



Board Meeting
College of Central Florida
Klein Center – Ewers Center – Building 40
3001 SW College Rd., Ocala, FL 34452

AGENDA

Wednesday, December 11, 2019 – 11:30 a.m.

(Revised Agenda 12/10/19)

<http://careersourceclm.adobeconnect.com/board12-11-2019>

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

Call to Order		R. Riley
Roll Call		C. Schnettler
Invocation		B. Stermer
Pledge of Allegiance		H. Ayala
Approval of Minutes, September 18, 2019	Pages 2 - 10	R. Riley

PRESENTATIONS

Board Overview Video, Speakers Kit, Recruiters Kit, and Calendar	Attached Separately	L. Byrnes
TPMA Introductions		K. Barry

PUBLIC COMMENT

LUNCH

DISCUSSION ITEMS

Workforce Issues that are Important to Our Community		R. Skinner
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ACTION ITEMS

Performance and Monitoring Committee Authorization for Contract Approval	Page 11	D. French
Updated By-Laws	Pages 12 - 33	R. Skinner
Executive Committee Action – Request from Alachua County BOCC	TBD	R. Skinner

CONSENT AGENDA

Performance and Monitoring (11/5/19)		
2018-19 FINAL Financial Compliance Monitoring Report	Pages 34 - 35	T. Knight
Independent Monitoring RFP		

Business and Economic Development (11/7/19)		P. Beasley
No Action Items		

Marketing and Outreach (11/13/19)		
2020 State of the Workforce Conference	Pages 36	K. Woodring

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
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Career Center (11/21/19)

Pages 37 - 41 C. Harris

Interstate Commercial Driving School
National Training Application
180 Skills Training Provider
Metrix Learning Training Provider
Targeted Sector Addition

Executive (10/23/19 and 12/4/19)

Pages 42 - 49 R. Riley

Legislative Representation
2019-20 Internal Control Questionnaire and Assessment
Banking RFP
Uniform Allowances
Updated Local Elected Official Agreement
Draft Agreement: IRAP SRE
Planning Action Timeline
CareerSource North Central Florida

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

YouthBuild Graduation Invite
Tuesday, Dec. 17 from 11 a.m. to 1 p.m.
College of Central Florida Webber Center

D. French

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

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job candidates and employer services.*



CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

MINUTES

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

MEMBERS PRESENT

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

MEMBERS ABSENT

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

OTHER ATTENDEES

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

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

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

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

PRESENTATIONS

Employee Recognition

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

Annual Performance Review

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

DISCUSSION ITEMS

Workforce Issues that are Important to Our Community

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

ACTION ITEMS

Organizational Chart

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

Contract Amendment

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

CSF Apprenticeship Grant

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

CONSENT AGENDA

Career Center (8/1/19)

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

Approval of Youth Build Grant Application

Discussion, Prioritization of Additional Youth Projects/Action

DOL Monitoring Report on Youth Build

DEO Monitoring Report – June

Federal Department of Corrections Grant Acceptance

Performance and Monitoring (8/6/19)

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

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

Marketing and Outreach (8/21/19)

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

No Action Items – Summary Report

Business and Economic Development (8/22/19)

Committee Chair Pete Beasley summarized the committee meeting

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

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

Executive (8/28/19)

Committee Chair Rachel Riley summarized the Executive committee meeting.

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

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

PROJECT UPDATES

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

MATTERS FROM THE FLOOR

None

ADJOURNMENT

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

APPROVED:

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

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

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * *

ELECTED OFFICERS:

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kathy Judkins, hereby disclose that on ~~March 18~~ September 18, 20 19 :

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

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of Ocala CEP, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

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

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

9/23/19
Date Filed

Kathy Judkins
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

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

WHO MUST FILE FORM 8B

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

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

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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.

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- 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 Pieklik, hereby disclose that on September 18, 20 19 :

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

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of Nature Coast Business Development Council, Inc., by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

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

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

9/18/2019

Date Filed


Signature

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RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, December 11, 2019

TOPIC/ISSUE:

Performance and Monitoring Committee authorization for contract approval

BACKGROUND:

Our recent request for proposals for Independent Monitoring services ended on Friday October 11. We received one proposal from Indelible Solutions. Indelible Solutions is working in partnership with Underwood Sloan and Associates. It was recommended by the Executive Committee that met during a special meeting on October 23, 2019 to begin the process of reviewing the proposal moving the process along for a possible sole source procurement. The Performance and Monitoring Committee moved for staff to begin negotiations with Indelible Solutions during their November 5, 2019 meeting.

POINTS OF CONSIDERATION:

Due to timing of upcoming meetings and our desire to negotiate a contract with Indelible Solutions we are asking that the Board grants the Performance and Monitoring Committee the authority to finalize selection of the provider and to approve execution of a contract upon final negotiations.

STAFF RECOMMENDATIONS:

Approve the Performance and Monitoring Committee to finalize contract negotiations with Indelible Solutions.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019 Executive Committee - December 4, 2019

TOPIC/ISSUE:

Amendment to the By-Laws

BACKGROUND:

WIOA places new requirements on the relationship between the Board and the Local Elected Officials (LEO). These requirements are required in the Board's By-Laws. In addition, it requires that the LEO approve the By-Laws

The changes reflect these requirements:

- Nomination process used by the LEO to select board members and chair
- Term limitations (included in LEO /Board agreement) to ensure staggered terms
- Process to notify the LEO of vacancies
- Use of proxies
- Use of technology to conduct meetings
- Process to ensure that the Board actively participate in convening stakeholders and brokering relationships
- Any other conditions governing appointments or membership(none listed)

POINTS OF CONSIDERATION:

Highlighted changes are added/language adjusted to comply with the above. Need Board action to present to the Consortium

STAFF RECOMMENDATIONS:

Staff recommends consideration by the Board

COMMITTEE ACTION:

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.

BOARD ACTION:

**BY-LAWS OF THE CITRUS LEVY MARION REGIONAL WORKFORCE
DEVELOPMENT BOARD, INC. (CLMRWDB)**

A FLORIDA CORPORATION, NOT FOR PROFIT

THESE BY-LAWS ARE AMENDED AS APPROVED ON
(DATE) —12/11/2019

ARTICLE I: NAME, OFFICE AUTHORITY, AND RESPONSIBILITIES:

Section A: The name of the Corporation shall be the Citrus Levy Marion Regional Workforce Development Board, Inc. hereinafter referred to as “the CLMRWDB”.

Section B: The Principal office of the CLMRWDB shall be located at 3003 SW College Rd, Suite 205, Ocala, FL 34474. The CLMRWDB may have such other offices as the Board of Directors may designate or as the business of the CLMRWDB may require from time to time.

Section C: The registered office of the CLMRWDB, required by Florida Corporation Laws to be maintained in the State of Florida may be, but need not be, identical with principal offices in the State of Florida. The registered office of the CLMRWDB shall be in care of Robert A. Stermer, 7480 SW Highway 200, Ocala, FL 34476. The address of the registered office may be changed from time to time by the CLMRWDB.

Section D: The CLMRWDB exists as a result of the passage of the Workforce Innovation and Opportunity Act, Public Law 113-128, the Interlocal Agreement establishing the Citrus Levy Marion Workforce Development Consortium (“Consortium”), -the Memorandum of Agreement between itself and the Consortium, and the Articles of Incorporation of the CLMRWDB. As such, CLMRWDB has been determined to be a Special District of the State of Florida, a unit of state government, and has all the rights granted by such status including, but not limited to, sovereign immunity.

Section E: The CLMRWDB shall have those duties and responsibilities provided for by the WIOA, other related laws of the United States, Florida Statutes (F.S.) Chapter 445, and other applicable laws, rules and policies of the State of Florida, its Articles of Incorporation and any agreements or contracts it may enter into with any third party and such other duties as are consistent with its non-profit status and with the provision of job training, job placement and benefit services to the citizens of Citrus, Levy and Marion Counties, Florida and its status as a unit of state government.

Section F: The CLMRWDB shall actively participate in the development of policies and programs for planning and implementing the activities of the Workforce Development Plan for Workforce Area Ten (Area 10).

Section G: The CLMRWDB shall maintain with the Consortium that relationship specified in the Memorandum of Agreement (“Memorandum”) between the two bodies.

ARTICLE II: COMPOSITION OF MEMBERSHIP; LENGTH OF SERVICE; ATTENDANCE ON THE CLMRWDB:

Section A: The CLMRWDB shall be comprised of not more than thirty-three (33) members who are appointed as set forth in the Agreement to Establish the CLMRWDB. A member may represent more than one federally-mandated membership category. The number of the members on the CLMRWDB shall be ~~initially~~ determined by the Consortium. CLMRWDB membership shall be maintained pursuant to the Memorandum provisions. Replacement of members who resign voluntarily, who are asked to resign or are removed because of unsatisfactory attendance records or other justifiable reason(s) will be in accordance with the Memorandum and any procedures required by the State of Florida or the United States Government.

Section B: It shall be the policy of the CLMRWDB that three (3) absences annually from regularly scheduled CLMRWDB Board or Committee meetings shall constitute just cause for recommendation for removal. A recommendation for removal shall only be made after review by the Executive Committee of the circumstances surrounding the absences. The following procedures shall be followed: The Executive Committee shall meet, discuss the circumstances, and make their determination to remove or not remove the member(s). In the event removal is recommended, the Executive Committee shall make a recommendation for removal of the member(s) to the CLMRWDB at its next meeting. A majority vote of those CLMRWDB members present shall be required for removal. Upon removal, the Consortium will be notified and seek nominations to replace that member.

Section C: The Consortium will be notified of member attendance annually and any members with three (3) unexcused absences or other justifiable reasons for removal and of ~~the subsequent any~~ action taken by the CLMRWDB. The Consortium may, at its discretion, remove any member. It shall immediately seek nominations for a replacement.

Section D: Any member who no longer meets the criteria under which appointed to the CLMRWDB shall notify the Executive Committee in writing within 30 days of that status change, i.e., a private sector representative no longer owns his/her own business, retires from that business, or is no longer an officer, chief executive or chief operating officer of the business concerns under which he/she was appointed to the board. The Executive Committee will review all status changes and make a recommendation to the CLMRWDB. The CLMRWDB shall recommend to the Consortium that any member whose status has changed so as to affect the member's eligibility for continued membership be replaced on the CLMRWDB.

Section E: Board Member Nominations and Selection Process:

Board membership requirements, are detailed in both WIOA and in Florida

Statutes, Section 445

For private sector business representation, nominations must be made by general purpose business organizations. These include chambers of commerce, economic development agencies and business groups such as the Mid-Florida Regional Manufacturers Association (MRMA). Those nominations are provided to the Local Elected official (LEO) for consideration and selection.

Public sector membership will generally be “agency based” and therefore requests for nominees are directed to the agency head for either self - nomination or a designee. These nominations will be submitted to the Consortium for selection.

Recruitment:

Private sector membership is “balanced” by county whenever possible. Letters will be sent to key business organizations in each county soliciting nominations. CLMRWDB members from the county where a vacancy will occur/has occurred will be asked to contact business leaders in their county (in targeted membership sector), explain our Board’s duties as a follow to the letters.

Board member must be:

- Owners
- Key executives; or
- Top-level policy executives

Nomination Process:

- As part of the recruitment/nomination process:

- A nomination form will be completed by each nominee. The form will be transmitted to the CLMRWDB CEO or COO who will submit the form for nomination to the Consortium for consideration and selection.
- If the CLMRWDB board member is working with their county's EDC or a Chamber as part of the recruitment process, that organization should be asked to send an email to the CLMRWDB CEO nominating the prospective member.

Nominations of prospective members will be compiled by the CLM staff and prepared for consideration by the LEO Consortium at its next scheduled meeting. Nominations will be grouped by vacancy.

Appointment Process:

After selection/appointment by the LEO Consortium, staff will:

1. Advise the board members of the selection;
2. Prepare a letter of welcome to be signed by the Chair that will include:
 - a. Information of the next Board meeting, including an invitation to the New Member Reception that will be scheduled one hour prior to the meeting.
 - b. Information of electronic access to the Board – Member Orientation
 - c. Financial Disclosure Form 1 (including information on time-frame for filing and contacts for assistance, if needed;
 - d. Hard copy of a Board Member Handbook
 - i. Committee information for committee selection

New members will be asked to review the electronic Orientation prior to the New Member Reception so that any questions can be answered at that time or they can contact staff prior to the Reception if they desire.

ARTICLE III: OFFICERS AND THEIR DUTIES:

Section A: General:

The officers of the CLMRWDB shall be the Chair, Vice-Chair and Treasurer. The Vice-Chair and Treasurer shall be elected every two years. The Vice-Chair shall ascend to the office of Chair every two years and shall replace the outgoing Chair. The new Vice-Chair shall be elected from among the business and industry (private sector) representatives and shall rotate among the three counties' representatives every two years. The Treasurer shall be elected from the CLMRWDB public sector representatives. Treasurer shall not be eligible to ascend to the position of Chair because of the requirement that the Chair be a private sector representative. Officers shall serve two year terms.

The Executive Assistant to the Chief Executive Officer shall serve as the Secretary to the Board and have the responsibilities of maintaining minutes of the actions of the Board and other such duties that support the Board.

Removal of Officer(s):

Any officer of the Board may be removed with or without cause by an affirmative vote of a majority of the Board of Directors at a called meeting in which a quorum is present. A motion to remove an officer may be made by any board member.

Section B: Chair:

The Chair shall have the responsibility of presiding over CLMRWDB meetings, authority for appointing Committee membership and the Chair for each Committee subject to approval by the Executive Committee. The Chair shall serve as an ex-officio member of all Operational and Ad Hoc Committees, but will not be assigned to any Committee other than the

Executive Committee.

Section C: Vice-Chair:

The Vice-Chair shall preside over the CLMRWDB meetings in the absence of or at the request of the Chair. The Vice-Chair shall also serve as an ex-officio member of all Operational and Ad Hoc Committees, but will not be assigned to any Committee other than the Executive.

Section D: The Treasurer or designee shall receive and deposit all funds in the name of the CLMRWDB in a bank approved by the Board. All checks shall be signed by either the Chief Executive Officer or Chief Operating Officer. Current financial records shall be kept at all times and reports on the financial status of the CLMRWDB shall be submitted at all meetings of the Board and membership, with copies to be attached to original minutes. The Treasurer shall chair the Audit Committee of the Board.

ARTICLE IV: MEETINGS OF THE CLMRWDB:

Section A: Regular Meetings:

The CLMRWDB shall meet quarterly or as determined by the Executive Committee and/or the CLMRWDB from meeting to meeting. All members of the CLMRWDB shall be notified in writing of the date, time, and place of the meetings at least five (5) days in advance. An agenda will be transmitted whenever possible.

Section B: Called Meetings:

The Chair may convene the Board at times other than the regular meetings, provided the CLMRWDB members are notified in writing at least five (5) days in advance of the date, time, and place of the meeting. An agenda will be transmitted with this notification. If the Chair determines that an emergency situation necessitates that a special meeting be called,

the requirements for notice may be waived.

Section C: Quorum of Meetings:

A quorum for all meetings of the CLMRWDB shall be declared when one-third (1/3) of the voting members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section D: Decision on Questions:

The decision on all questions with the exception of amendments to the By-Laws provided for under ARTICLE VIII, shall be determined by a majority vote of the members voting on the question.

Section E: Waiver of Notice:

Whenever, under the laws of the State of Florida, or provisions of these By-laws, a waiver in writing is signed by persons entitled to such notice, whether before or after the time stated therein, it shall be deemed equivalent to the giving of such notice.

Section F: Robert's Rules of Order:

In matters not covered by these By-laws, Robert's Rules of Order, Revised (latest edition), shall govern the procedure of the meetings of the CLMRWDB and its Committees.

Section G: Proxy Voting:

To ensure meaningful discussion and determinations, vote by proxy will not be accepted.

Section H: Use of Technology:

Understanding the business requirements of Board members, CLMRWDB may use any form of technology to conduct the business of its committees and board meetings. If used, the technology must be accessible to the public for attendance. The use of such technology should be included on all meeting notices when used.

Section I: Engagement of Stakeholders

CLMRWDB shall work to ensure engagement by the workforce system's stakeholders and employers by developing a list of Interested Parties. This list will include key business organizations and other groups, such as local SHRM organizations, and community groups that express an interest in workforce activities or services.

Notices of all meetings and agendas will be made available to those on the Interested Parties list. In addition, social media will be used to notify persons and organizations of the meetings of the Board and its committees.

At each meeting of the committees or Board a time for public comment and input will be placed on the agenda, and at the discretion of the Chair of the Board or committee, public input may be sought on any item coming before the body.

ARTICLE V: COMMITTEES OF THE CLMRWDB:

Section A: The CLMRWDB may establish such Operational Committees as are deemed necessary to perform the specific functions of the CLMRWDB. These Committees shall be advisory to the CLMRWDB, except that they may, with specific authorization, act on behalf of the CLMRWDB. The following will be the Committees of the CLMRWDB:

Executive Committee:

This Committee shall be comprised of the Chair, Vice-Chair and Treasurer of the CLMRWDB, the immediate past Chair of the CLMRWDB, and the Chairs of the, four Operational Committees, for a total of eight (8) members, at least two (2) members shall be selected from among the private sector representatives. This Committee shall be responsible for administrative matters of the CLMRWDB, shall serve as the CLMRWDB finance and personnel committee, and as such, shall handle all finance and personnel matters, if any; shall be responsible for all issues, duties and responsibilities dedicated to and by vote of the full CLMRWDB, shall be authorized to act on an emergency basis on behalf of the full CLMRWDB between CLMRWDB meetings, shall recommend and approve formal procurement actions, and shall serve as the grievance/protest committee for all procurement actions.

The following ad hoc committees shall report to the Executive Committee: Audit; Member Recruitment; and, Nominating.

Operational Committees:

CLMRWDB shall have committees aligned with its goals, objectives and management needs. These include: Marketing Outreach and Community Relations; Career Center Services; Performance and Monitoring; and Business and Economic Development

Marketing Outreach and Community Relations:

The Marketing Outreach and Community Relations Committee shall plan and oversee the staff and Board efforts to improve the community awareness of Workforce; establish partnerships with community organizations that have missions similar to or supportive of the goals of the Board; inform the business community and the larger resident community of the region on the services and benefits available through the local workforce system; and, approve the staff marketing and outreach plan to

business and applicant customers. It shall oversee the recruitment and orientation of new board members and strengthen board member engagement.

Career Center:

The Career Center Committee shall provide oversight and input regarding the services offered to both business and applicant customers; the development of partnerships to improve the efficiency and effectiveness of services and otherwise review and plan the partnerships, staffing and services offered through the local one stop system.

Performance and Monitoring:

The Performance and Monitoring Committee is charged with reviewing the performance of our one stop system and contractors against established goals. Additionally, it is charged with receiving and reviewing all internal monitoring, programmatic and fiscal as well as similar monitoring performed by the State. The Committee is also charged with establishing performance goals for the system and reviewing performance comparisons with other workforce boards based upon state performance reports and metrics.

Business and Economic Development:

The Business and Economic Development Committee is charged with aligning the resources of Workforce Connection with the economic development efforts of the three counties. It is also charged with reviewing staff and economic development coordination and collaborative efforts at business outreach and development. The Committee will serve to plan and coordinate the development of career paths, training and other services to support the needs of the business sectors targeted by the Board. It is responsible for the review and approval of demand occupations within the workforce area and, where feasible, coordinate

with other workforce areas to develop regional strategies to serve these targeted sectors and provide coordinated workforce services.

Section B: The Chair of the CLMRWDB shall have authority to appoint members of the CLMRWDB to serve on all Operational Committees subject to the approval of the Executive Committee. Membership on all Operational Committees shall be for one year. Members of the CLMRWDB who are also employees of public sector organizations may delegate other employees of the public sector organization to attend Committee meetings and cast advisory votes. The preceding sentence shall not apply to meetings of the Executive Committee.

In accordance with the above, representatives from key partners not appointed to CLMRWDB will be asked to serve on committees. These partners include, but are not limited to the following: School boards, economic development; private and public higher educational partners; trade associations, social and customer-focused agencies and, organized labor.

The Chair may appoint such other members to the Operational Committees as is necessary to gain broad industry input into the deliberations of the committees. Such members shall be ex-officio and have voting privileges.

Section C: Ad Hoc Committees:

Ad Hoc Committees may be established by the Chair autonomously to deal with matters of particular or immediate concern. Ad Hoc Committees shall be composed of members of the CLMRWDB with their number and representation determined by the Chair subject to approval by the Executive Committee. An Ad Hoc Committee shall be advisory to the CLMRWDB and shall terminate upon satisfactory completion of the task for which it was originally appointed. Non-CLMRWDB members may

serve as voting members of Ad-hoc Committees.

Section D: Special Committees:

Nominating Committee:

The Committee shall be composed of members of the CLMRWDB, appointed by the Chair with appropriate representation from each County of the Area 10. The Committee will meet every other year by the end of May, so that the Committee shall have sufficient time to bring forth a slate of nominees for Vice-Chair and ~~T~~Treasurer to be considered at the June meeting of the CLMRWDB. Should any Officer not be able to complete the officer's term of office, the most recently appointed Nominating Committee shall be convened to draw up a slate of nominees for filling the vacancy or vacancies except in the case of a vacancy in the Chair in which case the Vice-Chair shall ascend to the office of Chair. Nominations to fill such other vacancies shall be presented to the CLMRWDB for election as soon as possible following the occurrence of the vacancy or vacancies. Those officers selected by CLMRWDB, shall be recommended for selection by the Consortium

Audit:

The Audit Committee shall be chaired by the Treasurer and assume responsibility for recommending the selection of the Board's audit firm; and reviewing each annual audit prior to presentation to the Board.

Section E: Quorum:

A quorum for all Committee meetings of the CLMRWDB shall be declared when one-third (1/3) of the members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section F: Chair for Operational Committees and Ad Hoc Committees:

The Chair of the CLMRWDB shall appoint the Chair for Operational Committees and Youth Council and of any Ad Hoc Committees subject to the approval of the Executive Committee.

Section G: Appointment of Committee Vice-Chairs:

The Chair for any Operational Committees or of an Ad Hoc Committee may appoint the Committee Vice-Chair from among the other members of the Committee.

Section H: Replacement of Committee Members:

The Chair of the CLMRWDB may replace any Committee member, after consultation with the committee member, and after considering the recommendations of the Chair of the Committee and subject to the approval of the Executive Committee.

ARTICLE VI: RIGHTS OF MEMBERS TO MOTION, SECOND AND VOTE:

Section A: All members of the CLMRWDB, including Committee Vice-Chairs presiding over Committee meetings, shall have the right to make and second motions, discuss and vote on any matter, notwithstanding the provisions of ARTICLE VIII, that is in order for CLMRWDB or Committee consideration, excepting that the CLMRWDB Chair when presiding over meetings of the CLMRWDB, shall only have the rights of discussion and of voting to break a tie vote of the CLMRWDB.

ARTICLE VII: CONFLICT OF INTEREST:

Section A: The CLMRWDB shall not, either directly or indirectly purchase, rent, or lease any realty, goods or services from any business entity of which any CLMRWDB member, the member's spouse or child is an officer, partner, director, or proprietor or in which they have any material interest.

Section B: There is hereby declared to be an exemption from Section “A” hereof, in accordance with Section 112.313(12) Florida Statutes, 1995, if:

- a. The business with the CLMRWDB is transacted under a rotation system whereby the business transactions are rotated among all qualified suppliers of the goods and services within the Workforce Area 10 service delivery area;
- b. The business is awarded under a system of sealed competitive bidding to the lowest or best bidder;
- c. The CLMRWDB member, the member’s spouse or child, has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;
- d. The CLMRWDB member, the member’s spouse or child, has in no way used or attempted to use their influence to persuade the CLMRWDB or any personnel thereof to enter into such a contract other than by the mere submission of the bid; and
- e. The CLMRWDB member, prior to or at the time of the submission of the bid, has filed Contractor Disclosure Form and Conflict of Interest Forms disclosing the member’s interest, or the interest of the member’s spouse or child, and the nature of the intended business; and
- f. If CLMRWDB enters into a contract with an organization or individual represented on the Board of Directors, the contract must be approved by a 2/3 vote of the quorum of the Board, with the benefiting member abstaining from the vote (Florida Statutes 445.007(1)).
- g. If any other exemption created under Section 112.313(12) Florida

Statutes or any other applicable Florida or United States statutes applies.

ARTICLE VIII: AMENDMENTS:

Section A: These By-laws may be amended or repealed by a two-thirds (2/3) vote of the CLMRWDB members voting on the question provided notice of the Amendment or request for repeal has been transmitted to members at least five (5) days in advance of the meeting in which the vote is to be taken.

ARTICLE IX: EXEMPT ACTIVITIES:

Section A: Notwithstanding any other provisions of these By-laws, no Member, Director, Officer, Employee or Representative of this Corporation shall take any action or carry on any activities by or on behalf of the Corporation, not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or may hereafter be amended or by an organization, contributions to which are deductible under Section 170(c)(2) of such code and regulations as they now exist or as they may hereafter be amended.

ARTICLE X: INDEMNIFICATION BY CORPORATION:

Section A: Every Person who is or shall be or shall have been a Member or an Officer of the CLMRWDB and that person's Personal Representative shall be indemnified by the CLMRWDB against all costs and expenses reasonably incurred by or imposed upon that person in connection with or resulting from any actions, suit, or proceeding to which that person may be made a party by reason of being or having been a Member or Officer of the CLMRWDB, or of any subsidiary or affiliate thereof, except in relation to such matters as to which that person shall finally be adjudicated in such action, suit or proceeding to

have acted in bad faith and to have been liable by a reason of willfulness of conduct in the performance of his duty as such Member or Officer. "Costs and Expenses" shall include, but without limiting the generality thereof, attorney's fees, damages and reasonable amounts paid in settlement.

ARTICLE XI: CODE OF CONDUCT AND ETHICS:

- A. CLMRWDB's Officers, Members, Employees or Agents shall not solicit gratuities nor accept favors or anything of monetary value in excess of \$25.00 from each other or from vendors, contractors or potential vendors or contractors. Violations of this standard will result in disciplinary action being taken. Appropriate disciplinary action will be determined by an Ad Hoc Committee of the CLMRWDB whose members will be free from any conflict of interest related to the party or parties involved.
- B. Except as allowed by applicable law, any Contractor or CLMRWDB Officer, Member, Employee or Agent who develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurement. Further, except as allowed by applicable law, Persons, Organizations, and Employees in any way associated with such Officer, Member, Employee or Agent shall be excluded from competing for such procurement when a conflict of interest situation would be created by such competition.
- C. Except as allowed by applicable law no CLMRWDB Officer, Member, Employee or Agent shall participate in the selection, award, or administration of a contract where, to the best of the person's knowledge, the person or the person's immediate family, partners or organizations in which the person or the person's immediate family has a financial interest, or with whom the person is negotiating has any arrangement concerning prospective employment.
- D. No CLMRWDB Officer or Member shall discuss or vote on any proposal which is

in competition with a proposal submitted by any party with whom the Officer or Member, or the Officer or Member's immediate family, has business, organizational or family ties.

- E. Arm's length relationships shall be maintained between contractors and CLMRWDB Officers, Members, Employees and Agents in the award and administration of contracts.
- F. Meetings of the CLMRWDB, its Committees, and between members, shall comply with the Florida Government in the Sunshine Act, Florida Statutes, Section 286.011.
- G. CLMRWDB Officers, Members and Employees shall complete a Disclosure of Potential Conflicts and Certification/Code of Conduct/Ethics Form (ADM-2) annually by July 1st, and a copy should be returned to CLMRWDB Administrative Office to be kept on file for the CLMRWDB.
- H. CLMRWDB Officers and Members shall complete a Financial Disclosure (Form 1) annually by July 1st, and should be filed with the Supervisor of Elections of the county in which they permanently reside.
- I. Upon discovery of an actual or potential conflict of interest, a CLMRWDB Officer, Member, Employee or Agent shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. The Officer, Member, Employee or Agent may, at the same time, apply to CLMRWDB's Legal Counsel for an advisory opinion as to what further participation, if any, the Officer, Member, Employee or Agent may have in the transaction.

a. No ~~e~~Eemployee shall:

- i. Accept any direct or indirect financial benefit from any source other than the CLMRWDB as a result of the performance of official duties.

- ii. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- iii. Accept any position or engage in any business which will require disclosure of information that could provide a competitive advantage to one party over another in procurement matters.
- iv. Improperly disclose information acquired in the performance of official duties that could result in personal gain or provide a party a competitive advantage over another party in procurement matters.
- v. Use or attempt to use official position to secure unwarranted privileges or exemptions personally or on behalf of others or give the appearance of such action.
- vi. By conduct, give reasonable basis for the impression that any person or organization can improperly influence the performance of official duties.
- vii. Pursue a course of conduct which will raise suspicion among citizens that acts engaged in are in violation of public trust.
- viii. Pursue a course of conduct which will give rise to a violation of conflict of interest standards.
- ix. Take part in any prohibited political activities.
- x. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- xi. Promote or oppose unionization in the discharge of official duties.
- xii. Participate in any effort to violate any other applicable Federal,

| -State or Local Law or Regulation.

Violations of any provision of this Code may be cause for immediate dismissal or other disciplinary actions provided for under the CLMRWDB's Personnel Rules and Policies.

ARTICLE XII: NONDISCRIMINATION:

Section A: All actions taken by the CLMRWDB shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, other prohibited bases under applicable law or handicap.

SIGNATURE PAGE

APPROVED:

CLMRWDB Chair

CLMRWDB Vice-Chair

Board Attorney

ATTEST:

CLMRWDB Treasurer



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Performance and Monitoring Committee - November 5, 2019

TOPIC/ISSUE:

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

BACKGROUND:

The DEO conducted onsite financial monitoring January 7-11, 2019.

POINTS OF CONSIDERATION:

The report attached is the final report as there were not Findings or Other Non-Compliance issues to address. There was 1 Observation regarding travel disbursements where the appropriate travel expense form was not completed prior to the travel taking place. This happened during our response to Hurricane Michael. Technical Assistance was provided regarding detailing staff time allocations.

STAFF RECOMMENDATIONS:

Accept the annual financial monitoring as submitted by the DEO.

COMMITTEE ACTION:

William Burda made a motion to accept the financial monitoring report. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Performance and Monitoring Committee - November 5, 2019

TOPIC/ISSUE:

Independent Monitoring Services RFP

BACKGROUND:

Our recent request for proposals for Independent Monitoring services ended on Friday October 11. We received one proposal from Indelible Solutions. Indelible Solutions is working in partnership with Underwood Sloan and Associates. It was recommended by the Executive Committee that met during a special meeting on October 23, 2019 to begin the process of reviewing the proposal moving the process along for a possible sole source procurement.

POINTS OF CONSIDERATION:

Staff have reviewed the proposal that was submitted and recognizes their representation of in-depth experience in workforce development. Individuals on the teams have experience working for the Department of Economic Opportunity (DEO) as well as one of the state's largest risk consultation firms. Individuals on the Indelible Solutions team have a wide breadth of knowledge including accounting, programmatic monitoring, federal regulations and uniform guidance.

STAFF RECOMMENDATIONS:

Approve staff to begin the negotiation process with Indelible Solutions to secure a contract for services.

COMMITTEE ACTION:

William Burda made a motion to approve staff to begin the negotiation process with Indelible Solutions to secure a contract for services. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Marketing and Outreach Committee - November 13, 2019

TOPIC/ISSUE:

State of the Workforce Conference – April 23, 2019

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Staff recommends inviting engaging speakers to the event, securing a location for the event, and developing sponsorship packages.

The conference will be funded through sponsorships, a registration fee per participant, and if necessary unrestricted funds can be used to cover any additional costs.

COMMITTEE ACTION:

Kathy Judkins made a motion to move forward with engaging speakers and vendors to develop the conference. Mike Melfi seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Career Center Committee Meeting - November 21, 2019

TOPIC/ISSUE:

Training Provider request for Interstate Commercial Driving School

BACKGROUND:

Interstate Commercial Driving School has submitted an application for initial provider eligibility for one program they wish to add to our Area Targeted Occupation List (ATOL). The program is:

- Commercial Motor Vehicle Class A Driving Program

POINTS OF CONSIDERATION:

Pursuant to local policy *OPS-28 Area Targeted Occupation List and Training Provider Selection* the approval of providers and programs will be based on several sets of criteria – primarily: All programs must operate a minimum of 12 months, must maintain acceptable performance thresholds for outcomes based on enrollments, completions and employment after training and must meet reporting requirements to the Florida Educational and Training Placement Information Program (FETPIP). This provider is licensed with the State of Florida, however does not report performance data to FETPIP. However, the provider has indicated they will begin the process of registering with FETPIP.

STAFF RECOMMENDATIONS:

- Approve acceptance of Interstate Commercial Driving School as a training provider for CMV Class A Driving Program contingent on showing proof of registration and performance data submittal to the FETPIP program.

COMMITTEE ACTION:

Carol Jones made a motion to approve acceptance of Interstate Commercial Driving School as a training provider for CMV Class A Driving Program contingent on showing proof of registration and performance data submittal to the FETPIP program. Lanny Mathis seconded the motion. Motion carried

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Career Center Committee Meeting - November 21, 2019

TOPIC/ISSUE:

Training Provider request for National Training

BACKGROUND:

National Training has submitted an application for initial provider eligibility for two programs they wish to add to our Area Targeted Occupation List (ATOL). The programs include:

- CDL NOW
- Heavy NOW

POINTS OF CONSIDERATION:

Pursuant to local policy *OPS-28 Area Targeted Occupation List and Training Provider Selection* the approval of providers and programs will be based on several sets of criteria – primarily: All programs must operate a minimum of 12 months, must maintain acceptable performance thresholds for outcomes based on enrollments, completions and employment after training and must meet reporting requirements to the Florida Educational and Training Placement Information Program (FETPIP). This provider is licensed with the State of Florida, and reports performance data to FETPIP. The CDL NOW program meets the minimum performance requirements as outlined in local policy OPS-28. The Heavy now program does not meet minimum standards for performance, however, they are currently the only training provider locally offers heavy equipment training. We would like the opportunity to try their training for heavy equipment on a probationary basis.

STAFF RECOMMENDATIONS:

- Approve acceptance of National Training as a training provider for CDL NOW.
- Approve acceptance of National Training as a training provider for Heavy NOW with the intent to review the Heavy NOW program local performance in May to determine if the minimum performance requirements are being met. This recommendation is based on the fact this is the only training provider in our area offering a heavy equipment program.

COMMITTEE ACTION:

Lanny Mathis made a motion to approve acceptance of National Training as a training provider for CDL NOW and approve acceptance of National Training as a training provider for Heavy NOW on a probationary period, with the intent to review the Heavy NOW program local performance in May to determine if the minimum performance requirements are being met. Carol Jones seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Career Center Committee Meeting - November 21, 2019

TOPIC/ISSUE:

Training Provider request for 180 Skill LLC

BACKGROUND:

180 Skills LLC has submitted an application for initial provider eligibility for their catalog of online skills courses (currently 673) that can be administered individually or combined to form training tracks.

POINTS OF CONSIDERATION:

CareerSource Florida has stated that it is in process of revising its Eligible Training Provider requirements to eliminate the requirement for training providers to report to the Florida Educational and Training Placement Information Program (FETPIP) as well as permitting providers that are recognized in their home state and not necessarily in the State of Florida (permitted under State statute). 180 Skills is regulated by the Office of Career and Technical Schools at 10 N. Senate Avenue, Suite SE 308, Indianapolis, IN 46204.

STAFF RECOMMENDATIONS:

- Approve acceptance of 180 Skills LLC as an online training provider for our area.

COMMITTEE ACTION:

Lanny Mathis made a motion to approve acceptance of 180 Skills LLC as an online training provider for our area. Carol Jones seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Career Center Committee Meeting - November 21, 2019

TOPIC/ISSUE:

Training Provider request for New York Wired for Education, Metrix Learning

BACKGROUND:

Metrix Learning has submitted an application for initial provider eligibility for their catalog of online skills courses (currently 6000+) that can be administered individually or combined to form training tracks.

POINTS OF CONSIDERATION:

CareerSource Florida has stated that it is in process of revising its Eligible Training Provider requirements to eliminate the requirement for training providers to report to the Florida Educational and Training Placement Information Program (FETPIP) as well as permitting providers that are recognized in their home state and not necessarily in the State of Florida (permitted under State statute). Metrix Learning is an approved training provider through the New York State Department of Labor.

STAFF RECOMMENDATIONS:

- Approve acceptance of Metrix Learning as an online training provider for our area.

COMMITTEE ACTION:

Carol Jones made a motion to approve acceptance of Metrix Learning as an online training provider for our area and approval to contract with them up to \$35,000 for unlimited service.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - December 11, 2019 Career Center Committee Meeting - November 21, 2019

TOPIC/ISSUE:

Addition of Hospitality as a targeted industry sector

BACKGROUND:

All of our experiential learning programs and various recruitment services are customized to permit expanded services to targeted industries. Recent guidance from CareerSource Florida requires that we limit experiential learning initiatives to occupations within targeted industries for our workforce area. Due to its continued growth and economic stability, we are now seeking to add Hospitality as a targeted industry sector.

POINTS OF CONSIDERATION:

We feel it necessary to be proactive in adding this industry to our targeted list as the College of Central Florida is currently working on adding a Hospitality Apprenticeship program to their course offerings. Additionally, we have found success in working with the various hotel groups in Marion County as we developed our Hospitality Academy funded through CareerSource Florida's Sector Expansion grant. The Hospitality industry offers many career pathways and provides growth for individuals of all skill levels.

STAFF RECOMMENDATIONS:

Approve the addition of Hospitality as a targeted sector

COMMITTEE ACTION:

Lanny Mathis made a motion to approve the addition of Hospitality as a targeted sector. Carol Jones seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019 Executive Committee - October 23, 2019

TOPIC/ISSUE:

Legislative Representation

BACKGROUND:

In the past, FWDA, the state association, has engaged a firm to serve as the system advocate for workforce issues. The cost has been covered through the dues paid by each of the 23 members.

This year, several FWDA members expressed concerns over the firm that was previously providing services. As a result, FWDA has delayed issuing a request for proposals and may not have secured services for this legislative session.

There are a number of potential issues that could arise during the session and it is important that we have some “eyes and ears” in Tallahassee during the session.

POINTS OF CONSIDERATION:

Bruce Ferguson (Region 8- CareerSource Northeast Florida) has acted as a point of person for those directors who are concerned about this lack of representation and has identified several firms that would be willing to provide information and basic education services for a flat fee per month, with special advocacy services provided for an additional cost.

STAFF RECOMMENDATIONS:

1. Approve the CEO to work with Bruce Ferguson to select a firm;
2. Authorize the CEO to execute an agreement with CSNEFI or the selected firm to pay up to \$10,000 (from unrestricted funds) to gain representation services.

COMMITTEE ACTION:

Charles Harris made a motion approving the CEO to work with Bruce Ferguson to select a firm and to authorize the CEO to execute an agreement with CSNEFI or the selected firm to pay up to \$10,000 (from unrestricted funds) to gain representation services. Fred Morgan seconded the motion. Motion carried.

Rusty Skinner noted that the final amounts will be brought before the December board meeting for approval.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019
Executive Committee - October 23, 2019

TOPIC/ISSUE:

Internal Control Questionnaire and Assessment (ICQ)

BACKGROUND:

As part of their local monitoring program, DEO requires the annual completion of the attached ICQ by staff, review by the Board and signed by the Board Chair

POINTS OF CONSIDERATION:

The ICQ covers a variety of internal control areas that document CLM's internal control procedures and processes. This is reviewed by the monitoring team during our fiscal and programmatic monitoring.

STAFF RECOMMENDATIONS:

Request Executive Committee and Board review and approval

COMMITTEE ACTION:

Fred Morgan made a motion to approve the ratification of the annual internal control questionnaire. Kathy Judkins seconded. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019 Executive Committee - October 23, 2019

TOPIC/ISSUE:

Banking Services Request for Proposals

BACKGROUND:

Our current bank (Community Bank and Trust) is in the process of merging with Mid-Florida Credit Union. Under federal legislation we are required to use a financial institution that is a Qualified Public Funds Depositor. Approval was granted August 28, 2019 by the Executive Committee to release a RFP (Request for Proposals) to acquire a new financial institution.

POINTS OF CONSIDERATION:

Three proposals were received: Drummond Community Bank, Capital City Bank and CenterState bank. Kathleen Woodring, Susan Heller and Dale French reviewed the proposals. Drummond Community Bank was disqualified as their submission was not received per the instructions in the RFP. After consideration of interest income, fee structure and overall capabilities of the institutions we are recommending using CenterState Bank as our new financial institution. The chart below shows the fees and interest earnings as provided to us based on average positive ledger balances:

	Interest Rate	Monthly Interest	Fees	Location
CenterState Bank	0.25%	\$41.50	\$128.55	Ocala
Capital City Bank	0.05%	\$8.30	\$255.58	Inverness/Williston

STAFF RECOMMENDATIONS:

Approve staff to begin the process of moving our banking services from Community Bank and Trust to CenterState Bank, N.A.

COMMITTEE ACTION:

Kathy Judkins made a motion to approve staff beginning the process of moving banking services from Community Bank and Trust to CenterState Bank, N.A. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019
Executive Committee - October 23, 2019

TOPIC/ISSUE:

Uniform allowances

BACKGROUND:

We have an established policy on the provision of uniform attire for staff that sets certain amounts for regular staff, resource room staff and board members. Items with CareerSource CLM logos can be purchased through the Land's End Business program using vouchers.

We have tried to set the values of these vouchers to allow staff to have the ability to renew their attire for the type of daily use covered by our Professional Image Policy.

In setting up for this year's program, we noticed that rising costs are affecting the ability for staff to adequately renew their attire.

POINTS OF CONSIDERATION:

The following adjusted values are recommended:

Staff:	\$100
Resource Room:	\$180
Board:	\$80

STAFF RECOMMENDATIONS:

Request approval of increase

COMMITTEE ACTION:

Kim Baxley made a motion to approve the increase of uniform allowances. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019 Executive Committee - December 4, 2019

TOPIC/ISSUE:

Renewal of Agreement with the LEO (Consortium)

BACKGROUND:

The current agreement between the Board and the Consortium expires June 30, 2020. The agreement has traditionally lasted for five (5) years. This renewal extends the current agreement through June 30, 2025.

The LEO agreement establishes the duties and responsibilities of the Consortium and the Board with respect to the operation and administration of local workforce programs and services.

POINTS OF CONSIDERATION:

The LEO agreement enables the Board to function in its current capacity. This must be included in our 2020 Annual Plan which is due March 16, 2020.

STAFF RECOMMENDATIONS:

Staff recommends approval

COMMITTEE ACTION:

Al Jones made a motion to present the updated agreement to the next Consortium meeting. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019 Executive Committee - December 4, 2019

TOPIC/ISSUE:

MOU for Standards Recognizing Entity- IRAP

BACKGROUND:

The draft federal regulations for Industry Recognized Apprenticeship Programs (IRAP), calls for an organization to perform “standards certification”. They list several types of organizations that can partner to form an SRE.

The SRE functions to certify the skills/curriculum, manage the apprenticeship application and apprentice paperwork and convene the industry representatives to determine curriculum and related work activities. The IRAP regs envision more than one entity being an SRE.

POINTS OF CONSIDERATION:

The MOU proposes that CF and CLM form a business model that can function as the core of the SRE, with respective business/industry partners being added based upon the nature of the IRAP.

The CLM role is to provide case management services and other administrative functions related to the reporting requirements. This role is consistent with previous actions of the Board to allow staff to create an apprenticeship position.

STAFF RECOMMENDATIONS:

Staff recommends approval

COMMITTEE ACTION:

Al Jones made a motion to approve the agreement. Pete Beasley seconded the agreement. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019 Executive Committee - December 4, 2019

TOPIC/ISSUE:

Approval of planning timeline for the development of the 2020 – 2024 WIOA Plan

BACKGROUND:

Our Current WIOA plan is set to sunset on June 30, 2020

POINTS OF CONSIDERATION:

- Plan is due to the State on March 16, 2020
- Plan must be open to public comment for 30 days
- Draft plan will need to be ready by
- Plan must be approved by both the Board and the Consortium
- Includes county presentations and listening sessions

STAFF RECOMMENDATIONS:

Approve the planning time table and process

COMMITTEE ACTION:

Al Jones made a motion to approve the planning timeline. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting – December 11, 2019
Executive Committee - December 4, 2019**

TOPIC/ISSUE:

Letter from Alachua Board of County Commissioners requesting emergency interim administrative entity services

BACKGROUND:

The administrative entity servicing CareerSource North Central Florida may terminate all administrative services on December 6, 2019. To avoid an interruption of services to the community the Alachua BOCC is requesting consideration to enter into an emergency contract.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Meet with Alachua County officials and Chair Tate of CareerSource North Central Florida to discuss needs and level of assistance.

COMMITTEE ACTION:

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.

BOARD ACTION: