



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: September 2, 2020
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 9:30 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Cory Weaver, CSCLM

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 9:30 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 August 17, 2020, meeting. Pete Beasley seconded the motion. Motion carried.

DISCUSSION ITEMS

Rosen Contract

Rusty Skinner updated the committee on the Rosen contract. Rosen has not responded to the letter sent by board attorney, Bob Stermer. The FWDA legislative liaison reached out to the Rosen legislative liaison to assist in the matter. Through those discussions Rosen has offered verbally to accept the force major for 2020 and extend the contract to 2022. The original contract was for 2020 and 2021. Rusty Skinner has advised the committee that although there has been a verbal agreement we are awaiting a formal written agreement on the 2020 cancelation. FWDA must then discuss if they want to extend the contract to 2022. Kim Baxley and Al Jones asked how this affects CLM financially. CLM paid the deposit on the hotel and FWDA has

reimbursed those costs and any other costs for the Summit. If there are any penalties or other expenses FWDA would reimburse and DEO may provide assistance with that as well. Kathleen Woodring also notified the committee that Rosen has released the \$285,000 spending requirement as well.

CLM has been the local agency host for the Summit for four years. Rusty Skinner has handled the sponsorships and Kathleen Woodring handled the coordination. FWDA is aware of Kathleen Woodring's upcoming retirement and that another local agency needs to be selected as host.

Rusty Skinner will update the committee as things progress.

PUBLIC COMMENT

None

ACTION ITEMS

Breach of Security/Incident Response Policy

Dale French explained to the committee that there was an informal policy already in place and a formal policy is now a requirement in the Sub-grantee agreement. Rachel Riley made a motion to approve the Breach of Security/Incident Response policy. Ted Knight seconded the motion. Motion carried.

Budget

Kathleen Woodring notified the committee that the carry over figures have been finalized and the budget is ready for approval. When the management team met to review the financials, a recommendation was made to have a budget workshop for executive committee members and for Consortium members. A brief presentation will be made available for the full board as well. Kim Baxley and Brandon Whiteman both agreed that the workshops will benefit all parties. Al Jones made a motion to accept the 2020-2021 budget. Charles Harris seconded the motion. Motion carried.

Employee Handbook Updates

Kathleen Woodring explained that we currently have an Employee Handbook and an Employee Policy book. Iris Pozo, HR Manager reviewed both documents and combined them into one document, allowing for greater efficiencies when updating. If any policy changes need to be made, only that particular policy will be brought before the committee for approval. Ted Knight made a motion to accept the new Employee Handbook. Brandon Whiteman seconded the motion. Motion carried.

Customer Code of Conduct Policy

Dale French explained that due to a recent customer incident at one of our centers a formal policy needed to be implemented to set-up lines of communication as incidents occur. Al Jones made a motion to accept the policy. Ted Knight seconded the motion. Motion carried.

Joint Audit Proposal Selection

Dale French notified the committee that the contract for the previous audit firm was not renewed. An RFP was posted for auditing services. Four firms applied. Dale French reviewed the scoring matrix and recommended Powell and Jones with the top score. Al Jones made a motion to accept Powell and Jones as the auditing firm. Rachel Riley seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:12 a.m.

APPROVED: _____