



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: September 9, 2020
PLACE: College Of Central Florida, Lecanto, FL
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Angie White
Arno Proctor
Brandon Whiteman
Carol Jones
Charles Harris
Darlene Goddard
David Pieklik
Debra Stanley
Fred Morgan
Jeff Chang
John Hemken
Jorge Martinez
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Lanny Mathis
Mark Paugh
Pat Reddish
Pete Beasley
Rachel Riley
Ted Knight
Theresa Flick
William Burda

MEMBERS ABSENT

Bruce Register
Judy Houlios
Mark Vianello
Mike Melfi
Nicole Nash
Stacy Swain

OTHER ATTENDEES

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

Cindy LeCouris, CSCLM
Laura Byrnes, CSCLM
Cira Schnettler, CSCLM
Shellonda Rucker, Eckerd

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 11:35 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the June 3, 2020 meeting. Charles Harris seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Kim Baxley introduced two new members from Levy County; Stacy Swain of Ralph's Burger House and John Hemken with A&M Manufacturing. John Hemken shared information about his position and business. Stacy Swain was not in attendance and will have an opportunity to share at a future meeting.

PUBLIC COMMENT

None

DISCUSSION ITEMS

Customer Feedback

Cindy LeCouris explained that the management team felt it was important to share with the Board examples of positive feedback from customers highlighting the ongoing professional, caring, and empathetic way staff is working during these stressful times. Staff in all of the Centers are working extremely hard to maintain the highest levels of service to our customers

ACTION ITEMS

CEO Contract Review – 6/15/2020 -Review and recommendation of CEO Contract (2020-2021)

Kathy Judkins made a motion to accept Rusty Skinner's contract. Pat Reddish seconded the motion. Motion carried.

Targeted Occupational List

Kevin Cunningham made a motion to accept the three submissions for approval and inclusion on the Targeted Occupation List. Darlene Goddard seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 8/11/2020

Performance Negotiations

Committee Chair Ted Knight provided a summary of the committee activities.

Business and Economic Development – 8/13/2020

No Action Items

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

Career Center – 8/20/2020

No Action Items

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

Marketing and Outreach – 8/26/2020

No Action Items

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

Executive Committee – 6/25/2020, 8/17/2020, 9/2/2020

Joint Auditing Services RFP

Powell and Jones

Underwood and Sloan

Board Member Orientation

Special Trust Positions

Required Positions

Schedule of Operations

Data Sharing Agreement

Signature Authority

Breach of Security/Incident Response Policy

Budget

Employee Handbook Updates

Customer Code of Conduct Policy

Joint Audit Proposal Selection

Committee Chair Kim Baxley provided a summary of the committee activities.

Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

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

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020
CEO Contract Review Committee – Monday, June 15, 2020
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	\$137,028.00	3%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

4/16/2020 - 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.

6/15/2020 - Kim Baxley made a motion to approve Rusty Skinner’s contract beginning on July 1, 2020 along with the 3% salary increase that was provided to staff. Kathy Judkins seconded the motion. Motion carried.

BOARD ACTION:

6/3/2020 - Darlene Goddard made a motion to authorize Rachel Riley, Chair, to sign the contract with an extension until October 15 providing time for the board to approve the final 2020-2021 contract. Kathy Judkins seconded. Motion carried.

9/9/2020 - Kathy Judkins made a motion to accept Rusty Skinner’s contract. Pat Reddish seconded the motion. Motion carried



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, September 9, 2020

TOPIC/ISSUE:

Training Provider/Program Certification for PY 2020-2022 additions

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). The ATOL is a living document that changes throughout the year based on the needs of local businesses.

POINTS OF CONSIDERATION:

There have been program additions since the June 3, 2020 board meeting. These submissions are being presented for approval and inclusion on our Area Targeted Occupation List. The additions since the last board meeting are:

College of Central Florida – four degree programs
New Horizons – Gulf Coast
Taylor College – Prep courses, RN and Physical Therapy

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

BOARD ACTION:

Kevin Cunningham made a motion to accept the three submissions for approval and inclusion on the Targeted Occupation List. Darlene Goddard seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020
Performance and Monitoring Committee - Tuesday, August 11, 2020

TOPIC/ISSUE:

Performance Negotiations

BACKGROUND:

Local Workforce Development Boards negotiate Workforce Innovation and Opportunity Act (WIOA) and Wagner Peyser (WP) performance goals with the Department of Economic Opportunity every two years. This year we are due to negotiate on performance goals for Program Year 2020-2021 and Program Year 2021-2022. At DEO's request, our counter proposal was submitted on August 3rd and negotiations took place on August 6th.

POINTS OF CONSIDERATION:

In DEO's proposal, most of our goals increased significantly due to our past performance.

- Due to current conditions with the pandemic and the spike in Unemployment Rate, it is unlikely we could meet some of these goals, particularly those tied to employment and wage rate.
- Dislocated Worker goals will also be more difficult to reach due to the Work Registration waiver currently in effect for Reemployment Assistance claimants. Work Registration is the process by which claimants are identified in our jobs system, Employ Florida. We currently have no way to identify these individuals to provide services.
- Our negotiated goals are attached.

STAFF RECOMMENDATIONS:

Approve LWDB 10's negotiated goals

COMMITTEE ACTION:

William Burda made a motion to accept the proposed performance goals for the next two program years. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020
Executive Committee Meeting - Thursday, June 25, 2020

TOPIC/ISSUE:

Joint Auditing Services RFP

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

Kathy Judkins approved the release of a request for proposals for joint sub-recipient auditing services. Ted seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Thursday, June 25, 2020

TOPIC/ISSUE:

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

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Approve renewal of the contract with Powell and Jones.

COMMITTEE ACTION:

Ted Knight approved renewal of the contract with Powell and Jones. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Thursday, June 25, 2020

TOPIC/ISSUE:

Renewal of Independent Monitoring Services Contract with Underwood Sloan and Associates

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

Kathy Judkins approved a contract renewal with Underwood Sloan and Associates to continue third party monitoring. Ted Knight seconded the motion.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Monday, August 17, 2020

TOPIC/ISSUE:

Sub-grantee Agreement Compliance- Board Member Orientation

BACKGROUND:

The Sub-grantee Agreement calls for certain approvals by the Board.

“d. The Board shall ensure Board members complete mandatory Board orientation and training. The Board shall take all reasonable steps necessary to encourage attendance by the CLEO at Board orientation and training. The Board shall retain and provide to DEO upon request the dates of training and sign-in sheets (or other evidence of attendance) of training participants.”

POINTS OF CONSIDERATION:

Orientation is currently provided through an online program, while some aspects of information can be used, the agreement calls for inviting the local elected officials and maintaining attendance sign in sheets.

Attached are two orientation topic outlines: one from the 2015-2016 period when we held in person meetings; and, the online orientation outline. The 2020 document describes how we informed new members of the online orientations and the other documents that were transmitted.

STAFF RECOMMENDATIONS:

Members review outlines and advise staff on topics for the in person orientation

COMMITTEE ACTION:

Charles Harris made a motion to accept the new format of the board orientation and Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Monday, August 17, 2020

TOPIC/ISSUE:

Sub-grantee Agreement Compliance- Level 2 Screening- Positions of Special Trust

BACKGROUND:

The Sub-grantee Agreement calls for certain approvals by the Board.

b. Level 2 Screenings.

i. The Board shall identify and disclose to DEO all Board staff positions that may be granted access to confidential data, including confidential data stored in the information systems used by workforce service providers to manage and report participant information. The Board must review all Board staff positions to determine if the positions should be designated as a position of Special Trust. Positions determined by DEO to be positions of special trust, and all employees placed or considered for placement in a Board Special Trust Position must undergo a Level 2 background screening as set forth more specifically below. For all Board Special Trust Positions, only a Level 2 background screening is necessary.

ii. Level 2 background screenings are necessary to ensure individuals with criminal convictions or individuals that are under criminal investigation or become under criminal investigations related to theft, fraud, forgery, embezzlement, crimes of violence or any similar matters are not approved for access to confidential information. This includes individuals who plea or pleaded nolo contendere or no contest to such charges or offenses; negative information of this type may disqualify a person from being granted access to confidential information under this Agreement. The Level 2 background screenings must include a state and National Criminal Information Center check through the Federal Bureau of Investigations with no negative results to the above type of offenses/convictions.

iii. For Board employees that have not had a Level 2 background screening within the past five years and who are currently employed in a Board Special Trust Position, the Board shall transmit a list of those employees in the method prescribed by DEO, in form and substance acceptable to DEO, within 45 days after request by DEO. DEO and the Board shall coordinate to establish a timeline to conduct all level 2 background screenings for current Board employees in a Board Special Trust Position. If the Board intends to place a new employee in a Board Special Trust Position, then the Board shall

require that employee undergo a Level 2 background screening prior to any offer of employment. The Level 2 background screening must be conducted at least every five years of consecutive employment and upon re-employment in all circumstances.

POINTS OF CONSIDERATION:

Positions of Special Trust are ones that have the ability to change information, files, etc.

STAFF RECOMMENDATIONS:

The following positions are recommended for consideration:

CEO; Executive Vice President; Director of Finance; Director of IT; Accountant; and Bookkeeper II;

COMMITTEE ACTION:

Ted Knight made a motion to accept the positions recommended for consideration as Special Trust positions: CEO; Executive Vice President; Director of Finance; Director of IT; Accountant; and Bookkeeper II. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Monday, August 17, 2020

TOPIC/ISSUE:

Sub-grantee Agreement Compliance- Required Local Positions

BACKGROUND:

The Sub-grantee Agreement calls for certain approvals by the Board.

21. REQUIRED LOCAL POSITIONS. Appointed individuals may serve in more than one capacity or perform other job duties and functions, as appropriate, to the extent that no conflict of interest arises or may arise. The Board shall appoint:

- a. A Regional Security Officer.
- b. A custodian for purchased property and equipment.
- c. A personnel liaison (must be a DEO merit staff member).
- d. A public records coordinator.
- e. An Equal Opportunity Officer, consistent with 29 CFR part 38.
- f. An Ethics Officer
- g. A Disability Navigator

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Monday, August 17, 2020

TOPIC/ISSUE:

Sub-grantee Agreement Compliance- Schedule of Operations

BACKGROUND:

The Sub-grantee Agreement calls for certain approvals by the Board.

g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one- stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily-accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown

POINTS OF CONSIDERATION:

Requires the Board to set hours of operation and official dates of closure. Holiday schedule should be either federal, state or county schedule. Board can give prior approval to deviations to the schedule.

See attached schedules: current holidays; federal; state; and, Marion County.

CLM has 10 holiday closures, the same number as the federal schedule, except that instead of Washington's Birthday and Columbus Day, CLM has the Friday after Thanksgiving and Christmas Eve.

In addition, CLM offices/centers close four (4) times per year for staff training

For hours of operation, CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm. During COVID, the hours of public access are 9:00 am until 4:00 pm, this allows staff to properly clean and sanitize the facilities.

STAFF RECOMMENDATIONS:

Adopt the Federal Holiday Schedule, with the following deviation: substitute the Friday after Thanksgiving and Christmas Eve for Washington's Birthday and Columbus Day.

Approve CEO designating up to four(4) staff training days per year, providing the Board and DEO at least two weeks advanced notice with the notice posted on each office and on the website and through social media.

Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm. Authorize COVID hours of public operation to be Monday through Friday, 9:00 am through 4:00 pm.

COMMITTEE ACTION:

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

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

Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Monday, August 17, 2020

TOPIC/ISSUE:

Data sharing Agreement

BACKGROUND:

Prior to March 2020, the data of a customer signing up for Reemployment Assistance (RA) was automatically uploaded to Employ Florida. When Work Registration was waived, this process ended.

At present, unless an RA customer registered in EF directly, we do not have any personal data. We use this data in our outreach efforts and in job matching. The data is also used to apply for certain grants.

DEO has stated that in order to be provided the data, both the Board and CLEO must sign the attached Data Sharing Agreement.

POINTS OF CONSIDERATION:

The data is needed by staff to better serve our customers

STAFF RECOMMENDATIONS:

Staff recommends after-the fact approval.

COMMITTEE ACTION:

Charles Harris made a motion to approve the Board Chair and Consortium Chair signing the Data Sharing Agreement. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Monday, August 17, 2020

TOPIC/ISSUE:

Signatory Authority: Executive Vice President

BACKGROUND:

Kathleen Woodring, as Executive VP (EVP), is authorized to sign all documents, including checks. With her retirement and the promotion of Dale French into the position of EVP, Dale will share signature authority with the CEO for all documents, including checks.

POINTS OF CONSIDERATION:

1. Confirm the Board's intention to approve signature authority for the position of EVP.
Approval of signature authority will ensure prompt and efficient operations during the transition to retirement of Kathleen Woodring.

STAFF RECOMMENDATIONS:

CEO Recommends approval

COMMITTEE ACTION:

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

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Wednesday, September 2, 2020

TOPIC/ISSUE:

Breaches of Security Policy and Procedures

BACKGROUND:

Per our sub-grantee agreement with the Department of Economic Opportunity, we are required to have policy and procedures in place for handling and reporting all breaches of security through the management information systems that house sensitive and confidential workforce system participant data.

POINTS OF CONSIDERATION:

Staff have drafted Administrative policy **ADM-25 Breaches of Security** to address all of the requirements as set forth under the sub-grantee agreement.

STAFF RECOMMENDATIONS:

Approve ADM-25 to be implemented under our official policies and procedures

COMMITTEE ACTION:

Rachel Riley made a motion to approve the Breach of Security/Incident Response policy. Ted Knight seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Wednesday, September 2, 2020

TOPIC/ISSUE:

Updated 2020 budget

BACKGROUND:

POINTS OF CONSIDERATION:

Budget 2020 (attachments 1 & 2) was updated for the below:

- Carryforwards after 6/30/20 reports
- Supplemental WIOA funds \$330,297
- WIOA Performance Incentive funds \$37,716

STAFF RECOMMENDATIONS:

Approve updated 2020 budget

COMMITTEE ACTION:

Al Jones made a motion to accept the 2020-2021 budget. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Wednesday, September 2, 2020

TOPIC/ISSUE:

Approval to Combining the Personnel Rules and Policy Handbook and the Employee Handbook

BACKGROUND:

The personnel policy handbook was a more comprehensive copy of polices and rules and the Employee handbook was just a summary of it.

POINTS OF CONSIDERATION:

Updated policy # to reflect board approval August 17, 2020 of staff evaluation form
Updated policy # to reflect board action on January 31,2019 of changes made to PLT.
Updated policy # to reflect board action on January 31,2019 of changes made to titles of infractions.
Edited typos, formatting and title changes
Added Policy #801 to reflect safety as it relates to automobile usage policy and pandemic.

STAFF RECOMMENDATIONS:

By combining the two will eliminate the need for staff to have to refer to two places when looking for information on specific policies. Give the Handbook a new title of "Employee Benefits and Personnel Policies Handbook"

COMMITTEE ACTION:

Ted Knight made a motion to accept the new Employee Handbook. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Wednesday, September 2, 2020

TOPIC/ISSUE:

Approval of OPS 30 Customer Code of Conduct

BACKGROUND:

Update of outdated LOP for Customer Code of Conduct and staff involvement/responsibilities in said policy.

POINTS OF CONSIDERATION:

Due to an incident within the 14th Street Center updating of this policy provides guidance for staff/managers on the process of handling any customer incidents within the Career Centers. Additionally, staff can provide customers with the Customer Code of Conduct page as needed when dealing with any issues in the Career Centers.

STAFF RECOMMENDATIONS:

To approve OPS 30 policy for effective management of interactions between staff and customers, this will help to ensure an understanding of expectations from both staff and customers while protecting the safety of staff and customers when incidents arise.

COMMITTEE ACTION:

Al Jones made a motion to accept the policy. Ted Knight seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020 Executive Committee Meeting - Wednesday, September 2, 2020

TOPIC/ISSUE:

Selection of a Joint Auditing accounting firm for LWDBs 6 and 10

BACKGROUND:

On July 13, 2020, we released a request for proposals (RFP) to contract an accounting firm for our annually auditing requirements four responses were received. The respondents were Powell and Jones, Grau and Associates, CRI, and MSL

POINTS OF CONSIDERATION:

Staff reviewed the proposals submitted by each of the respondents. The review was conducted by Susan Heller, Jessica Higginbotham and Dale French. Powell and Jones was the top rated firm by the staff review panel. The following page is an aggregate of the scoring matrices used to determine the top rated firms.

STAFF RECOMMENDATIONS:

Staff recommend a review of the firms and request the committee to make a selection based on criteria detailed on the scoring matrix.

COMMITTEE ACTION:

Al Jones made a motion to accept Powell and Jones as the auditing firm. Rachel Riley seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the meeting Consent Agenda. Kevin Cunningham made a motion to approve all consent agenda items. Kathy Judkins seconded the motion. Motion carried.