



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: March 31, 2020
PLACE: Teleconference Only
TIME: 10:00 a.m.

MEMBERS PRESENT

Albert Jones
Charles Harris
Kathy Judkins
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

Fred Morgan
Rachel Riley
Ted Knight

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Kim Baxley, Vice Chair, at 10:00 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 March 4, 2020, meeting. Kathy Judkins seconded the motion. Motion carried.

DISCUSSION ITEMS

None

PUBLIC COMMENT

None

ACTION ITEMS

Telework Policy and Agreements

Rusty Skinner explained the attached telework policy and the difference between the exempt and non-exempt agreements. IT staff have done an outstanding job getting the staff working remotely. Everything is going well with the conversion. Al Jones made a motion to accept the telework policy and agreements. Pete Beasley seconded the motion. Motion carried.

Final Financial Audit

Kathleen Woodring advised that there are no changes from the draft financial report that was provided to the board on March 11 and approved. There were no findings this audit year. Kathleen Woodring praised the hard work of Susan Heller and her staff on an excellent report. Charles Harris made a motion to accept the final financial audit report. Kathy Judkins seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:10 a.m.

APPROVED: _____