County** to provide extended resources and support to businesses in their local areas.

We know that each of these entities have strong relationships with the local business community and with their ongoing business outreach services. These agreements provide additional financial support to allow these entities the ability to support business outreach and market CSCLM services and talent supply to those businesses they are working with.

Each of the agreements are unique to each entity; however they all share a common strategy of expanding business outreach and marketing the benefits of how CSCLM can assist businesses.

#### **POINTS OF CONSIDERATION:**

Due to our boards recent discussion on ensuring we are managing performance on each of our contractual agreements, we have completed a review on the current performance agreements and have identified some concerns in each of the three agreements.

In order to ensure each contractor is meeting their contractual requirements, we are being proactive by establishing some new language in the agreement, while offering technical assistance.

Effective PY 19/20, we are adding new language to each of the agreements with a hold back clause on payment. Here is the language added on each agreement for PY 19/20:

*This is a pay for performance agreement and is subject to a 5% performance holdback if performance is not met after 2 full quarters. Any hold back retained can be recouped if all criteria are met prior to end of the program year of June 30, 2020.*

In addition, we have met with each of the contractors to discuss the holdback and offer customized solutions to support any areas of concerns they are having with meeting performance, as well as offered opportunities to modify their scope of work.

We have created a side by side spreadsheet outlining each contracts current performance as it relates to year end goals and will submit the report to the BEDC quarterly.

We have established weekly contact with our newest contractor to monitor current performance and activity to ensure they are on target.

In the event performance is not met by each contractor by 12/31/2019 – additional measures will be taken to monitor and provide additional technical support as needed.

#### **STAFF RECOMMENDATIONS:**

Approve the recommended changes to the EDC agreements and recommend suggested practices for enhancing performance for PY 19/20.

#### **COMMITTEE ACTION:**

William Burda made a motion to approve the recommended changes to the ED agreements. Brandon Whiteman seconded the motion. Motion carried.

#### **BOARD ACTION:**





## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019**

### **Business and Economic Development Committee Meeting - August 22, 2019**

#### **TOPIC/ISSUE:**

Our current budget has some excess funds in both WIOA youth and in Welfare Transition Support Services which we could use to provide some additional youth programming.

#### **BACKGROUND:**

We have approximately \$400,000 in excess under WIOA youth. We would like to plan on having about \$200,000 for carryforward for next year, which leaves \$200,000 available for an out of school program.

WTP funding can be used to serve youth, especially if they are economically eligible, from a family who is receiving or living in a high poverty neighborhood. Last year our WTP program spent \$30,000 for support services. We want to encourage an increase in support services for this year and plan to spend \$100,000. This would leave \$400,000 to incorporate into youth programming for either in-school or out of school youth.

#### **POINTS OF CONSIDERATION:**

Following are some ideas and estimates for discussion/consideration:

1. Conduct another 6 month cycle of Phoenix Rising in Citrus County in partnership with the Habitat for Humanity. **Estimated Cost: \$250,000**
2. Six week career exploration camp for Middle School students focused in high poverty area. **Estimated Cost of 1 camp: \$70,000**
3. Six week out of school Summer Jobs program in 1 county with 30 worksites. **Estimated Cost: \$83,000.**

#### **STAFF RECOMMENDATIONS:**

#### **COMMITTEE ACTION:**

Bruce Register made a motion giving permission for local employers and community partners to be engaged for the two programs. Jeff Chang seconded the motion. Motion Carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – September 18, 2019**

**Business and Economic Development Committee Meeting - August 22, 2019**

### **TOPIC/ISSUE:**

Approval for CareerSource Citrus Levy Marion (CSCLM) to become the official **Registered Apprenticeship** (RA) **Sponsor** for Plumbing Apprenticeship programs,

### **BACKGROUND:**

CSCLM received Job Growth Grant funds to support the development of an apprenticeship opportunity by partnering with Withlacoochee Technical College to launch a plumbing program. The grant was for \$10,000 to hire staff and develop a curriculum for the program.

- In order to submit an apprenticeship application to the Department of Education for approval, a business, a trades association, training institute or other approved entity must be designated as the RA Sponsor on the application.
- Withlacoochee Technical College (WTC) and CSCLM met with several local employers on the plumbing program and even though interested in participating with the program, none felt they could commit to becoming the Sponsor due to the management of their own business.
- WTC had considered becoming the RA Sponsor in addition to the training provider; however they have elected not to be the Sponsor due to staff shortage and would concentrate solely on the training aspect of the program.
- Local workforce boards now have authority to become sponsors due to the desire to expand apprenticeship opportunities.
- CSCLM is currently receiving Technical Assistance from Jobs for the Future on the apprenticeship program and has available resources to support questions and issues.

### **POINTS OF CONSIDERATION:**

CareerSource Citrus Levy Marion (**CSCLM**) is capable of becoming the RA Sponsor for the management of the program due to relationships we have with the businesses and the training institute, as well as our history of managing grants, programs and case management under WIOA.

Last year, the CSCLM board approved the concept of hiring of a staff to support and manage the development of apprenticeship programs – primarily to support businesses in the required paperwork.

Listed below is a summary of the responsibilities, if approved, to be an RA Sponsor:

- The primary responsibilities of an RA Sponsor is to manage the following tasks:
  - Screen and select applicants for the program.
  - Maintain records on each apprentice for On-the-Job training and track classroom hours for participation.
  - Secure employer agreements with businesses wishing to participate in the program.
  - Manage and enter data into the Rapid Systems (apprenticeship database)
  - Recommend changes to agreement as needed, etc., and assign responsibilities and duties to businesses as needed.
  - In general, be responsible for the successful operations of the program and follow the guidelines as set forth in the agreement.

#### ***STAFF RECOMMENDATIONS:***

Seeking approval to allow CSCLM to become the official **Registered Apprenticeship Sponsor** for a Plumbing and Plumbing Technician program at WTC, and permit us to submit a plumbing apprenticeship application to the Department of Education, and begin entering into agreements with employers and WTC.

#### ***COMMITTEE ACTION:***

Bruce Register made a motion to allow CSCLM to become the official Registered Apprenticeship Sponsor for a Plumbing and Plumbing Technician program at WTC, to submit a plumbing apprenticeship application to the Department of Education, and begin entering into agreements with employers and WTC. Phil Geist seconded the motion. Motion carried.

#### ***BOARD ACTION:***



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – September 18, 2019**

**Business and Economic Development Committee Meeting - August 22, 2019**

### **TOPIC/ISSUE:**

Approval of agreements with the three economic development entities and discussion on enhancing performance.

### **BACKGROUND:**

CareerSource Citrus Levy Marion (CSCLM) contracts with the **Chamber & Economic Partnership** (CEP) for Marion County, **Nature Coast Business Development Council** (NCBDC) for Levy County and the **Citrus County Chamber of Commerce for Citrus County** to provide extended resources and support to businesses in their local areas.

We know that each of these entities have strong relationships with the local business community and with their ongoing business outreach services. These agreements provide additional financial support to allow these entities the ability to support business outreach and market CSCLM services and talent supply to those businesses they are working with.

Each of the agreements are unique to each entity; however they all share a common strategy of expanding business outreach and marketing the benefits of how CSCLM can assist businesses.

### **POINTS OF CONSIDERATION:**

Due to our boards recent discussion on ensuring we are managing performance on each of our contractual agreements, we have completed a review on the current performance agreements and have identified some concerns in each of the three agreements.

In order to ensure each contractor is meeting their contractual requirements, we are being proactive by establishing some new language in the agreement, while offering technical assistance.

Effective PY 19/20, we are adding new language to each of the agreements with a hold back clause on payment. Here is the language added on each agreement for PY 19/20:

*This is a pay for performance agreement and is subject to a 5% performance holdback if performance is not met after 2 full quarters. Any hold back retained can be recouped if all criteria are met prior to end of the program year of June 30, 2020.*

In addition, we have met with each of the contractors to discuss the holdback and offer customized solutions to support any areas of concerns they are having with meeting performance, as well as offered opportunities to modify their scope of work.

We have created a side by side spreadsheet outlining each contracts current performance as it relates to year end goals and will submit the report to the BEDC quarterly.

We have established weekly contact with our newest contractor to monitor current performance and activity to ensure they are on target.

In the event performance is not met by each contractor by 12/31/2019 – additional measures will be taken to monitor and provide additional technical support as needed.

#### **STAFF RECOMMENDATIONS:**

Approve the recommended changes to the EDC agreements and recommend suggested practices for enhancing performance for PY 19/20.

#### **COMMITTEE ACTION:**

Bruce Register made a motion to approve the recommended changes to the ED agreements. David Pieklik and Phil Geist abstained from the vote due to conflicts. Jeff Chang seconded the motion. Motion carried

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – September 18, 2019**

**Business and Economic Development Committee Meeting - August 22, 2019**

### **TOPIC/ISSUE:**

Chamber & Economic Partnership (CEP), proposal on **OcalaClassroom2Career.com** online sponsorship.

### **BACKGROUND:**

CareerSource Citrus Levy Marion (CSCLM) has a long standing partnership with the CEP, Marion County Public Schools (MCPS), and College of Central Florida (CF), by working together to build career pathways for the students of Marion County.

In February 2018, CF was the official sponsor of our Marion County Youth Career Expo which builds on the development of connecting students to businesses while learning of career opportunities in Marion County.

CareerSource regularly meets with the CEP, CF and MCPS to develop programs and tools to build the capacity of our students while connecting our youth to businesses. Two recent examples are the development of a future Jr. Achievement program for all 5<sup>th</sup> grade students and the 2<sup>nd</sup> summer youth boot camp program called Nuts to Bolts.

### **POINTS OF CONSIDERATION:**

The CEP has proposed the development of an existing web site to connect K-12 and post-secondary classroom instructors to volunteers and businesses through a new online portal web site called **OcalaClassroom2Career.com**. This web site will allow each school and their instructors to post what is needed in connecting their students to businesses and industry. This can be anything from having businesses come in to speak with a classroom to talk about their industry, field trips to local businesses, interview techniques, resume writing, etc.

Businesses that participate will be easily and efficiently connected to schools or instructors and will have opportunities to connect to future talent in Career and Technical Education (CTE) programs. This connection will open the door to expand internships, externships and eventually employment opportunities for students whose schools and instructors utilize the web site.

The CEP has sought sponsorships from Marion County Public Schools for K-12, Marion Technical College (MTC), and College of Central Florida for post-secondary students to

connect to businesses. All three educational partners have agreed to the proposal and will be launching this program in October to all program instructors.

MCPS and MTC have agreed to sponsor the web site for 2 years, and CF has agreed to sponsor for 1 year – contingent on traffic and results. The cost is **\$3,000 annually** for each partner.

CSCLM would greatly benefit by sponsoring this program as being identified as a **key educational partner** and listed with these other partners.

Our benefits would include the following:

- Partnership branding – the web site would host our CSCLM logo along with MCPS, MTC, and CF
- CSCLM would also be able to connect to both instructors and businesses seeking volunteers, and to those businesses seeking to support the program
- CSCLM would be able to post our career and industry videos on the web site – providing further exposure to instructors and businesses and our goal to build a talent pipeline
- CSCLM would be able to connect to businesses that are seeking to build talent by offering our programs and services

#### **STAFF RECOMMENDATIONS:**

Request permission to enter into a one year agreement at \$3,000 with the CEP on the attached proposal, and determine effectiveness and impact on business engagement before committing to additional years.

#### **COMMITTEE ACTION:**

Phil Geist make a motion giving permission to enter into a one year agreement at \$3,000 with the CEP on the attached proposal, and with a review afterwards before committing to additional years. Jeff Chang seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Executive Committee Meeting - August 28, 2019**

#### **TOPIC/ISSUE:**

Contract Amendment to School Board of Marion County – Apprenticeship Agreement

#### **BACKGROUND:**

CareerSource CLM entered into an agreement with Marion County Public Schools (MCPS), in April 2019 to launch three apprenticeship programs using grant dollars obtained to support the expansion and development of programs.

The grant was to launch three approved apprenticeship programs: Brick/Block Masonry, Carpentry, Heating and Air Conditioning or Plumbing.

The agreement entered into with MCPS was to launch the Brick/Block Masonry program by April 30, 2019, and the second program by September 30, 2019 and the third program by March 1, 2020.

#### **POINTS OF CONSIDERATION:**

Due to unforeseen issues with hiring an instructor at MCPS to run the program and after 3 attempts to bring on an instructor, the program Brick/Block Masonry program was delayed and was unable to launch until **July 13, 2019**. This initial delay also impacts the implementation of the other two programs and ability to meet those dates.

MCPS has requested an amendment to the contract to move the dates of the three programs to: **July 31, 2019** for the 1<sup>st</sup> program, **January 31, 2020** for the 2<sup>nd</sup> program, and **June 30, 2020** for the 3<sup>rd</sup> program.

Approval of these dates will allow MCPS to meet the agreed upon goals and deliverables.

In addition, MCPS has requested a change of billing and invoice from the 15<sup>th</sup> of the month after each quarter, to the last day of the month following the end of a quarter.

#### **STAFF RECOMMENDATIONS:**



Seeking approval to allow MCPS to amend these dates as outline above and on the attachment, and adjust the invoice date to the end of the month following each calendar quarter.

***COMMITTEE ACTION:***

Al Jones made a motion to accept the date amendments to the contract. Ted Knight seconded the motion. Motion carried.

***BOARD ACTION:***



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Executive Committee Meeting - August 28, 2019**

#### **TOPIC/ISSUE:**

Sponsorship of NAWB Workforce Disaster Conference

#### **BACKGROUND:**

NAWB is planning on hosting a conference in the Panama City area the first of January 2020 that will bring together workforce leaders throughout the US and its territories to discuss the workforce issues that they have experienced when a natural disaster substantially disrupts their communities. The hope of this conference is that NAWB will be able to assist, at the national level, with bringing both best practices and issues to Congress with the purpose of supporting legislation that will address concerns that affected the ability of the workforce system to fully respond.

CareerSource Florida is supporting the conference by assisting with facility costs and I will be asking FWDA to provide support for other related conference expenses,

#### **POINTS OF CONSIDERATION:**

As one of the regions that responded to support CS Gulf Coast, this will provide information on disaster responses and issues from other workforce areas that will enable us to be better prepared to respond to any future disasters.

#### **STAFF RECOMMENDATIONS:**

Request consideration/approval to support with \$5,000 from unrestricted funds and to provide staff support to assist with conference logistics.

#### **COMMITTEE ACTION:**

Kathy Judkins approved the requested \$5000 from unrestricted funds to support the conference. Pete Beasley seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – September 18, 2019 Executive Committee Meeting - August 28, 2019**

#### **TOPIC/ISSUE:**

Banking Services- Request for Proposal

#### **BACKGROUND:**

We were visited by representatives of Community Bank and Trust (CBT), our current bank, to advise us that they were merging with Mid-Florida Credit Union. The merger is expected to take place in early December 2019. The merger, which will bring CBT into Mid-Florida Credit Union, will affect our ability to continue to use them as our financial institution. We are required to use a financial institution that is a Qualified Public Funds Depositor. While banks can qualify, credit unions cannot. Therefore, effective the date of the merger we are prohibited from continuing our business relationship.

Because of our financial business relationship with Region 6, CareerSource North Florida, we have a mutual interest in selecting the bank that we both use.

#### **POINTS OF CONSIDERATION:**

Because of the logistics of switching banks, we should have a new bank approved by November 1, allowing us 30 days to transition.

#### **STAFF RECOMMENDATIONS:**

1. Authorize the issuance of a joint RFP with Region 6;
2. Authorize the Executive Committee, in conjunction with the Executive Committee of Region 6, to approve a new bank.
3. Ratification to be brought to the December Board meeting.

#### **COMMITTEE ACTION:**

Al Jones made a motion to authorize an issuance of a joint RFP with Region 6, in conjunction with the executive committee of Region 6 a new bank will be approved and ratification of the new bank will be brought to the December board meeting. Kathy Judkins seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – September 18, 2019**  
**Executive Committee Meeting - August 28, 2019**

### **TOPIC/ISSUE:**

Updated 2019-2020 Budget (attachments)

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

Budget was updated for carry forwards after prior year was closed.

### **STAFF RECOMMENDATIONS:**

Approve updated budget for program year 2019.

### **COMMITTEE ACTION:**

Kathy Judkins made a motion to approve the 2019-2020 budget. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – September 18, 2019**  
**Executive Committee Meeting - August 28, 2019**  
**Executive Committee Meeting – June 5, 2019**

### **TOPIC/ISSUE:**

Independent Monitoring Services RFP

### **BACKGROUND:**

With recent developments in the CareerSource Tampa Bay and CareerSource Pinellas workforce areas we feel it is good business practice and pro-active to have a complete review of our internal processes and procedures conducted by an outside monitoring firm. This monitoring will include a review of our general business practices, organizational structure and authority, business services, service delivery and participant eligibility, support services administration and contracting and procurement. We will need to put forth a Request for Proposals (RFP) for competitive procurement of an outside monitoring firm to conduct these services. This firm will provide a full report of their review to the Executive Committee and Board. Our intent is to conduct ongoing reviews bi-annually and annually.

### **POINTS OF CONSIDERATION:**

This RFP will solicit proposals for a new contractor. Costs for these services are not known at this time and will be negotiated with RFP respondents.

### **STAFF RECOMMENDATIONS:**

Approve release of a Request for Proposals for Independent Monitoring Services.

### **COMMITTEE ACTION:**

Executive Committee 6/5/19: 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.

Executive Committee 9/28/19: Al Jones made a motion to approve the issuance of an RFP for an independent monitor. Kathy Judkins seconded the motion. Motion carried.

### **BOARD ACTION:**