



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: December 4, 2019  
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Kathy Judkins

**OTHER ATTENDEES**

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

Cira Schnettler, CSCLM  
Robert Stermer, Attorney  
David Forziano, Senior Assistant County  
Attorney, Alachua County

**CALL TO ORDER**

The meeting was called to order by Kim Baxley, Vice-Chair, at 9:30 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the October 23, 2019, meeting.  
Charles Harris seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update**

Nothing to report at this time.

**Workforce Issues that are Important to Our Community / Board Member Vacancies**

Al Jones brought forth a discussion regarding board member vacancies and canvassing businesses. Rusty Skinner noted that the majority of the vacancies are in Levy County. In the past, if vacancies could not be filled by one county and another county had a nomination, the other county's nomination would be brought before the Consortium for

approval. Rusty Skinner suggested that one strategy would be to approach businesses that are familiar with us and use our services. Kim Baxley stated that she would be happy to approach businesses. Al Jones also volunteered to approach businesses. Kathleen Woodring also made note that a public relations kit will be unveiled at the board meeting, which will have content to utilize in meeting with business owners.

### Committee Structure

Rusty Skinner proposed a re-structuring of the current committees. He sought feedback on whether there were too many committees or perhaps, the committees should take a different focus. Kathleen Woodring stated that she has been conducting research into other boards and their committee structures. She will email her findings and the topic will be brought back before the committee for further discussion.

### 2020 State of the Workforce Conference

Kathleen Woodring was happy to announce that the 2020 State of the Workforce Conference will be held on April 23 at the conference center at On Top of the World. The focus on the conference will be on retention. Rusty Skinner welcomed nominations for the Bridging the Gap award.

## **ACTION ITEMS**

### Updated By-Laws

Rusty Skinner explained to the committee that due to changes in state law and WIOA regulations the By-Laws needed to be updated. The By-laws in the packet contain all of the edits for review. The board attorney confirmed that By-law edits are reviewed before being finalized. It was recommended that the requirement that the board attorney review any By-law edits be included in the new revised By-laws. Al Jones made a motion to add a signature line to the By-Laws for the board attorney and to present the revised version before the next board meeting. Ted Knight seconded the motion. Motion carried.

### Updated Local Elected Official Agreement

Rusty Skinner stated that the document does not contain any edits and extends the contract between the board and the Consortium to June 30, 2025. Al Jones made a motion to present the updated agreement to the next Consortium meeting. Pete Beasley seconded the motion. Motion carried.

### Draft Agreement: IRAP SRE

Rusty Skinner requested approval of the draft agreement. Finalizing the agreement between CF and CareerSource CLM is a proactive measure in the event that IRAP regulations are approved and grants become available. Having this agreement in place will allow for quicker application for grant funds. Al Jones made a motion to approve the agreement. Pete Beasley seconded the agreement. Motion carried.

### Annual Plan - Action Timeline

Kathleen Woodring explained that the local plan is in development and is due to DEO on March 16, 2020. The packet contains the proposed timeline with public sessions

occurring in February in all three counties. Any public comments and board responses from these sessions will be included in the plan. Kathleen Woodring welcomed board members to attend the sessions. The plan will be presented at the March 11 board meeting for approval and adopted by the Consortium before the March 16 due date. Al Jones made a motion to approve the planning timeline. Fred Morgan seconded the motion. Motion carried.

#### CareerSource North Central Florida

Rusty Skinner introduced David Forziano as the Senior Assistant Attorney for Alachua County. David Forziano provided a detailed summary of concerns being raised by DEO and the Alachua County BOCC regarding CareerSource North Central Florida (CSNC) and the administrative entity (AE) serving that board,. Alachua County Board of County Commissioners are requesting assistance from CareerSource CLM in the event that the AE decides to terminate services on December 6, 2019. The request letter is attached to these minutes, along with the Inter-local Agreement between Alachua and Bradford County and CSNC.

Rusty Skinner proposed that if the committee is agreeable, he will meet with county officials and the Chair of CSNC to see what their needs are and what level of assistance is required. Al Jones made a motion to approve exploration and discussion of assistance to CSNC. Further, if a positive outcome was to be reached through discussion, a detailed outline of assistance will need to be brought to the executive committee before the December 11 board meeting. Charles Harris seconded the motion. Motion carried. David Forziano thanked the committee for their consideration in the matter.

#### PROJECT UPDATES

None

#### MATTERS FROM THE FLOOR

None

#### ADJOURNMENT

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

#### **APPROVED:**

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# Alachua County Board of County Commissioners

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Robert Hutchinson, *Chair*  
Mike Byerly, *Vice Chair*  
Charles S. Chestnut, IV  
Ken Cornell  
Marihelen Wheeler

**Administration**  
Michele L. Lieberman  
*County Manager*

**Via Email: [rskinner@careersourceclm.com](mailto:rskinner@careersourceclm.com)**

December 3, 2019

Rachel M. Riley, Chair  
Citrus Levy Marion Local Workforce Development Board  
CareerSource Citrus Levy Marion  
c/o Mr. Rusty Skinner, Chief Executive Officer

RE: Request for Emergency Interim Administrative Entity Services

Dear Chair Riley,

I am writing to ask your assistance on behalf of Local Workforce Development Board No. 9, d/b/a CareerSource North Central Florida. Currently, all of its staffing is provided via two administrative services contracts with Focused Management Solutions ("FMS"). Unfortunately, FMS has just recently notified us that they will be terminating all AE services effective December 6, 2019. Without such services, we are concerned that there may be an interruption of services to our community's job seekers and local businesses alike. Therefore, I am writing to request that your Board consider entering into an emergency contract through which your staff would provide interim AE services to CareerSource North Central Florida in an effort to avoid service interruptions.

We have discussed this approach with representatives from our partner in creating CareerSource North Central Florida, Bradford County, and with representatives from the Department of Economic Opportunity, and both have indicated their approval.

Services may be interrupted as early as this Friday, December 6. I understand that you have a previously scheduled executive committee meeting of your Board on December 4, 2019. As time is of the essence, I would respectfully request that you consider this proposal at that meeting. We are available to attend your meeting and answer any questions your Board may have, if that would be helpful. Thank you for your time and consideration as we work to avoid interruption of these important services to the job seekers and business of Alachua and Bradford Counties.

Sincerely,

Robert Hutchinson, Chair  
Chr20.017

cc: Distribution List Attached

Distribution List:

Alachua County Board of County Commissioners

Michele Lieberman, County Manager

Tommy Crosby, Assistant County Manager

Sylvia Torres, Alachua County Attorney

David Forziano, Senior Assistant County Attorney

Jeffrey Tate, Chair, CareerSource North Central Florida, Board of Directors

Brad Carter, Bradford County Manager

Will Sexton, Bradford County Attorney

**SECOND AMENDMENT  
TO THE INTERLOCAL AGREEMENT  
BETWEEN ALACHUA COUNTY AND BRADFORD COUNTY  
REGARDING THE  
ALACHUA/BRADFORD LOCAL WORKFORCE DEVELOPMENT BOARD D.B.A.  
CAREERSOURCE NORTH CENTRAL FLORIDA**

**THIS SECOND AMENDMENT** (“Second Amendment”) to the Interlocal Agreement between Alachua County and Bradford County regarding the Alachua/Bradford Local Workforce Development Board d.b.a. CareerSource North Central Florida (the “Agreement”), is made and entered into pursuant to the authority of the Florida Interlocal Cooperation Act of 1969, Section 163.10, Florida Statutes (the “Act”).

**WHEREAS**, the United States has enacted the Workforce Innovation and Opportunity Act, Pub. L. No. 113-128 (“US-WIOA”) and the State of Florida has subsequently enacted conforming provisions to Chapter 445, the Workforce Innovation Act of 2000 (“FL-WIOA”). Hereinafter, the US-WIOA and the FL-WIOA are collectively referred to as the “WIOA”; and

**WHEREAS**, the goals of the WIOA are to increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the United States and Florida; and

**WHEREAS**, as required by the WIOA, the Governor of the State of Florida designates local areas to promote the effective delivery of services; and

**WHEREAS**, the Governor has designated Alachua County and Bradford County as a local area for the purposes of the WIOA; and

**WHEREAS**, on November 9, 2016, Alachua County and Bradford County entered into the *Interlocal Agreement between Alachua County and Bradford County Regarding the Alachua/Bradford Local Workforce Development Board D.B.A. CareerSource North Central Florida* (the "Interlocal Agreement") for the purpose of establishing the Local Workforce Development Board doing business as *CareerSource North Central Florida*; and

**WHEREAS**, on November 7, 2019, Alachua County and Bradford County entered into the *First Amendment to the Interlocal Agreement between Alachua County and Bradford County Regarding the Alachua/Bradford Local Workforce Development Board D.B.A. CareerSource North Central Florida* (the "First Amendment") for the purpose of extending the Term of the Interlocal Agreement; and

**WHEREAS**, by letter dated November 21, 2019, CareerSource North Central Florida's Administrative Entity, Focused Management Solutions ("FMS"), declared its intent to possibly terminate its two contracts, effective December 6, 2019. Said intent to terminate was confirmed by FMS's representative, Brian Howells, during the CareerSource North Central Florida's Board of Directors meeting held on December 2, 2019; and

**WHEREAS**, said termination by FMS would likely result in an interruption of services to the job seekers and local businesses served by CareerSource North Central Florida; and

**WHEREAS**, Alachua County and Bradford County find that such service interruption constitutes a limited emergency that requires immediate emergency action in order to prevent.

**NOW THEREFORE**, the parties hereby amend the Interlocal Agreement as follows:

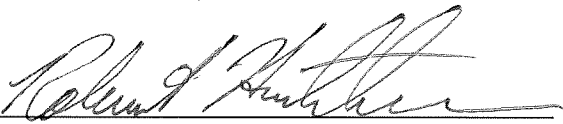
1. The above Recitals are true and correct and are incorporated into this Second Amendment.
2. The Term of the Interlocal Agreement is extended for a period of 180 days from the Effective Date of this Second Amendment.
3. Alachua County is given emergency authority to procure interim Administrative Entity services, including Fiscal Agent services, on behalf of CareerSource North Central Florida, for a period not to exceed 180 days from the Effective Date of this Second Amendment.
4. All other terms and conditions of the Interlocal Agreement that do not conflict with or which are not superceded by the terms and conditions of this Second Amendment remain in full force and effect.
5. Each Party fully retains all sovereign immunity protections afforded to it as a charter county and a political subdivision of the State of Florida. This Second Amendment and the Interlocal Agreement shall not be interpreted or deemed to constitute a waiver of sovereign immunity or authorization for claims by third parties. All claims against either party that are permissible pursuant to the partial waiver of sovereign immunity set forth in §768.28, Florida Statutes, must strictly comply with the procedures found in §768.28, Florida Statutes.
6. The effective date of this Second Amendment shall be the date of the last signatory to it and upon the filing of it with the Clerk of the Circuit Court of both



Alachua County, Florida, and Bradford County, Florida, as required by Section 163.01 (11), Florida Statutes ("Effective Date").

**IN WITNESS WHEREOF**, the Parties hereto have made and executed this Agreement on the respective dates under each signature: Alachua County, through its Board of County Commissioners, authorized the Commission Chair and the Clerk to execute this Agreement by action taken at a County Commission meeting held on December 3, 2019, and Bradford County, through its Board of County Commissioners, authorized the Commission Chair and the Clerk to execute this Agreement by action taken at a County Commission meeting held on December \_\_\_\_\_, 2019.

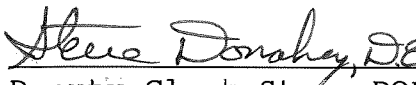
**ALACHUA COUNTY, FLORIDA**

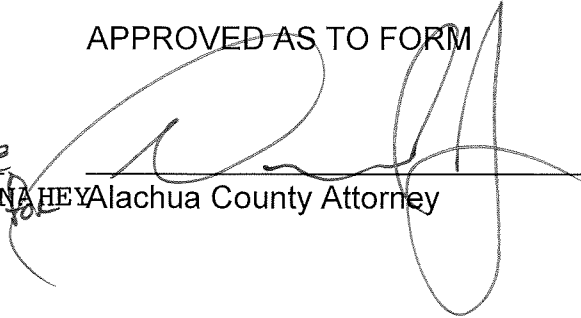
By:   
Robert Hutchinson, Chair  
Board of County Commissioners

Date:  
12-3-19

ATTEST:

APPROVED AS TO FORM

  
Deputy Clerk Steve DONAHAY Alachua County Attorney  
(SEAL)



**BRADFORD COUNTY, FLORIDA**

By: \_\_\_\_\_  
\_\_\_\_\_, Chair

Date:  
\_\_\_\_\_

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_

\_\_\_\_\_  
Will Sexton, Bradford County Attorney

\_\_\_\_\_  
Bradford County Clerk  
(SEAL)