



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: March 11, 2020
PLACE: College Of Central Florida, Lecanto, FL
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Arno Proctor
Brandon Whiteman
Bruce Register
Carol Jones
Charles Harris
Darlene Goddard
David Pieklik
Debra Stanley
Fred Morgan
Jeff Chang
Jorge Martinez
Judy Houlios
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Mark Vianello
Mark Paugh
Nicole Nash
Pat Reddish
Ted Knight
Theresa Flick

MEMBERS ABSENT

Angie White
Mike Melfi
Lanny Mathis
Pete Beasley
Rachel Riley
William Burda

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Dale French, CSCLM
Robert Stermer, Attorney
Laura Byrnes, CSCLM

Danielle Veenstra CSCLM
Cira Schnettler, CSCLM
Michael Barrington, CSCLM
Hellen Painter, Purvis and Gray

CALL TO ORDER

The meeting was called to order by Rachel Riley, Chair, at 12:00 p.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 December 11, 2019 meeting. Kathy Judkins seconded the motion. Motion carried.

INTRODUCTION OF NEW BOARD MEMBERS

Kim Baxley announced that the Consortium approved three new members at the last Consortium meeting. She welcomed Angie White with Vocational Rehabilitation, Arno Proctor with Ancorp, and Nicole Nash from Brannen Bank.

PRESENTATIONS

Action Item: Financial Audit Report – Purvis Gray

Helen Painter with Purvis Gray reviewed highlights of the draft annual audit. She was happy to report no findings and complimented the accounting department staff on their thorough assistance through the audit. Fred Morgan made a motion to accept the draft report. Charles Harris seconded the motion. Motion carried.

Quarterly Highlights

Laura Byrnes provided an overview of quarterly activities and presented the quarterly highlight video.

RELATED PARTIES CONTRACT APPROVAL

Ancorp

Kevin Cunningham made a motion to accept the contract with Ancorp. Arno Proctor abstained from the motion. Deb Stanley seconded the motion. The motion was approved by a 2/3 vote. Motion carried.

PUBLIC COMMENT

Kim Baxley called for public comments. Hearing none she moved on with the agenda.

DISCUSSION ITEMS

Workforce Issues that are Important to Our Community

Kim Baxley opened the floor to any board members that wanted to bring discussion items. Darlene Goddard invited everyone to attend an HR workshop that she will be hosting at the end of the month. She will send the link to Cira Schnettler, who will then forward to the members.

ACTION ITEMS

Local Plan

Dale French explained that the plan was emailed in two parts to the members for review. Public comment sessions were held in all three counties with no public attendance. The draft report is due to the State on March 16. Al Jones made a motion to approve the Local Plan and submittal to the State. Darlene Goddard seconded the motion. Motion carried.

Updated By-Laws

Rusty Skinner stated that due to changes in state law and WIOA regulations the By-Laws needed to be updated. The By-Laws in the packet contain the edits. Darlene Goddard made a motion to accept the revisions to the By-Laws. Nicole Nash seconded

the motion. Motion carried.

LEO Agreement

Rusty Skinner advised the board that the LEO Agreement, which is an agreement between the Consortium and the CLM Board that outlines duties and responsibilities, was approved by the Consortium at their last meeting. Kevin Cunningham made a motion to approve the LEO agreement. Kathy Judkins seconded the motion. Motion carried.

Corona Virus

Rusty Skinner provided updates on the actions and precautions management is taking to handle the Corona virus. He noted that as the virus progresses throughout the community, policies will need to be made regarding employee leave for disease prevention. He is in discussions with the State on how to handle this properly. Kim Baxley suggested that the item be sent to the Executive Committee for further discussion.

CONSORTIUM ACTIONS AND UPDATES

Rusty Skinner notified the Board that the Consortium approved the LEO Agreement, Inter-Local Agreement, Local Plan, and By-Laws. The Consortium also reappointed all members whose term is ending June 2020. The Consortium approved three new members and approved Fred Morgan to have dual membership on the Board representing the Apprenticeship and Labor sectors.

CONSENT AGENDA

Performance and Monitoring (1/14/20)

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

Independent Monitoring Contract Review

Business and Economic Development (2/6/20)

On behalf of Committee Chair Pete Beasley, Kathleen Woodring summarized the committee meeting.

No Action Items – Report Only

Marketing and Outreach (2/12/20)

Committee Chair Al Jones provided a summary of the committee's activities. He reminded the members of the upcoming State of the Workforce Conference and that there were sponsorship opportunities still available.

No Action Items – Report Only

Career Center (11/21/19)

Committee Chair Charles Harris summarized the Career Center committee meeting.

No Action Items – Report Only

Executive (1/23/20, 3/4/20)

Committee Vice-Chair Kim Baxley summarized the Executive committee meetings and action items.

Eckerd Budget Modification
YouthBuild Grant Acceptance
Work Based Training Policy
CSNCFL Contract with Alachua County
Amendment to CSNCFL Contract
Budget Amendments 7/1/19 – 12/31/19

Nicole Nash made a motion to approve the consent agenda items for the committee meetings. Mark Paugh seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

David Pieklik shared that Project Charleston is moving ahead in Levy County. The company is working with CLM for hiring talent. Potential opening will be in about eight weeks. He notified the members that Levy county ranked 9th in the country by USA Today, as one of the fastest growing counties or local economies in the US.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:47 p.m.

APPROVED:

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, Arno Proctor, hereby disclose that on March 11, 2020:

(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 ANCORP, 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:

OJT + Custom Business Training

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.

3/11/2020

Date Filed

[Signature]

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.



CONTRACT INFORMATION FORM

This form is to report a contract valued **under** \$25,000 or more involving a conflict of interest of board members or employees.

I, Rachel Riley, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Citrus Levy Marion (local board) and will be executed and implemented immediately after approval by CareerSource Florida.

Identification of all parties to the contract: Ancorp and CSCLM

Contractor Name & Address: Ancorp / 707 SW 19th Ave., Williston, FL 32696

Contractor Contact Phone Number: 352-528-7813

Contract Number or Other Identifying Information, if any: _____

Contract Term: March 11, 2020 - June 30, 2020

Value of the Contract/Renewal/Extension: \$20,000

Description of goods and/or services to be procured: On-the-Job Training, Custom Business Training, Work Experience or Paid Internship, Apprenticeships

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Arno Proctor

The nature of the conflicting interest in the contract: Board Member of CSCLM and Ancorp

The board member with the conflict of interest did did not (check one) attend the meeting at which the board voted to approve the contract.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.
• Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting in which a voted related to the contract took place, for board member(s)/employee(s) who have any relationship with the contracting vendor (as defined in paragraph I(f) of the CSF contracting policy).

I certify that the information above is true and correct.

Signature of Board Chair / Vice Chair* (Handwritten signature of Rachel M. Riley)

Print Name (Handwritten: Rachel M Riley)

Date (Handwritten: 3/11/2020)

* Must be certified and attested to by the board's Chair or Vice Chair.



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Arno Proctor, a board member / an employee of the board (circle one) hereby disclose that:

I, myself / my employer / my business / my organization / OR "Other" (describe) Ancorp (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Citrus Levy Marion

Contractor Name & Address: Ancorp / 707 SW 19th Ave, Williston, FL 32696

Contractor Contact Phone Number: 352-528-7813

Description or Nature of Contract: On-the Job Training, Custom Business Training, Work Experience or Paid Internship, Apprenticeships

Description of Financial Benefit*: \$20,000

For purposes of the above contract the following disclosures are made:

The contractor's principals**/owners***: (check one)

[X] have no relative who is a member of the board; OR [] have a relative who is a member of the board, whose name is:

The contractor's principals**/owners*** [] is [X] is not (check one) a member of the board. If applicable, the principal's/owner's name is:

Signature of Board Member/Employee

Arno Proctor
Print Name

3/11/2020
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.
*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S VOTING TO APPROVE THE CONTRACT; BOARD MEMBERS WHO BENEFIT FINANCIALLY OR WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM THE VOTE, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERCEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, F.S. OR SECTION 101(f), WIOA.

CareerSource Citrus Levy Marion - Information Only

Item #	Contractor & Term of Contract	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities				
1	Ancorp March 11, 2020 - June 30, 2020	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$20,000	Approved	C	Arno Proctor