



Executive Committee Meeting

AGENDA

Thursday, June 25, 2020 – 10:00 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/89269609648>

Meeting ID: 892 6960 9648

Call-In: 16465588656, Code: 89269609648#

Call to Order

Roll Call

Approval of Minutes, May 27, 2020

Pages 2 - 6

R. Riley

C. Schnettler

R. Riley

DISCUSSION ITEMS

None

PUBLIC COMMENT

ACTION ITEMS

Contract Renewals

Underwood and Sloan

Powell and Jones

Joint Auditing Services RFP

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D. French

D. French

D. French

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: May 27, 2020
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 9:00 a.m.

MEMBERS PRESENT

Albert Jones
Charles Harris
Fred Morgan
Kathy Judkins
Kimberly Baxley
Pete Beasley
Rachel Riley

MEMBERS ABSENT

Ted Knight

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Dale French, CSCLM

Iris Pozo, CSCLM
Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Rachel Riley, Chair, at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the March 31, 2020, meeting.
Kathy Judkins seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update and Workforce Issues Important for our Community

Rusty Skinner advised the committee that DEO has provided a Sub-grantee agreement that will come before the next board meeting. The document will need to be signed and returned to receive funding, but that amendments should be expected in the future.
Rusty Skinner added that the RA system continues to have struggles. The local boards are providing assistance in a variety of ways.

Re-Opening Update

Kathleen Woodring notified the committee that the centers opened about 3 weeks ago by appointment only in the limited hours from 9 am and 4 pm. This gives staff time to properly clean the office before and after customers are in the centers. Staff is also

assigned to clean after each customer. The transition to virtual assistance has been smooth due to the continuous efforts of the IT team and no employees needed to be placed on furlough. Armed guards have been placed at each center. The combination of in-person appointments and virtual assistance will continue through June.

ACTION ITEMS

Direct Services Extension

Charles Harris made a motion to submit the Direct Services Extension Waiver request. Pete Beasley seconded the motion. Motion carried.

2019/2020 Budget

Kathleen Woodring cited the modifications to the budget noted on the Action Sheet. Fred Morgan made a motion to approve the 2019-2020 budget modifications. Kathy Judkins seconded the motions.

2020/2021 Budget - Employee Compensation: Annual COLA increase

Kathleen Woodring briefly outlined the 2020-2021 budget. Al Jones made a motion to approve the 2020-2021 budget. Charles Harris seconded the motion.

Discussion occurred regarding employee compensation.

- We do have an evaluation system that has been put in place, starting last year. We do have a policy that allows for merit pay, but we do need to establish how the merit pay will be based as a result from the evaluations.
- Positions have a set salary range and do have a cap. In recent years, position titles and salary ranges were evaluated and career pathways were created to allow for a broader band of ranges.

Kathy Judkins made a motion to approve a 3% cost of living increase. Al Jones seconded the motion. Motion carried.

Healthcare/Employee Benefits

Kathleen Woodring summarized the various options for employee insurance for the 2020-2021 year, noting that the company contribution would be \$601.52 for each plan. Charles Harris made a motion to accept the 2020-2021 insurance plan. Fred Morgan seconded the motion. Motion carried.

Contract Amendment: Alachua County

Rusty Skinner explained to the committee that a contract amendment was needed to align the budget with actual expenses. There were less anticipated staffing expenses and more ongoing expenses that need to be reimbursed. Charles Harris requested to be recused from the vote as he is now a board member for Region 9. Rusty Skinner advised Charles that a Form 8B will need to be completed. Al Jones made a motion to accept the contract amendment. Charles Harris abstained due to conflict. Kathy Judkins seconded the motion. Motion carried.

Rosen Hotel Contract

Rusty Skinner notified the committee of the two year contract with Rosen Shingle Creek where the 2020 and 2021 FWDA Summits would be hosted. CLM Attorney Bob Stermer and the FWDA attorney have been consulted for next steps. They advised that a letter be sent outlining concerns and to cancel the event invoking the "Force Majeure" clause. Attorney Stermer referenced two points in the letter; social distancing

requirements and non-essential travel. The committee further discussed the two points. Kathy Judkins made a motion to send the letter to the hotel, with the removal of the non-essential travel language. Al Jones seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:40 a.m.

APPROVED: _____

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

LAST NAME—FIRST NAME—MIDDLE NAME Harris, Charles		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 1613 N.W. 7th Ave		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Gainesville	COUNTY Alachua	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 5/27/2020		NAME OF POLITICAL SUBDIVISION:	
		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, Charles Harris, hereby disclose that on May 27, 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 _____, 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:

Vote for the contract amendment between CareerSource CLM and Alachua County for services provided to CareerSource North Central Florida by CareerSource CLM.

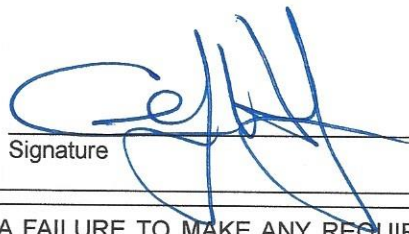
Board member of both Workforce boards.

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.

Date Filed

5/27/20

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.



RECORD OF ACTION/APPROVAL

Executive Committee Meeting Thursday, June 25, 2020

TOPIC/ISSUE:

Renewal of Independent Monitoring Services Contract with Underwood Sloan and Associates

BACKGROUND:

We engaged in an agreement with Underwood Sloan and Associates to conduct a partial independent monitoring of our financial and programmatic processes in January, 2020. The current monitoring is being executed. The initial agreement was for the period of January 2020 through June 30, 2020. Our intent is to maintain ongoing independent monitoring. The estimated cost for annual reviews is not to exceed \$50,000.00 per the accepted proposal.

POINTS OF CONSIDERATION:

An agreement renewal would allow Underwood Sloan and Associates to continue monitoring through program year 2020-2021. The renewed agreement will be effective through June 30, 2021 and can be renewed at the Executive Committee and Board's authorization.

STAFF RECOMMENDATIONS:

Approve a contract renewal with Underwood Sloan and Associates to continue third-party monitoring.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Thursday, June 25, 2020**

TOPIC/ISSUE:

Approval of renewal of contract for Powell and Jones sub-recipient monitoring

BACKGROUND:

This will be the third renewal (fourth program year) of the sub-recipient agreement with Powell and Jones. Powell and Jones provides the required audit of Eckerd Connect as a sub-recipient of CareerSource CLM. We can retain auditors for a total of five program years.

POINTS OF CONSIDERATION:

The contract is on an annual engagement schedule not to exceed \$3800.00. A renewed agreement will be effective through June 30, 2021

STAFF RECOMMENDATIONS:

Approve renewal of the contract with Powell and Jones.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee Meeting Thursday, June 25, 2020

TOPIC/ISSUE:

Joint Auditing Services RFP

BACKGROUND:

CareerSource Citrus Levy Marion and CareerSource North Florida have an existing agreement that establishes a joint financial relationship with regard to the accounting and reporting for both organizations. We are required to have a third party conduct annual auditing of our financial record keeping and accounting principles. We will need to release a Request for Proposals to solicit accounting firms that are capable of conducting such audits. This RFP requests a firm that can conduct the auditing for both CareerSource Citrus Levy Marion and CareerSource North Florida. Our current contract for auditing services ends on June 30, 2020.

POINTS OF CONSIDERATION:

This RFP will solicit proposals that will result in a contract of services. CareerSource North Florida will have the option of using this RFP to establish their contract as well. Staff will submit the proposals to the Executive Committee for review and selection at the next scheduled meeting.

STAFF RECOMMENDATIONS:

Approve release of a Request for Proposals for Joint Sub-Recipient Auditing services.

COMMITTEE ACTION:

BOARD ACTION: