



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: August 17, 2020
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 10:00 a.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Charles Harris
Fred Morgan
Kimberly Baxley
Pete Beasley
Ted Knight

MEMBERS ABSENT

Rachel Riley

OTHER ATTENDEES

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

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

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 10:00 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Charles Harris made a motion to approve the minutes from the June 25, 2020, meeting. Al Jones seconded the motion. Motion carried.

DISCUSSION ITEMS

Staff Changes

Kathleen Woodring announced her December 11 retirement. She expressed gratitude for a wonderful career and is excited for her new chapter. Committee members thanked her for her service to CareerSource CLM. Rusty Skinner briefly reviewed the Proposed Organizational Changes. The management team is confident in the succession plan and the staff shifts allow for continuity.

Staff Evaluations

Kathleen Woodring explained that a couple of years ago a committee comprised of three volunteers from each county and different CLM service areas was created to

develop a new evaluation form. The previous platform used for annual evaluations was not meeting the needs of supervisors and staff. The committee reviewed a variety of different types of evaluations for reference and created a simplified form that allowed for comments and focused on three competency areas; Needs Improvement, Successful, and Exceptional. The HR team reviewed and approved the form. The committee members provided the training to staff. The format of the new form allows for the option to connect competency areas to merit pay. Each area would be aligned with a percentage pay increase. Committee members were in agreement with adding the merit pay percentages to the evaluation form.

PUBLIC COMMENT

None

ACTION ITEMS

Board Member Orientation

Rusty Skinner requested feedback from the committee on developing a stronger approach to in-person board orientations. He reviewed current and past methods of orientation. Attorney Stermer reminded the committee that any meeting with two or more board members discussing board business must be noticed due to Sunshine Laws. The committee discussed holding meet and greet at the beginning of regular board meetings for new and existing members to get to know each other. The formal orientation will be noticed and members invited to attend. At Board meetings, when we have new members, the meetings will start 30 minutes earlier for a meet and greet. This will be noticed as part of the Board meeting. The roll will be called and the meeting started, then we will have the new member(s) "mingle". Of course with Zoom meetings that will be somewhat restrained. The committee agreed on this process. Charles Harris made a motion to accept the new format of the board orientation and Pete Beasley seconded the motion. Motion carried.

Special Trust Positions

Rusty Skinner explained that the Sub-grantee Agreement requires the Board to identify and disclose to DEO all Board staff positions that may be granted access to confidential data, including confidential data stored in the information systems used by workforce service providers to manage and report participant information. These positions are designated as Special Trust positions and the individuals in the positions must pass a level 2 background screening. FDLE handles the screenings through a designated provider. Ted Knight made a motion to accept the positions recommended for consideration as Special Trust positions: CEO; Executive Vice President; Director of Finance; Director of IT; Accountant; and Bookkeeper II. Al Jones seconded the motion. Motion carried.

Required Positions

Rusty Skinner explained that the Sub-grantee Agreement requires local positions be approved by the Board. Positions are listed below with corresponding staff recommendations:

- a. A Regional Security Officer- Dale French
- b. A custodian for purchased property and equipment- Dwain Henderson
- c. A personnel liaison (must be a DEO merit staff member)- Bonnie Johnson
- d. A public records coordinator- Cory Weaver
- e. An Equal Opportunity Officer, consistent with 29 CFR part 38- Iris Pozo
- f. An Ethics Officer- Iris Pozo

g. A Disability Navigator- Luis Perez

Pete Beasley made a motion to approve required local positions and the individuals recommended. Al Jones seconded the motion. Motion carried.

Schedule of Operations

Al Jones made a motion to accept the following Schedule of Operations recommendations:

- Adopt the Federal Holiday Schedule, with the following deviation: substitute Washington's Birthday and Columbus Day for the Friday after Thanksgiving and Christmas Eve
- Approve CEO designating up to four(4) staff training days per year
- Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm and authorize COVID hours of public operation to be Monday through Friday, 9:00 am through 4:00 pm.

Pete Beasley seconded the motion. Motion carried.

Data Sharing Agreement

Rusty Skinner explained that since data has not been uploaded into EmployFlorida since work registration was waived, DEO is providing an opportunity for our region to receive the data under the Data Sharing Agreement. Charles Harris made a motion to approve the Board Chair and Consortium Chair signing the Data Sharing Agreement. Pete Beasley seconded the motion. Motion carried.

Signature Authority

Pete Beasley made a motion to give signature authority to the Executive Vice President position. Al Jones seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Rusty Skinner provided an update on the hotel contract, where the FWDA annual Summit was to be held in late September. Attorney Stermer sent the hotel a letter requesting cancelation of the contract due to the pandemic under the "force majeure" clause. The hotel responded that they will not accept the "force majeure". After discussion, committee members agreed to re-address this item at the next Executive committee meeting.

Rusty Skinner notified the committee that an EEOC complaint has been filed and a response is in development.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:48 a.m.

APPROVED: _____