



## **CAREERSOURCE CITRUS LEVY MARION BOARD MEETING**

### **MINUTES**

DATE: June 3, 2020

PLACE: This meeting was held by teleconference only

TIME: 11:36 a.m.

#### **MEMBERS PRESENT**

Albert Jones  
Arno Proctor  
Brandon Whiteman  
Bruce Register  
Carol Jones  
Charles Harris  
Darlene Goddard  
David Pieklik  
Fred Morgan  
Jeff Chang  
Jorge Martinez  
Judy Houlios  
Kathy Judkins  
Kevin Cunningham  
Kimberly Baxley  
Lanny Mathis  
Mark Paugh  
Pete Beasley  
Pat Reddish  
Ted Knight  
Theresa Flick  
William Burda

#### **MEMBERS ABSENT**

Angie White  
Mike Melfi  
Rachel Riley  
Debra Stanley  
Mark Vianello  
Nicole Nash

#### **OTHER ATTENDEES**

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

Laura Byrnes, CSCLM  
Cira Schnettler, CSCLM  
Daniel Harper, DEO

#### **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**

Kathy Judkins made a motion to approve the minutes from the March 11, 2020 meeting. Darlene Goddard seconded the motion. Motion carried.

## **RENEWAL OF CONTRACTS**

CDS Renewal (#13) / TPMA Renewal (#14) / Eckerd Renewal (#15)

Dale French summarized the three renewals. He noted that TPMA will revamp their reporting style to suit the needs of the Board and committees. Arno Proctor asked for clarification on the CDS services. Dale French explained that CDS provides the HR and payroll functions for those individuals in the experiential learning programs. Darlene Goddard made a motion to accept the renewals. Charles Harris seconded the motion. Motion carried.

## **RELATED PARTIES CONTRACT APPROVALS 2020-2021**

Master Contracts Requiring 2/3rds Vote/Under \$25,000

1. Nature Coast Business Development Council  
Bruce Register made a motion to approve the Nature Coast Business Development Council contract. Dave Pieklik abstained due to a conflict. William Burda voted against the contract. Al Jones seconded the motion. Motion carried.
2. School Board of Levy County  
Charles Harris made a motion to approve the School Board of Levy County contract. Carol Jones abstained due to a conflict. Pete Beasley seconded the motion. William Burda voted against the contract. Motion carried.

Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities

3. Ancorp  
David Pieklik made a motion to approve the Ancorp contract. Arno Proctor abstained due to a conflict. William Burda voted against the contract. Pete Beasley seconded the motion. Motion carried.
4. Key Training Center  
Kevin Cunningham made a motion to approve the Key Training Center contract. Theresa Flick abstained due to a conflict. William Burda voted against the contract. Bruce Register seconded the motion. Motion carried.
5. Lockheed Martin  
Kathy Judkins made a motion to approve the Lockheed Martin contract. Jeff Chang abstained due to a conflict. William Burda voted against the contract. Pete Beasley seconded the motion. Motion carried.
6. SECO Energy  
Al Jones made a motion to approve the SECO Energy contract. Kathy Judkins abstained due to a conflict. William Burda voted against the contract. Bruce Register seconded the motion. Motion carried.
7. Benefits Advisors  
Kevin Cunningham made a motion to approve the Benefits Advisors contract. Brandon Whiteman abstained due to a conflict. William Burda voted against the contract. Bruce Register seconded the motion. Motion carried.
8. Ocala Housing Authority

Charles Harris made a motion to approve the Ocala Housing Authority contract. Judy Houlios abstained due to a conflict. William Burda voted against the contract. Al Jones seconded the motion. Motion carried.

#### **Master Contracts 2/3rds Vote/Exceeds \$25,000**

9. College of Central Florida

Kathy Judkins made a motion to approve the College of Central Florida contract. Mark Paugh abstained due to a conflict. Darlene Goddard seconded the motion. Motion carried.

10. Marion County School Board

Bruce Register made a motion to approve the Marion County School Board contract. William Burda voted against the contract. Mark Paugh seconded the motion. Motion carried.

11. Ocala/Marion County Chamber and Economic Partnership

Bruce Register made a motion to approve the Ocala/Marion County Chamber and Economic Partnership contract. Kathy Judkins abstained due to a conflict. William Burda voted against the contract. Kevin Cunningham seconded the motion. Motion carried.

12. Citrus County Chamber of Commerce

Bruce Register made a motion to approve the Citrus County Chamber of Commerce contract. William Burda voted against the contract. Charles Harris seconded the motion. Motion carried.

#### **PRESENTATIONS**

##### **DEO Performance Presentation**

Daniel Harper from DEO presented the annual performance report. CareerSource CLM is meeting or exceeding goals in numerous areas. He congratulated everyone on an excellent performance report.

#### **DISCUSSION ITEMS**

##### **Board Member Recruitment**

Rusty Skinner stated two nominations have been received for Levy County and will be presented to the Consortium, leaving one open position in both Levy and Marion Counties.

##### **Financial Disclosure Forms/Annual Conflicts**

Rusty Skinner reminded the members that Form 1 is due July 1<sup>st</sup> and late submissions could result in fines. Board attorney Bob Stermer is available to receive any questions.

#### **ACTION ITEMS**

##### **Training Provider and Program Recertification**

Al Jones made a motion to approve the roster of programs. Mark Paugh seconded the motion. Motion carried.

##### **Authorization to Approve Additional Training Provider Applications**

Bruce Register made a motion to authorize the approval of additional training provider applications. Charles Harris seconded the motion. Motion carried.

### Sub-Grantee Agreement

Kevin Cunningham made a motion to approve the Agreement and authorized the Board Chair to sign. Bruce Register seconded the motion. Motion carried.

### **CONSENT AGENDA**

#### CEO Contract Review – 4/16/2020

CEO Contract Renewal

Staff Increases

Darlene Goddard made a motion to authorize Rachel to sign the CEO contract with the October 15<sup>th</sup> extension, allowing time for board approval. Kathy Judkins seconded the motion. Motion carried.

#### Nominating Committee 4/28/2020

Affirmation of Chair - Kim Baxley

Nomination of Vice Chair - Brandon Whiteman

Nomination of Treasurer - Fred Morgan

Committee Chair Kevin Cunningham provided a summary of the committee activities.

#### Joint Consortium – Executive Meeting 4/29/2020

Sub-grantee Agreement

On behalf of Rachel Riley, Rusty Skinner provided a summary of the committee activities.

#### Performance and Monitoring – 5/5/2020

DEO Programmatic Monitoring and Close Out

On behalf of Ted Knight, Dale French provided a summary of the committee activities

#### Career Center – 5/7/2020

Covid DWG – Initial Allocation

Committee Chair Charles Harris provided a summary of the committee activities.

#### Marketing and Outreach – 5/13/2020

No Action Items

Committee Chair Al Jones provided a summary of the committee activities.

#### Business and Economic Development – 5/14/2020

No Action Items

Committee Chair Pete Beasley provided a summary of the committee activities.

#### Executive Committee – 3/31/2020, 5/27/2020

Telework Policy and Agreements

Final Financial Audit

Direct Services Extension

2019/2020 Budget

2020/2021 Budget - Employee Compensation:  
Annual COLA increase  
Healthcare/Employee Benefits  
Contract Amendment: Alachua County  
Rosen Hotel Contract

On behalf of Rachel Riley, Rusty Skinner provided a summary of the committee activities.

Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.

### **PROJECT UPDATES**

None

### **MATTERS FROM THE FLOOR**

Charles Harris thanked all of the CLM staff on their hard work and successful DEO report. Darlene Goddard offered her time and assistance to any needs that the organization may have.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:07 p.m.

### **APPROVED:**

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## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, June 3, 2020**

#### **TOPIC/ISSUE:**

Approval of renewal of contract with Customer Driven Staffing (CDS)

#### **BACKGROUND:**

CDS is the contracted staffing agency that processes payroll activities for our Paid Internship and Work Experience agreements. The original agreement allows up to three renewals for a total service delivery of four program years. This will be the fourth program year for this agreement and will continue the payroll services for the Paid Internship and Work Activities that we provide in Citrus Levy and Marion counties for our next program year: July 1, 2020 – June 30, 2021.

#### **POINTS OF CONSIDERATION:**

The rate for processing the payroll is set at 22% of total payroll amounts.

#### **STAFF RECOMMENDATIONS:**

Approval of contract renewal with CDS

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Darlene Goddard made a motion to accept the renewals. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, June 3, 2020**

#### **TOPIC/ISSUE:**

Approval of renewal of contract with Thomas P. Miller & Associates (TPMA)

#### **BACKGROUND:**

TPMA is the contracted One Stop Operator as required under the Workforce Innovation and Opportunity Act. This will be the third renewal (fourth program year) of the original agreement. The agreement allows up to three renewals for a total service delivery of four program years. This will extend the agreement with TPMA to act as our One Stop Operator for our next program year: July 1, 2020 – June 30, 2021.

#### **POINTS OF CONSIDERATION:**

The budget for next program year will remain the same as PY 19-20. The total cost of services will remain at \$75,000.00.

#### **STAFF RECOMMENDATIONS:**

Approval of contract and budget with Thomas P. Miller & Associates

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Darlene Goddard made a motion to accept the renewals. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, June 3, 2020**

#### **TOPIC/ISSUE:**

Approval of contract renewal for Youth Services with Eckerd Connects and next program year budget. This contract also serves Adult and Dislocated Workers in Levy County.

#### **BACKGROUND:**

This will be the third renewal (fourth program year) of the original agreement. The agreement allows up to three renewals for a total service delivery of four program years. This renewal will continue the young adult services that we provide in Citrus Levy and Marion Counties and Adult and Dislocated Worker services in Levy County for our next fiscal year, July 1, 2020 – June 30, 2021. Eckerd has met all performance benchmarks for this program year.

#### **POINTS OF CONSIDERATION:**

Budget figures are:

Operating Costs: \$994,545  
Participant Costs: \$641,050  
Total: \$1,635,595

#### **STAFF RECOMMENDATIONS:**

Approval of contract renewal and budget with Eckerd Connects

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Darlene Goddard made a motion to accept the renewals. Charles Harris seconded the motion. Motion carried.

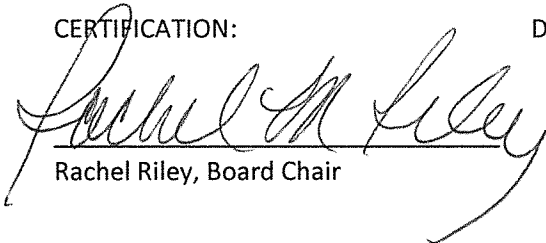


**CareerSource Citrus Levy Marion  
Board Contract Approvals - June 3, 2020  
PY 2020-21 Contracts**

Board Members	Attended	Master Contracts										
		1	2	3	4	5	6	7	8	9	10	11
Al Jones	YES	1	1	1	1	1	1	1	1	1	1	1
Arno Proctor	YES	1	1	Abstain	1	1	1	1	1	1	1	1
Brandon Whiteman	YES	1	1	1	1	1	1	Abstain	1	1	1	1
Bruce Register	YES	1	1	1	1	1	1	1	1	1	1	1
Carol Jones	YES	1	Abstain	1	1	1	1	1	1	1	1	1
Charles Harris	YES	1	1	1	1	1	1	1	1	1	1	1
Darlene Goddard	YES	1	1	1	1	1	1	1	1	1	1	1
David Pieklik	YES	Abstain	1	1	1	1	1	1	1	1	1	1
Fred Morgan	YES	1	1	1	1	1	1	1	1	1	1	1
Jeff Chang	YES	1	1	1	1	Abstain	1	1	1	1	1	1
Jorge Martinez	YES	1	1	1	1	1	1	1	1	1	1	1
Judy Houlios	YES	1	1	1	1	1	1	1	Abstain	1	1	1
Kathy Judkins	YES	1	1	1	1	1	Abstain	1	1	1	1	Abstain
Kevin Cunningham	YES	1	1	1	1	1	1	1	1	1	1	1
Kimberly Baxley	YES	1	1	1	1	1	1	1	1	1	1	1
Mark Paugh	YES	1	1	1	1	1	1	1	1	Abstain	1	1
Nelson Mathis, Jr.	YES	1	1	1	1	1	1	1	1	1	1	1
Pat Reddish	YES	1	1	1	1	1	1	1	1	1	1	1
Pete Beasley	YES	1	1	1	1	1	1	1	1	1	1	1
Tabitha Wells	YES	1	1	1	1	1	1	1	1	1	1	1
Ted Knight	YES	1	1	1	1	1	1	1	1	1	1	1
Theresa Flick	YES	1	1	1	Abstain	1	1	1	1	1	1	1
William Burda	YES	NO	NO	NO	NO	NO	NO	NO	NO	1	NO	NO
Angie White	NO											
Debra Stanley	NO											
Mark Vianello	NO											
Mike Melfi	NO											
Nicole Nash	NO											
Rachel Riley	NO											
Total Votes		21	21	21	21	21	21	21	21	22	22	21
Total # of Board Members Attending at Time of Vote		23	23	23	23	23	23	23	23	23	23	23
% Board Members Approving without Abstention		91%	91%	91%	91%	91%	91%	91%	91%	96%	96%	91%

CERTIFICATION:

DATE: \_\_\_\_\_

  
Rachel Riley, Board Chair

### CareerSource CLM - 2020-2021 Contracts

Item #	Contractor & Term of Contract	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
		<b><u>Master Contracts 2/3rds Vote/Exceeds \$25,000</u></b>				
9	College of Central Florida	Training Services and facility usage and rental fees to include costs for employee tuition. This is a blanket approval but to not exceed. (Includes training services for customers but not ITA). Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage.	\$ 400,000.00		C	Mark Paugh
	July 01, 2020 - June 30, 2021					
10	Marion County School Board	Training Services and Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at CTAE. (Includes training services for customers but not ITA)	\$ 50,000.00		C	Mark Vianello
	July 01, 2020 - June 30, 2021					
11	Ocala/Marion County Chamber & Economic Partnership (CEP)	Employer Outreach & Job Development Services. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Average based on prior year usage	\$ 35,000.00		C	Kathy Judkins Mark Vianello
	July 01, 2020 - June 30, 2021					

## CareerSource CLM - 2020-2021 Contracts - Information Only

Item #	Contractor & Term of Contract	Purpose/Scope of Work Summary	Funding	Action	SubContractor	Conflicts
		<b>Contracts Requiring 2/3rds Vote, Under \$25,000</b>				
1	<b>Nature Coast Business Development Council</b> July 01, 2020 - June 30, 2021	Employer Outreach & Job Development Services	\$ 10,000.00		C	David Pieklik
2	<b>School Board of Levy County</b> July 01, 2020 - June 30, 2021	Training Services and Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed.	\$ 10,000.00		C	Carol Jones
		<b>Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities</b>				
3	<b>ANCORP</b> July 01, 2020 - June 30, 2021	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Arno Proctor
4	<b>Key Training Center</b> July 01, 2020 - June 30, 2021	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Theresa Flick
5	<b>Lockheed Martin</b> July 01, 2020 - June 30, 2021	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Jeff Chang
6	<b>SECO Energy</b> July 01, 2020 - June 30, 2021	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Kathy Judkins
7	<b>Benefits Advisors</b> July 01, 2020 - June 30, 2021	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Brandon Whiteman
8	<b>Ocala Housing Authority</b> July 01, 2020 - June 30, 2021	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Judy Houlios

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

LAST NAME—FIRST NAME—MIDDLE NAME Pieklik David James		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 729 Newton Ave.		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Inverness	COUNTY Citrus	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/3/2020		NAME OF POLITICAL SUBDIVISION: Citrus County	
		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, David Pieklik, hereby disclose that on June 3, 20 20 :

(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 Nature Coast Business Development Council, Inc., 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:

Annual contract between CareerSource Citrus Levy Marion, and Nature Coast Business Development Council, Inc., of which I am the sole employee.

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.

6-3-2020

Date Filed

  
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.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Jones Carol M</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS <i>480 Marshburn Drive</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Bronson</i>	COUNTY <i>Levy</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/3/2020		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, Carol M. Jones, hereby disclose that on June 3, 20 20 :

(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, School Board of Levy County ;
- ☐ 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:

Board member of CareerSource CLM

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.

6/3/20  
Date Filed

Carol M Jones  
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.

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

LAST NAME—FIRST NAME—MIDDLE NAME Proctor Arno E		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 5393 SW 86th PL		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/3/2020		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, Arno E Proctor, hereby disclose that on June 3, 20 20 :

(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 and Custom Business Training

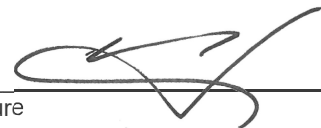
Board member of CareerSource CLM

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.

6-3-2020

Date Filed

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.

## 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, Theresa Flick, hereby disclose that on June 3, 20 20:

(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 the Key Training Center, 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:

*I am an employee of Key Training Center. The Board was asking for vote of approval for OJT, CBT + paid apprenticeship contract for up to \$20,000*

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

6/3/2020

Signature

Theresa Flick

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME <b>CHANG JEFFREY JAMES</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)</b>	
MAILING ADDRESS <b>3471 SW-10TH CT</b>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
CITY <b>OCALA</b>	COUNTY <b>MARION</b>	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED <b>6/3/2020</b>		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## 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, Jerry Clark, hereby disclose that on June 3, 20 20:

(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 Lockheed Martin Corporation, 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:

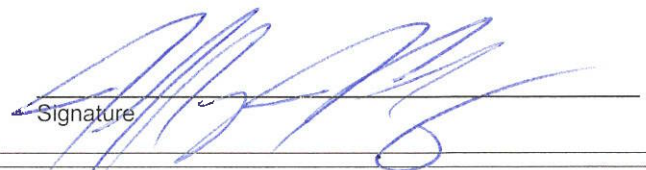
Board member of CareerSource CLM

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

6/3/2020

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME Whiteman, Brandon, William		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 940 SE 68th Ct		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/3/2020		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, Brandon Whiteman, hereby disclose that on June 3, 20 20 :

(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 Benefit Advisors, 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:

Board member of CareerSource CLM

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.

06/04/2020

Date Filed

*Brandon Whiteman*

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME Judith C. Houlios		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS PO Box 2468		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY OCALA	COUNTY FL	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/3/2020		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, Judith Houlios, hereby disclose that on June 3, 20 20 :

(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 OCALA HOUSING AUTHORITY, 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:

Board member of CareerSource CLM

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.

JUNE 3, 2020

Date Filed

Judith Houlios  
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.



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

LAST NAME—FIRST NAME—MIDDLE NAME Kathy Judkins	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 330 S U.S. Hwy 301	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY                                      COUNTY Sumterville                              Sumter	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 6/3/2020	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, Kathy Judkins, hereby disclose that on June 3, 20 20 :

(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:

Board member of CareerSource CLM  
Board member of Ocala CEP  
Employee of SECO Energy

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.

June 9, 2020

Date Filed

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.

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

LAST NAME---FIRST NAME---MIDDLE NAME Paugh, Mark Lee	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 3001 SW College Road	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Ocala	COUNTY Marion
DATE ON WHICH VOTE OCCURRED 6/3/2020	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, Mark L. Paugh, hereby disclose that on June 3, 20 20 :

(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 Master Contract for \$400K for College of Central Florida, 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:

Board Member of CareerSource CLM

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.

June 3, 2020

Date Filed

Mark L. Paugh  
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**

### **Board Meeting Wednesday, June 3, 2020**

#### **TOPIC/ISSUE:**

Training Provider/Program Certification for PY 2020-2022

#### **BACKGROUND:**

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and DEO State policy guidance #90, all training providers are required to recertify their eligibility to provide training services as well as provide performance information for the programs they wish to have included on our Area Targeted Occupation List (ATOL). Final certification must occur prior to June 30, 2020 in order for a school to be eligible to receive WIOA/WT funding for mutually participating customers for program year beginning July 1, 2020. Approval of training providers and programs is required by the board.

#### **POINTS OF CONSIDERATION:**

The attached spreadsheet is a compilation of the current training providers requiring recertification. Some providers have a future date of recertification based on the original application date. They have been included for approval of continued for the next program year. Programs have been recommended to be Approved, or Not Approved based on program performance requirements (OPS-28) and relation of the program to a targeted sector.

#### **STAFF RECOMMENDATIONS:**

Approve Targeted Occupation List per the approved programs and providers on the attached list.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Al Jones made a motion to approve the roster of programs. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, June 3, 2020**

#### **TOPIC/ISSUE:**

Authorization to approve future training provider applications prior to next board meeting

#### **BACKGROUND:**

Training provider applications must be reviewed and approved every two years. Providers as well as programs must be reviewed for acceptable performance based on local operating policy OPS-28 Area Targeted Occupation List. Application packages were sent to all current training providers on March 16<sup>th</sup>. Not all applications have been received back at this time. Communication with some providers has been difficult due to shutdown created by COVID-19 and application completions have been delayed for some.

#### **POINTS OF CONSIDERATION:**

We are asking the Board to allow staff to approve or reject late submitted training provider applications based on performance requirements as set fourth in operating policy OPS-28 Area Targeted Occupation List so that we can continue to provide uninterrupted services to our jointly served customers. This authorization would be effective for applications received after the date of this meeting (June 3, 2020) and prior to the Board's next scheduled meeting in September 2020. A complete list of approved providers and programs will be provided for the Board's review and approval at the next scheduled meeting. Approvals made by staff would temporarily allow funding of approved programs until officially approved by the full board.

#### **STAFF RECOMMENDATIONS:**

Authorize staff to approve late training provider applications until Board review and approval in September 2020.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Bruce Register made a motion to authorize the approval of additional training provider applications. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, June 3, 2020**

#### **TOPIC/ISSUE:**

Sub-grantee Agreement

#### **BACKGROUND:**

DEO has reviewed comments submitted during the comment period and issued the final Agreement. The Agreement requires the signature of the Consortium Chair and the Board Chair. It must be signed and returned to DEO by July 17, 2020.

#### **POINTS OF CONSIDERATION:**

While few changes have been made as a result of the comments submitted, the Agreement is necessary for continuation of funding.

#### **STAFF RECOMMENDATIONS:**

Approve the Agreement and Authorize the Council Chair to sign.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Kevin Cunningham made a motion to approve the Agreement and authorized the Consortium Chair to sign. Bruce Register seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**CEO Contract Review Committee – Thursday, April 16, 2020**

### **TOPIC/ISSUE:**

Discussion and recommendation for renewal of CEO contract for 2020 – 2021

### **BACKGROUND:**

CEO Salary History		
Year	Salary	Increase
2015	\$ 116,499.97	No increase
2016	\$ 120,000.19	3%
2017	\$ 123,600.26	3%
2018	\$ 127,308.00	3%
2019	\$133,036.86	4.5 %
2020		

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

Kathy Judkins made a motion to extend Rusty Skinner's contract for 60 days after expiration day to consider changes to compensation based on what is available for staff. Kim Baxley seconded. Motion carried.

### **BOARD ACTION:**

Darlene Goddard made a motion to authorize Rachel to sign the CEO contract with the October 15th extension, allowing time for board approval. Kathy Judkins seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**CEO Contract Review Committee – Thursday, April 16, 2020**

### **TOPIC/ISSUE:**

Discussion and recommendation for staff increases for 2020 – 2021

### **BACKGROUND:**

2019 – 2020	4.5%
2018 – 2019	3%
2017 – 2018	3%
2016 – 2017	5%

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

No motion was made. Action item will be brought before the next executive meeting.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**Nominating Committee - Tuesday, April 28, 2020**

### **TOPIC/ISSUE:**

Affirmation of Chair – Kim Baxley – July 2020 – June 2022

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

Darlene Goddard made a motion to affirm Kim Baxley as Chair for the 2020-2021 and 2021-2022 program years. David Pieklik seconded the motion. Motion Carried.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**Nominating Committee - Tuesday, April 28, 2020**

### **TOPIC/ISSUE:**

Nomination of Vice Chair

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

Darlene Goddard made a motion to accept Brandon Whiteman as the nominee for Vice-Chair for the 2020-2021 and 2021-2022 program years. David Pieklik seconded the motion. Motion carried.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**Nominating Committee - Tuesday, April 28, 2020**

### **TOPIC/ISSUE:**

Nomination of Treasurer

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

Darlene Goddard made a motion to accept the nomination of the Fred Morgan as the Treasurer. David Pieklik seconded the motion. Motion carried.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**

**Joint Consortium and Executive Committee Meeting- Wednesday, April 29, 2020**

### **TOPIC/ISSUE:**

Sub-Grantee Agreement

### **BACKGROUND:**

See attached.

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

Staff recommends reviewing the Agreement, comments and deciding how to respond.

### **COMMITTEE ACTION:**

Al Jones made a motion for a letter to be drafted, incorporating the comments and concerns from Rusty Skinner, Attorney Bob Stermer, Rochelle Daniels and Commissioner Smith. Commissioner Smith added that the letter should be sent to DEO and copied to the Governor, Senate President, and Speaker of the House. Commissioner Smith seconded the motion. Motion carried.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – Wednesday, June 3, 2020 Performance and Monitoring Committee – Tuesday, May 5, 2020**

#### **TOPIC/ISSUE:**

Acceptance of 2018-2019 monitoring close-out

#### **BACKGROUND:**

State programmatic monitoring occurred June 10 through June 14, 2019. We have submitted our responses the monitoring for DEO's review and approval.

#### **POINTS OF CONSIDERATION:**

We received a close-out letter dated March 13, 2020 accepting our responses and officially closing the last programmatic monitoring review.

#### **STAFF RECOMMENDATIONS:**

Accept of the close-out letter.

#### **COMMITTEE ACTION:**

William Burda made a motion to accept the DEO letter closing the 2018-19 review process. Brandon Whiteman seconded the motion. Motion carried

#### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**Career Center Committee - Thursday, May 7, 2020**

### **TOPIC/ISSUE:**

COVID-19 grant budget

### **BACKGROUND:**

We have been awarded \$224,951 in National Dislocated Worker Grant funds to assist individuals that have become dislocated from their employment gain temporary work experience/employment assisting with humanitarian, disaster relief work and restoration activities.

### **POINTS OF CONSIDERATION:**

The attached budget is a breakdown of the grant funding and anticipated expenditures. We are looking to begin program implementation in June 2020 and expect to complete the deliverable of the grant by December 31, 2020.

### **STAFF RECOMMENDATIONS:**

Approve acceptance of the grant funding and the attached proposed budget to begin program implementation

### **COMMITTEE ACTION:**

Dave Benthussen made a motion to accept the grant funding. Jorge Martinez seconded the motion. Motion carried.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**Executive Committee – Tuesday, March 31, 2020**

### **TOPIC/ISSUE:**

Telecommuting/Teleworking policy

### **BACKGROUND:**

The situation regarding COVID has resulted in staff working remotely to serve our customers. The provide structure management created a policy on telecommuting and telecommuting agreements for exempt and non-exempt staff. The policy and agreements are attached

The agreements are modeled after a Department of Management Services agreement used for DEO staff.

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

Recommend review, editing and approval of the policy and agreements

### **COMMITTEE ACTION:**

Al Jones made a motion to accept the telework policy and agreements. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, June 3, 2020**  
**Executive Committee – Tuesday, March 31, 2020**

### **TOPIC/ISSUE:**

Fiscal year ending June 30, 2019 Financial Statements

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

Purvis Gray Certified Public Accountants audited the financial statements of CareerSource CLM for fiscal year ending 6/30/2019.

### **STAFF RECOMMENDATIONS:**

Approve the final audit report for 7/1/18-6/30/19.

### **COMMITTEE ACTION:**

Charles Harris made a motion to accept the final financial audit report. Kathy Judkins seconded the motion. Motion carried

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting - Wednesday, June 3, 2020**  
**Executive Committee - Wednesday, May 27, 2020**

### **TOPIC/ISSUE:**

Direct Services Annual Report Submission

### **BACKGROUND:**

The Citrus Levy Marion Regional Workforce Development Board currently acts as the direct service provider for services made available through the One Stop career centers. We have been granted the ability to be the service provider (in lieu of contracting a provider) through a waiver granted by the governor through CareerSource Florida. This waiver must be renewed every three years and maintained through submission of an annual report at the beginning of each program year.

We have reached the end of the previous extension periods. A full waiver submission is required for program year beginning July 1, 2020.

### **POINTS OF CONSIDERATION:**

The following waiver request details the reasoning and aspects of our business that are positively impacted by direct service provision by the Citrus Levy Marion Regional Workforce Development Board.

### **STAFF RECOMMENDATIONS:**

Approve submission of the attached Direct Services Waiver Request.

### **COMMITTEE ACTION:**

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

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting - Wednesday, June 3, 2020**  
**Executive Committee - Wednesday, May 27, 2020**

### **TOPIC/ISSUE:**

Approval of this year's final budget

### **BACKGROUND:**

The 2019 – 2020 budget has been updated to include any expenses through April 30 along with forecasted budget to bring us to June 30.

### **POINTS OF CONSIDERATION:**

1. The first attachment is the Budget 2019/2020. Some considerations in reviewing the budget are:
  - We added in the funding for the COVID DWG grant of \$224,951 and show that we will carry forward about 50% of this grant into our next year. We also added in the COVID-19 PPE funding that we received from DEO for the purpose of assisting with the costs of Personal Protective Equipment. This grant was for \$20,000 and will be fully spent this year.
  - The addition of YouthBuild 3 funding has been included and we are budgeting minimal start-up costs for this year, with the majority being pushed to future years for full spending.
  - The Emerging Initiatives funding was received for purposes of soft skills programming. We will be using this to support our partnerships with our school partners as we open our Virtual Career Services through Career Team. This will occur early in the next year's budget.
  - All other funding is continuing through to the end of the year. We have built in projections for the remaining expenditures which for many of the programs results in some carryforward into next year's budget.
    - Our WIOA funds are good for 2 years and are on a fiscal year of July 1 – June 30. (Adult, Dislocated Worker & Youth)
    - Welfare transition and SNAP (Supplemental Nutrition Assistance Program) Need to be spent by June 30, however this year we have been given until August 30.

- Any of our “pass-through” funding coming from DEO has a different fiscal year that runs from October 1 – September 30. You will see those funds having carry forward because of that. (Wagner-Peyser, Veteran, TAA, Trade Act Assistance, REA , Re-employment)
  - All of the rest of the grants are either special opportunities from DEO (Department of Economic Opportunity) or from DOL(Department of Labor) and have funding periods that vary.
  - CLM costs for contract with RWB 9 have been included. These include hours spent, mileage, and expenses that we paid on their behalf and they are reimbursing us for.
2. The second attachment includes 2 summaries detailing expenditures to budget, from the last approved budget of 3/4/20.
- The first summary details as of March 30, the expenditures by category.
  - The second lengthy summary details expenditures for the same period by grant and by category.

#### **STAFF RECOMMENDATIONS:**

Approval of the modifications made to the 2019/2020 budget as detailed.

#### **COMMITTEE ACTION:**

Fred Morgan made a motion to approve the 2019-2020 budget modifications. Kathy Judkins seconded the motions.

#### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting - Wednesday, June 3, 2020**  
**Executive Committee - Wednesday, May 27, 2020**

### **TOPIC/ISSUE:**

First issue of our 2020 – 2021 Budget

### **BACKGROUND:**

The budget is based on the following information:

- Funding that we have received the allocation for this coming year or grants that have funding that is carrying forward to the next year.
- Estimations on funding that we have not received yet. We know we will be getting the funds, so we have put in what we received last year and are comfortable that the amounts should be very close. (Wagner Peyser, Veteran, Welfare Transition, Supplemental Nutrition Assistance Program, Trade Assistance, Re-employment)
- Using the 2019-2020 budget, we have used those carry forward numbers to include in this budget.
- We will bring back a new version in August (after we close out the year) that will formalize any area where we have used estimated numbers.

### **POINTS OF CONSIDERATION:**

1. The budget total is very close to last year's budget.
2. We typically receive incentive and supplemental dollars at the beginning of the year under both Adult and Dislocated Worker.
3. COVID-19 will result in more funding being put into the workforce system to assist through this disaster, either is supplemental funding or other grant opportunities.
4. In our staffing areas (where staff costs are charged) we increased the benefits by 4% to cover the increase in health benefits.
5. We also put in "an up to" 5% for a Cost of Living increase

**STAFF RECOMMENDATIONS:**

1. Approve the 2020 – 2021 budget
2. Discuss, direct and approve an increase within the 5% limit for the staff. This could be just cost of living or cost of living plus merit.

Approve updated 2019 budget, budget/expenditures reports 7/1/18-3/31/20, and draft 2020 budget.

**COMMITTEE ACTION:**

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

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

**BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting - Wednesday, June 3, 2020**  
**Executive Committee - Wednesday, May 27, 2020**

### **TOPIC/ISSUE:**

Employee healthcare and related benefits

### **BACKGROUND:**

Our Health insurance renewal is July 1. We have received our renewal rates through Benefit Advisors (BA).

Florida Blue presented rates that average a 3.3% increase over the several plans being offered. The spreadsheet contains five (5) options which we are recommending for consideration.

At this time, we believe the Florida Blue premiums are reasonable and acceptable within the confines of our funding. Last program year the rates had increased an average of 25% from the prior year.

Company increased contribution from \$600 to \$601.52 = 0.0025% Increase

Breakdown by plan:

128/129 - 4.3% Increase

3566 (Being replaced by 5302) - 21.8% Decrease

47- 3.3% Increase

60 - 2.9% Increase

5771 - 2.7% Increase

### **POINTS OF CONSIDERATION:**

- Company-paid Principal Dental plan rates will remain the same.
- Company-paid Principal company-paid Group Life rates will remain the same
- Company-paid Principal Short-Term Disability rates will remain the same.
- Company-paid Principal Dependent Life rates will remain the same.
- Employee-paid Principal Vision plan rates will increase. The benefits will also increase.
  - o Current plan that is no longer available.
  - o Updated benefits for the employees are attached
  - o Comparison of rates and benefits for last year and this year are attached

### **STAFF RECOMMENDATIONS:**

Our recommendation is that we contract with Florida Blue for the five (5) options listed

- For option one, the HSA plan Blue Care 128/129, we recommend that the company offer \$222.36 one-time contribution to the HSA and there is a percentage increase in premiums from the current plan. The company share of the premium plus the HSA would equal \$601.52.

- The Blue Options 5302, is a PPO offering and we recommend the company pay the employee premium portion of \$601.52 being able to offer two employee only premium free plans
- The Blue Care 47 plan will be offered to employees at an up-charge of \$205.83 per month (\$95.00/pay period) and the company would pay a share equal to option two, the 5302 plan.
- The Blue Care 60 plan, we recommend that the company pay a share equal to option two and that employees pay \$298.05 per month (\$137.56/pay period) for their premium share.
- The Blue Options 5771, is a PPO offering and we recommend the company pay a share equal to option two and that the employee pay \$350.19 per month (\$161.63/pay period) for their premium share.
- Continue with all Principal plans, company-paid and employee self-pay, as proposed on the attached spreadsheet.

**COMMITTEE ACTION:**

Charles Harris made a motion to accept the 2020-2021 insurance plan. Fred Morgan seconded the motion. Motion carried.

**BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting - Wednesday, June 3, 2020**  
**Executive Committee - Wednesday, May 27, 2020**

### **TOPIC/ISSUE:**

CLM Direct Billing Contract Amendment

### **BACKGROUND:**

During our work in Region 9, there have been a series of unanticipated costs which required CLM to pay. A number of the charges in the period December 13, 2019 through January 31, 2020 are due to the fact that Region 9(R9) does not have a credit card. Others are due to the inability of R9 to get invoices approved promptly or the fact that they had not been able to gain approval to use the bank account established by Alachua County to pay for the charges. Each charge was discussed with the County staff prior to incurring the expense.

Secondly, we estimated costs in the contract to cover staff time by various staff that were not required to assist as much as we had budgeted. At the same time we continued to incur miscellaneous operating expenses that were required but not foreseen.

The attached spreadsheets summarize these expenses into two categories: Expenses not allowed by the TA grant and prior to our contract start and contract amounts that can be reduced and charges not included in the contract.

These situations have been discussed with DEO staff and Alachua County staff and the following is a jointly agreed upon recommendation:

- For charges between December 13, 2019 and January 31, 2020, CLM will directly bill CSNCFL.
- A contract amendment will be submitted to reduce expenses where appropriate and add those miscellaneous charges that CLM incurred.

### **POINTS OF CONSIDERATION:**

Allows CLM to be reimbursed for certain expenses and brings contract into line with expenses

### **STAFF RECOMMENDATIONS:**

Approve contract amendment and direct billing plan

### **COMMITTEE ACTION:**

Al Jones made a motion to accept the contract amendment. Charles Harris abstained due to conflict. Kathy Judkins seconded the motion. Motion carried.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting - Wednesday, June 3, 2020**  
**Executive Committee - Wednesday, May 27, 2020**

### **TOPIC/ISSUE:**

Rosen Hotel

### **BACKGROUND:**

The Board previously approved CSCLM to serve as “host agency” for the annual Workforce Professional Development Summit. In that role, we enter into a contract with the event hotel. The contract specifies certain required minimums: hotel nights, food and beverage minimums.

This year’s event was scheduled for the end of September/first of October. Over 50% of the costs are covered through sponsorships, the remainder through registration fees. Sponsor solicitation begins in March and runs through the end of August with roughly 60-70% of the sponsors committed by June. Registration begins in June and runs through the September start date.

COVID has resulted in no commitment from sponsors and doubts as to whether we could hold an event for 600-700 people, given the COVID guidelines and hotel event space.

We have had informal talks with the hotel about a series of alternatives and have not received a positive response.

There is a “force majeure” clause in the contract. After consultation with FWDA leadership and conversation with their attorney and Bob, we are recommending that Bob send the attached letter.

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

Approve sending letter

### **COMMITTEE ACTION:**

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.

### **BOARD ACTION:**

This item was included as part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Theresa Flick seconded the motion. Motion carried.