



Executive Committee
College of Central Florida
Enterprise Center, Suite 206
Ocala, FL

AGENDA

Wednesday, December 11, 2019 – 9:00 a.m.

<http://careersourceclm.adobeconnect.com/executive12-11-2019/>

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

Call to Order

R. Riley

Roll Call

C. Schnettler

Approval of Minutes, December 4, 2019

Pages 2 - 11

R. Riley

DISCUSSION ITEMS

None

ACTION ITEMS

CareerSource North Central Florida Update

Pages 12 - 26

R. Skinner

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2019 – 2020 MEETING SCHEDULE

Business and Economic Development	Performance/Monitoring	Marketing/Outreach	Career Center	Executive	Full Board	
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
				10/23/2019		
11/7/2019	11/5/2019	11/13/2019	11/21/2019	12/4/2019	12/11/2019	CF Ocala
				12/11/2019		
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
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:



Alachua County Board of County Commissioners

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

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.

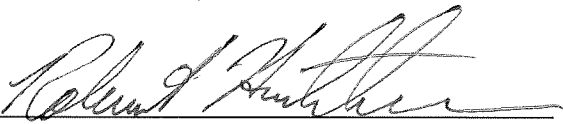
NOW THEREFORE, the parties hereby amend the Interlocal Agreement as follows:

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

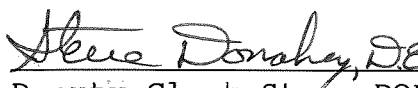
By: 
Robert Hutchinson, Chair
Board of County Commissioners

Date:

12-3-19

ATTEST:

APPROVED AS TO FORM


Deputy Clerk Steve DONAHY Alachua County Attorney
(SEAL)

BRADFORD COUNTY, FLORIDA

By: _____

_____, Chair

Date:

ATTEST:

APPROVED AS TO FORM

_____,
Bradford County Clerk
(SEAL)

Will Sexton, Bradford County Attorney



RECORD OF ACTION/APPROVAL

Special Executive Committee Wednesday, December 11, 2019

TOPIC/ISSUE:

Assistance to Alachua County and CareerSource North Central Florida (CSNCFL)

BACKGROUND:

On Wednesday, November 27, we were contacted by Sr. County Attorney Dave Forziano of Alachua County seeking assistance as their Administrative Entity (AE) had provided a notice of termination of their contract effective December 6, 2019. That date has since been amended to December 13, 2019.

On December 2, we received a formal request from the Chair of the BOCC for Alachua County. The item was discussed at our Executive Committee on December 3 and staff was requested to meet with representatives of Alachua County and CSNCFL. That meeting was held on Friday, December 6th.

Since the initial, informal request, staff has been coordinating with the County, DEO and CSF regarding the request. On Friday, we were provided a transition plan developed by the current AE (Attached) and provided a request for information, updated version attached. We have also prepared a conceptual approach to the support (attached) and an initial interim budget. The initial interim budget is designed to carry operational support through January 31, 2020 at which time a more informed program of work and budget through June 30, 2020 can be developed.

DEO and CSF sent a letter requesting that we assist Alachua County. The letter also provides a pledge for initial funding (for the period December 13, 2019 through January 31, 2020) that will enable us to support Alachua County and CSNCFL until such time as we can negotiate and sign a contract to cover February 1- June 30, 2020.

The proposed contract will be between CLM and Alachua County on behalf of CSNCFL.

Attached is a draft initial interim AE budget. It calls for us to contract with CareerSource North Central Florida to provide IT management services and provide transition services to James Moore IT. That cost, for two months is \$9,000. This contract will provide transitional IT services needed to make sure there are few, if any, IT lapses.

POINTS OF CONSIDERATION:

See attached information

STAFF RECOMMENDATIONS:

Recommend approval to:

- Support CSNCFL with Contract through Alachua County;
- Submit conceptual plan and budget to Alachua County, CSNCFL; DEO and CSF
- Approval to contract with CareerSource Northeast Florida to provide IT services to support transition to James Moore
- Approve Executive Committee to act on other implementing matters/contracts until full contract with the County is negotiated, with DEO approval.

COMMITTEE ACTION:***BOARD ACTION:***

Initial Operating Conceptual Approach for CSNCFL

CareerSource CLM proposes the following approach:

- Executive Staff to the Board provided by CSCLM- Contract with Alachua County
 - Rusty Skinner- Interim ED
 - Kathleen Woodring- Interim EVP
 - COO – Recommendation: COO should be second hire during the transition. CLM can provide draft job description; estimated salary \$60,000 plus benefits
- Full Financial Services- James Moore
 - Discussions underway as to whether the CSNCFL Board or CSCLM will contract
 - Recommendation: CSNCFL should hire a CFO during the transition, as soon as possible. CLM can provide a draft job description; estimated salary \$80,000 plus benefits
- IT Services- James Moore IT- Direct contract with the CSNCFL Board
 - Transition approach includes using contract staff familiar with EF and all DEO systems and requirements (Contract with the Interim AE)
 - Recommendation: CSNCFL should hire an IT Systems Administrator during the transition; CLM can provide draft job description; estimated salary \$50,000 plus benefits
- Board Administration/Facilities
 - Executive Staff (above)
 - Staff hired through staffing agency, whose contract is with CSNCFL, but assigned to CSCLM for daily management direction and supervision
- Quality Assurance/Monitoring
 - TBD once CSCLM reviews operations and most recent reports
- Communications
 - See Board Administration/Facilities

It is anticipated that more decisions regarding staffing approach will be made once the ongoing DEO Monitoring report is received and reviewed.

Staff also contingent upon existing FMS staff that submit interest letter and resume for review by CSCLM

After discussion regarding recruitment, it is recommended that CLM work with CSNCFL to establish itself as an employer of the staff, or, in the interim, use the services of a staffing firm while it is doing so. The position of Director of Finance, as well as the

other top positions, will require the employment security lacking with the use of a staffing firm.

NOTE: Staffing pay ranges based upon CSCLM HR Consultant recommendations.

Proposed Initial Interim Administrative Entity Budget
December 13, 2019- January 31, 2020 (7 weeks)

Executive Staff/ Board Administration

Name/Position	Weeks	Hours/Wk	Rate#	Total
Rusty Skinner	7	10	\$ 80.42	\$ 5,629.40
Kathleen Woodring	7	10	\$ 66.02	\$ 4,621.40
Cira Schnettler- Adm Support *	7	10	\$ 45.80	\$ 3,205.65
Dale French- Direct Provider/ contracts/RSO	7	10	\$ 55.37	\$ 3,875.90
Cory Weaver-Performance management /Reports	7	4	\$ 41.01	\$ 1,148.28

Finance

James Moore-Direct contract with
CSNCFL

IT

Transition Services Contract	8		\$1,125.00	\$ 9,000.00
James Moore- Direct Contract wil CSNCFL	8			

Annual Plan

TPMA- Direct Contract with CSNCFL Initial cost estimate through Jan 3 not included in CLM Budget request	\$8,000.00
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Facilities Maintenance

Direct Contract with CSNCFL	
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Communications

TBD	
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Travel

Gainesville/Starke mileage	1,200 miles	\$ 534.00
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Total		\$28,014.63
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Indirect Cost Rate	25.95%	\$ 7,270.00
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Overhead	38.15%	\$10,688.00
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Total Funding Request		\$45,973.00
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Rate# - includes fringe benefits

* hourly staff compensation at 1.5 times base

Staff will have separate times codes for CSNCFL hours; travel will be recorded on separate mileage forms

Information or items needed

1. Current board member roster (if the roster on the board's website is not current) and board member files including listing of current conflicts of interest for all members
2. Bulleted summary of the Duties under the current AE contract
 - a. Broken out by major duty, i.e. Financial Services
 - i. Subset breakout: Duties performed by FMS/PCG or Contracted, with name and contact of contracted providers
3. Inventory lists by location including FAINs, if applicable (including intellectual property)
 - a. DEO Grant Federally reportable property- \$5,000 or more in initial cost
 - b. US DOL Direct Grant Federally reportable property- \$5,000 or more in initial cost
 - c. Non-federally reportable items- i.e., durable furniture, other such items
4. List of personal technology equipment, such as laptops, projectors, cell phones, etc. and staff assigned the items
5. Copies of contract procedures for contracts such as OJT, IWT, Opportunity Quest, or other customized training
6. Information on contact person for each service contract: DWS, two chambers, and CIS.
7. Organization Chart for both FMS contracts with CSNCFL, by function
 - a. Salary information would be helpful
 - b. Name of staff and job descriptions, if possible
 - c. Absent this information CLM will use its job descriptions and salary ranges as basis
 - d. Short description on how business services are delivered, to include, the delineation of duties between FMS staff, the two chambers and the OSO.
8. Chair/Vice Chair of CSNCFL to advise all FMS Staff that a contingency plan is being developed and if they are interested in working with the interim AE, if engaged, to submit their resume and letter of interest.
 - a. Chair/Vice Chair should forward these to CSCLM
9. Copies of all Board policies and AE policies that affect the operations of CSNCFL and its compliance with federal and state requirements
 - a. Information on program-related processes managed by, or that require approval by, FMS staff, i.e. ITA approvals
10. Copies of the four most recent full board meeting packages and minutes (if not available online)
11. Copies of the past 2 years of internal monitoring reports completed by FMS staff, OSO, and/or consultant

12. Copies of all active non-pass through grants (federal direct, foundation, etc.), original and any modifications or renewals
 - a. Short description on how services are delivered, i.e. by FMS staff, contractor or both
 - b. Contact information for any contractor
13. Copies of any active special state grants, i.e. sector, apprenticeship
 - a. Short description on how services are delivered, i.e. by FMS staff, contractor or both
 - b. Contact information for any contractor
14. Financial
 - a. What is the Financial System used by FMS? Is it a custom system or can it be transferred to the Interim AE and James Moore?
 - b. Status of Indirect Cost Plan for CSNCFL
 - c. List of approved but unpaid invoices
 - d. List of unapproved and unpaid invoices
 - e. Financial overview by NFA
 - i. Total Amount of Active NFA
 - ii. Total Drawdowns to date
 - iii. Total Payables by NFA
 - iv. Balances remaining
 - f. Copies of last two months of all bank statements (federal direct funds, DEO funds, operating, unrestricted, etc.) and bank reconciliations
 - g. Cost allocation plan and methodologies including detailed desk procedures of this process
 - h. Current listing of outstanding checks for each bank account (if not already provided in the bank reconciliation)
15. Who is the Quality Assurance provider?
 - a. What QA services does FMS provide
16. Who is the Communications Provider
 - a. Please provide a copy of the contract/agreement
17. Provide a list of maintenance companies by lease location and contact information
18. Copies of all contracts/subcontracts for grants/operations in current fiscal year
19. Copies of all leases, including the FMS lease on Hawthorne Road
20. Copies of the most recent operational reports submitted by contractors (specifically the OSO and the two chamber of commerce)
21. Copy of the last approved CSNCFL Annual Plan
22. Copy of the most recent CSNCFL By-Laws (if updated since March 2017)
23. Copy of the most recent budget and YTD expenditure report

24. Name(s) of required or authorized signatories for banking transactions for each bank and investment account
25. Up-to-date balance on any non-federal and unrestricted funds available for use by the Board.
26. Access to data, servers, and back-ups of board related activities including copies of all files (including archived files) created electronically and originals of any documents that are only available in hard-copy
27. Listing (including location and names of people with access and name of vendor/person who controls access to the information) of all information systems or websites accessed on behalf of the board (including but not limited to bank accounts; utilities; internet, cellular phone, or other telecommunication systems; supplies; accounting systems; programmatic systems; federal grant, reporting, or cash draw down systems; leases; internet accounts including all public and private documents stored on sites such as Google Drive, Sharepoint, Onedrive, etc.; location of backups for servers, emails, cell phone records, or any other systems that store information created on behalf of or used for the board's business; websites owned by or operated on behalf the board; any other website that would be used to obtain vendor statements, make payments, receive information, send or receive invoices or funds)
28. Most recent board audit (draft acceptable if available)
29. Listing of proprietary information/systems created, housed, or accessed solely by FMS/PCG on behalf of the board that is owned by the board or bought with US DOL direct funds, DEO provided funds, or board's unrestricted funds
30. Transfer of CSNCFL Website to CSNCFL ownership
 - a. Information about all codes/software used to develop and operate the website
31. Listing of any pending litigation or issues involving internal or outside counsel and the status of these issues
32. Listing currently open/ongoing audits, monitoring, or other style research or reports performed by organizations other than DEO and description of any pending issues.
33. Current or latest inventory (including location) of all prepaid VISA/gas cards
34. Listing and copy of all capital and operating leases with vendor name, payment amount, frequency of payment, beginning date of lease, end date of lease, description of lease, optional renewal periods, and location of equipment/property of lease
35. Listing and copy of contracts that are currently in draft or negotiations that have not been executed.
36. Listing of other revenues sources (investment income, unrestricted income, etc.) and balance of current accounts receivable balance other than grants receivable

37. Listing of all events, meetings, and trainings including board meetings that have been scheduled that have not yet occurred and the outstanding items to prepare for the events/meetings (if the event will occur within the next 3 months)
38. Listing of all active board insurance policies and the associated declaration page
39. Listing and copies of all active debt agreements such as promissory notes, lines of credit, etc.
40. Information on available office space/work areas for interim AE and any assisting staff
41. Information on the current AE's office location and operating hours
42. Information on the current operating hours for each career center
43. Copy of the contract between FMS and James Moore or at the least the specific roles, responsibilities, and deliverables of James Moore when performing services for CSNCFL

Please provide the above information tabbed or otherwise organized by numbered request.

Proposed Approach to Services

The suggested approach will be to establish an administrative entity plan that can easily transition to the delivery model ultimately agree upon by the Counties and CSNCFL.

To accomplish this, we propose expanding the roles of any FMS contractor that provides suitable information and, in the opinion of the CSCLM Executive team, will be an appropriate provider. To move on this we will need the following from each contractor wishing to continue and who, in the opinion of the CSNCFL Board chair and appropriate county representative, is acceptable to them.

1. Copy of their existing contract with FMS
2. Details on staff involved in services delivery (organizational chart and percentage of time spent on the contract)

It is proposed that the Board utilize the contractor that recently completed their strategic plan, Thomas P. Miller and Associates (TPMA) to perform all necessary steps to prepare and submit their Annual Plan, due to DEO and CSF on March 16, 2020. CSCLM will work with TPMA to facilitate the submittal. TPMA has been provided with the state's Annual Plan Instructions in order for them to determine if they can assist and prepare a quote. The last approved Annual Plan will be used to facilitate the Annual Plan submission.

Any staff required, unless CLM staff, which will be kept to a minimum, should be hired through a contract with a staffing/staff leasing firm contracted by the board and assigned to CSCLM for daily management. CSCLM will be ultimately responsible for staff selection.

The proposed contract will need to be between CSCLM and Alachua County, but direct CSCLM to provide support as Interim AE to the CSNCFL Board under an approved plan and budget.



Alachua County Board of County Commissioners

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

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.

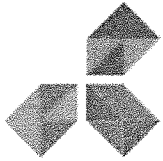
Sincerely,

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



CareerSource
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careersourceclm.com

December 5, 2019

Chairman Robert Hutchinson
Alachua County Board of County Commissioners
12 SE 1st Street, 2nd Floor
Gainesville, FL 32601

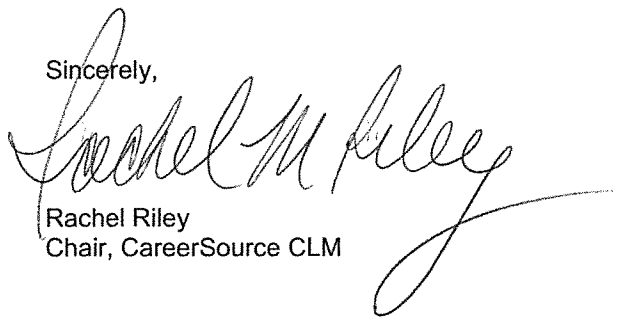
RE: Request for Emergency Interim Administrative Entity Services

Dear Chair Hutchinson,

Our executive committee met yesterday to consider your request. We appreciated the presence of Mr. Forziano to answer questions of our committee. In order for us to properly respond, we have asked our staff to meet with your staff and Chair Tate to discuss the feasibility of us assisting you as requested.

Our staff is scheduled to meet with your staff on Friday, December 6. We will formally take up your request at a special executive meeting and board meeting on Wednesday, December 11.

Sincerely,



Rachel Riley
Chair, CareerSource CLM

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 800 434-5627, ext. 7878 or e-mail accommodations@careersourceclm.com. Please make request at least three business days in advance.

3003 SW College Road I Suite 205
Ocala, Florida 34474
p: 352-673-7939 | 800-434-5627

December 6, 2019

Rachel M. Riley, Chair
Citrus Levy Marion Local Workforce Development Board
CareerSource Citrus Levy Marion
c/o Mr. Rusty Skinner, Chief Executive Officer
3003 SW College Road, Suite 205
Ocala, Florida 34474

RE: Emergency Interim Administrative Entity Services

Dear Chairman Riley:

The Florida Department of Economic Opportunity (DEO) and the CareerSource Florida State Workforce Development Board have reviewed the Alachua County Board of Commissioners and the CareerSource North Central Florida's requests to CareerSource Citrus Levy Marion for emergency assistance for Administrative Entity services. The current Administrative Entity providing services has indicated they may be terminating all Administrative Entity services. DEO has been working with the Administrative Entity to collect required documents to ensure the appropriate use of taxpayer funds. There are still ongoing communications between the Administrative Entity and DEO regarding outstanding documents which have been requested.

DEO and the State Workforce Development Board support the County and the Chairman's request for CareerSource Citrus Levy Marion to provide interim emergency Administrative Entity services to CareerSource North Central Florida to avoid service interruptions. We are available to discuss funding options for these emergency services provided by CareerSource Citrus Levy Marion.

We continue to remain committed to providing services for Florida's jobseekers and businesses as efficiently and transparently as possible.

Sincerely,



Ken Lawson
Executive Director, DEO



Kevin Doyle
Chairman, CareerSource Florida Board of Directors

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

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