



**CAREERSOURCE CITRUS LEVY MARION
Performance and Monitoring Committee**

MINUTES

DATE: January 14, 2020
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 11:00 a.m.

MEMBERS PRESENT

Brandon Whiteman
Fred Morgan
Kimberly Baxley
Ted Knight, Chair
William Burda

MEMBERS ABSENT

Pat Reddish

OTHER ATTENDEES

Kathleen Woodring, CSCLM
Dale French, CSCLM
Cira Schnettler, CSCLM

Wes Underwood, Underwood Sloan & Assoc.
Joshua Hay, Underwood Sloan & Assoc.
Calvin Sloan, Underwood Sloan & Assoc.

CALL TO ORDER

The meeting was called to order by Ted Knight, Chair, at 11:00 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

William Burda made a motion to approve the minutes from the November 5, 2019 meeting. Fred Morgan seconded the motion. Motion carried.

PRESENTATION

Independent Monitor – Underwood Sloan and Associates

Wes Underwood, Calvin Sloan, and Joshua Hay made a presentation to the committee, outlining details of the scope of work, next steps, and goals.

Discussion topics included:

- William Burda asked how will the process begin and Brandon Whiteman asked about a timeline. Wes Underwood explained that the next six months his team

will get a baseline understanding of current policies and procedures in place. In June, an audit report of recommendations and how to transition to an Enterprise Rich Management framework will be provided.

- Fred Morgan asked who will be receiving the audit reports. Wes Underwood explained that reporting will be conducted in a manner that is requested by the board. The reporting can go straight to the board or can be provided to CLM management first.
- William Burda asked about the impact to staff time and interruption. Wes Underwood explained that appointments will be made to schedule time with staff. Kathleen Woodring also explained that our systems are paperless and documentation will be easily accessible for the auditors electronically.
- Ted Knight asked about the company's size. Wes Underwood explained that the company consisted of the present team and they would personally be conducting the audits and review.

The Underwood Sloan and Associates representatives excused themselves from the rest of the meeting.

ACTION ITEMS

Independent Monitoring Contract Review

William Burda made a motion to approve the contract for Underwood Sloan and Associates. Brandon Whiteman seconded the motion. Motion carried.

DISCUSSION ITEMS

State Updates

Kathleen Woodring advised the committee that no new updates have been received from the State.

Workforce Issues that are Important to Our Community

Kathleen Woodring and the committee members discussed evaluating the board structure and committee responsibilities.

PROJECT UPDATES

Net Promoter Reports – July - December 2019

Talent Center

Event Report

Workforce Intelligence – November 2019

Performance Measures – November 2019

TPMA

Dale French reviewed all of the various reports. William Burda noted that the summary report provided by TPMA was insufficient and needed increased depth of review and reporting. Kathleen Woodring stated that management will follow up with TPMA and review the scope of work.

MATTERS FROM THE FLOOR

Ted Knight commented that he appreciated the acronym list provided with the reports. Kathleen Woodring encouraged the committee members to mark their calendars for the upcoming State of the Workforce Conference on April 23 and to share the Save the Date cards.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:38 p.m.

APPROVED:
