



## BOARD MEETING AGENDA

Wednesday, September 9, 2020 – 11:30 a.m.

Revised 9/8/2020

Zoom Link: <https://us02web.zoom.us/j/82725220984>  
Meeting ID: 827 2522 0984 - Conference Line: 1 646 558 8656

Call to Order	K. Baxley
Invocation and Pledge of Allegiance	R. Stermer
Roll Call	C. Schnettler
Public Comment	
Approval of Minutes, June 3, 2020	Pages 3 - 52 K. Baxley

### **INTRODUCTION OF NEW MEMBERS**

K. Baxley

### **PUBLIC COMMENT**

### **DISCUSSION ITEMS**

Customer Feedback	Pages 53 - 68	C. LeCouris
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### **ACTION ITEMS**

<u>CEO Contract Review – 6/15/2020</u>	Pages 69 - 76	K. Baxley
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Review and recommendation of CEO Contract (2020-2021)		
Targeted Occupational List	Pages 77 - 79	D. French

### **CONSENT AGENDA**

<u>Performance and Monitoring – 8/11/2020</u>	Page 80	T. Knight
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Performance Negotiations

<u>Business and Economic Development – 8/13/2020</u>		P. Beasley
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No Action Items

<u>Career Center – 8/20/2020</u>		C. Harris
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No Action Items

<u>Marketing and Outreach – 8/26/2020</u>		A. Jones
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No Action Items

<u>Executive Committee – 6/25/2020, 8/17/2020, 9/2/2020</u>	Pages 81 - 98	K. Baxley / R. Skinner
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Joint Auditing Services RFP

Powell and Jones

Underwood and Sloan

Board Member Orientation

### **OUR VISION STATEMENT**

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



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

### **PROJECT UPDATES**

None

### **MATTERS FROM THE FLOOR**

### **ADJOURNMENT**

2020 – 2021 MEETING SCHEDULE						
Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
All in-person committee meetings are held at the CF Ocala Campus, Enterprise Center, Room 206. All teleconference meetings will be held through Zoom.						
Tuesday, 9:00 am	Thursday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/11/2020	8/13/2020	8/20/2020	8/26/2020	9/2/2020	9/9/2020	Zoom
11/3/2020	11/5/2020	11/19/2020	11/18/2020	12/2/2020	12/9/2020	CF Ocala
2/9/2021	2/11/2021	2/18/2021	2/24/2021	3/3/2021	3/24/2021	CF Lecanto
5/11/2021	5/13/2021	5/20/2021	5/26/2021	6/2/2021	6/9/2021	CF Ocala

### **OUR VISION STATEMENT**

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



## **CAREERSOURCE CITRUS LEVY MARION 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:**

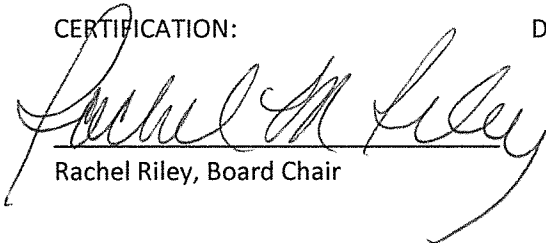
Darlene Goddard made a motion to accept the renewals. Charles Harris seconded the motion. Motion carried.

**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"/> 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, 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

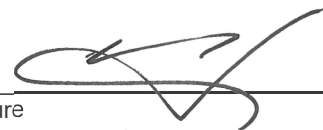
Board member of CareerSource CLM

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.

6/3/2020  
Date Filed

Theresa Flick  
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 <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:	
CITY <b>OCALA</b>	COUNTY <b>MARION</b>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <b>6/3/2020</b>		NAME OF POLITICAL SUBDIVISION:	
		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:

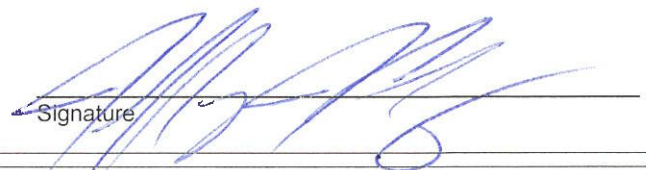
Board member of CareerSource CLM

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

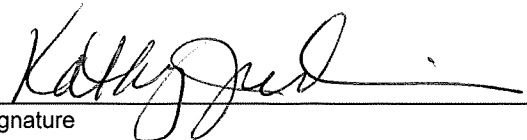
Employee of SECO Energy

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.

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- 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.

To the Dept. of Reemployment Assistance....

My name is Carol Bartow

I had a appointment today at the Career source in the Citrus Levy Marion center in Lecanto.

Should I start a thank-you note with a Question?

Like how to convey my thanks when I went to the career source for help. It was there right at the start at the entrance with Sandy Jones- she was not only professional, Sandy showed empathy and consideration from when I came in and when she escorted me out.

I,m not very computer savvy, I still have a flip phone and don't text. So you can imagine all the help needed and kindly given by Cathy Galica - she was a balm to my soul! I was frustrated, scared and feeling very stupid by not knowing how to navigate on furlough covid 19 situation. I was so relieved and thankful when I found out this could still be rectified.

I know it might sound pretty silly when I was leaving I was trying not to cry- and right now writing this I am- But it's tears of gratitude for the kindness and consideration I received today by CATHY GALICA & SANDY JONES  
+++++ Thanks again for listening, caring&helping!

Sure just one of the many, I hope so. Like Sandy said just give it forward- I just did-many thanks....

Sincerely Carol Bartow

any questions # 352-726-1882

Orreth W. Tafari  
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[O.Tafari19@Gmail.com](mailto:O.Tafari19@Gmail.com)

May 22, 2020

Mr. Henry Ayala  
CareerSource  
2703 NE 14<sup>th</sup> Street  
Ocala, FL 34470

Dear Mr. Ayala:  
(Career Development Couch)

Subject: Gratitude for services received

It is with much honor that I take this timeout to express my sincere gratitude to you for your dedicated efforts to help me stand up again after been down for such long time.

No other government agent has shown such commitment to help me regain my economic self-sufficiency since I left U.S. military service in 2004, with several debilitating service connected disabilities. Thank you very much for the personalized help you gave me.

I do hope that you will live a long and prosperous life. Keep doing righteous works.

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Sincerely:



Orreth Tafari



## **Talent Center:**

Good afternoon, Andrea:

I cannot thank you enough for ALL of your help you gave our Internship students with their Targeted Resume assignments! In reflection, this has been the most IMPACTFUL assignment for this group, and know that I appreciate all of the time you took in responding to my students!

I also wanted to let you know that Roland Jenkins reached out to me yesterday—he is so excited, he has FOUND EMPLOYMENT! He explicitly stated that he felt that his targeted resume was a deciding factor in him obtaining an interview and getting his job! He thanks you—and I THANK YOU!

**I really do appreciate your help.** As BAS Internship faculty look forward to the fall, I know that they are so impressed with the resources that you and your office provided that they are planning on incorporating your material into their courses! (is that OK?) *Before I ask—you can say NO—but we would love it if we could continue using you and your office (which sounds terrible) for this part of our courses?*

Thank you again, you have made a difference for "my 20"—and I am appreciative!

## **14<sup>th</sup> Street:**

I was frequenting the Career Resource Center regularly before the COVID-19 pandemic. I was coming to the Center to reinvent and empower myself as a Registered Nurse since recently (06/18-11/19) battling cancer. I know that I will not be able to return to the type of nursing I have done for 26 years (Hospital & Correctional). I was excited to see the amount of Resources available. I partook in all I could so far. The entire Staff is AMAZING!!

I am writing this email specifically to Thank Ms. Loy Peddie-Williams, who was assigned my Career Development Coach. From the moment she was assigned to help me—she was pure inspiration!! Ms. Loy inspired me to think outside of the box, she brought ideas to me in different areas of Nursing that I had never even thought of. Ms. Loy helped me with my resume, kept a scheduled meeting with me weekly, and even when the shut down was in effect—she reached out to me letting me know that she was available to continue helping me grow! That was very supportive when the times looked very isolating & bleak. Well the time came approximately 3 weeks ago I was asked if I was interested in applying as a RN for a Wellness Clinic in Ocala, working part-time hours. I contact Ms. Loy, she was very encouraging and helped me in a mock interview. I was offered the job starting this Summer. I since then have been proactive in learning my new position. Ms. Loy helped me with the confidence and preparation for that interview. I previously had been on the same job for years, not interviewing in years. All of the workshops have helped me so much too. So Thank you to Ms. Loy and your entire staff. I look forward when things open safely to that I can come back. I even brought my 18 year old grandson up a few months back and he also felt the encouragement. So thanks to all for being there and helping, special THANK YOU MS. LOY!!!!

You/ your staff were a pleasure to spend my "hour" with. They were very helpful!

Dear Mr. Harrison,

I want to take this opportunity to compliment your Front Office employee Syra Cardona. On Tuesday July 7, 2020 I needed assistance for unemployment filling. The system was very challenging and long. Kick me out 3 times as a result I had to start all over and requested assistance.

Syra came to my help and despite of the business she assisted me with the handling of the application as well as with every system rejection and questions I had. She was very kind, knowledgeable as well as patient. Always with a smile and willingness to help me complete this application she created in me confidence on my task and the service of this office.

I am very thankful for her assistance and would like to compliment her as an excellent employee for your office. My hope is that you can extend this compliment to her as well.

Paula, Thank you for assisting Mr. Weir and providing the help he was looking for. As you are aware Mr. Weir was referred to CSCLM from Mr. Stone's office with major concerns with his UA. With your calm demeanor and professional approach Mr. Weir's concern will be addressed and hopefully resolved.

Kudos Paula! Kevin

Hi Paula,

Thanks again for your exemplary help! I will need some time to deal with my new employer today, plus figure out how to separate some of the parts of the return that have no relevance at all to what the State of Florida needs. So, is there any chance I could potentially swing by tomorrow? I can confirm a time later today if that's OK with you. Thanks again.

I writing to give kudos to one of your employees listed above Paula Singleton. We have had a very very tough time with the de o website after many trials and tribulations. Phone calls, chats, emails, and needing we somehow found Paula. Paula took the time to get back in touch with us she worked with us very diligently to try to solve the problem of the Deo website. She could not solve the problem but did not give up trying. Finally we had to go to a senator's office and they couldn't solve the problem either. They ran into the same problem that Paula ran into and that we ran into. I just can't thank her enough for the time she spent with us with all the problems and phone calls she must be handling as well as the other employees. But Paula took the time for us and no other employee would they blew us off. Thank you Paula

Hello;

My recent contact with Mr. Patterson was a pleasant experience. I was not expecting this, so I felt compelled to let his supervisor know. He was polite, professional, knowledgeable and empathetic. Most importantly he's a good listener.

I know that there are many thousands of frustrated, angry people trying to navigate the DEO. I chat with some of them on line. I'm still waiting for funds long owed me.

But I'm also trying to find work and found Mr. Patterson's advice and tips very useful. Also thumbs up for Paula Singleton. Thanks for your support; Have a great day!

I have been assigned to Ms. Carlene 'Loy' Peddie-Williams, Career Development Coach, at Career Source, during my job search that started in February of this year. I would like to share my impressions with you.

Looking for a new job is not an easy journey especially at a time when our country is experiencing a pandemic. From applying to every relevant opportunity, the stressful waiting to hear back, receiving rejection emails...at times make a person question their job search process. However, my fortune was having Loy as my Coach, my advocate, during this difficult time for me.

The Vision, Mission & Core Values of Career Source focuses on Customer Focus, Effectiveness, Professionalism, Collaboration, Integrity, Accountability and Leadership, which Loy exhibits all and more. She truly listened to all my concerns. She provided timely and helpful advice regarding my job search process guiding me step by step. She kept in constant touch with me whenever she saw anything new or had any feedback.

Without a doubt Loy went above and beyond my expectations to support me in my job search. I felt she really cared and did all she could do to ensure my success with my job search. Because of her care, attentiveness and professionalism, I could take the next step when I might have otherwise felt like just giving up.

Loy is a true professional with superlative skills, which she effortlessly combines with a great dedication to her clients. I write this message to thank her for her excellent support. I am deeply appreciative to have the opportunity to work with her. I wish every organization had individuals as dedicated and professional as Loy.--

#### FEEDBACK FOR KIM:

Keys to success is what I called the presentation provided by the talent center. I learned so much from it. I learned that employers now search on social media the kind of person you really are. I suppose people can sugar coat their resume, which I believe that is a smart idea. Employers must be aware of what kind of person they are about to hire and assure that they are trustworthy. I really enjoy the tips on how we should answer a question. Be ready, assertive, and confident. As I get closer to my graduation and prepare myself for my real interview I will make sure I show a positive body language, have a gentle but firm handshake and a smile that will brighten their day. Leaving a great first impression is one of the most important things a candidate could do to make sure the employer does not easily forget them. Therefore I found this presentation very helpful to succeed and find the job of your dreams.

Looking over all the provided power points was very interesting. I thank Ms. Strauch for giving us all the helpful hints in finding a job, preparing for a job, and creating a perfect resume. I started a LinkedIn because a recruiter might like my past history and reach out to me for a perfect job I might love. I liked the statistics she provided about posting on social media. I rarely post anything on Facebook. I just keep my thoughts to myself. Another PowerPoint I enjoyed looking over was salary range. It's not appropriate to ask someone how much they make but I like to know because I can try to score as much as I can when applying for a job. Overall, these power points are nice to review and helpful. Thank you for sharing them with us.

I found this presentation to be very helpful during this transition period from nursing school to nursing practice. Interviews can be extremely intimidating, even when you feel like the perfect fit for a job. I think that the "Nail That Interview" packet was very helpful because it guides you through common questions that are asked during the interview process. "Tell me about yourself" is such a normal question to here, but it is also one of the hardest to answer (for me, at least). Having the grid to fill out beforehand will be very helpful in making sure I hit on all of the key points! I also think that having a checklist of soft skills makes it easier to strengthen my resume as well as have a few more to list off during an interview. Overall, I know that the provided materials will be of good use when I start applying to nursing jobs soon.

I thought the Talent Center Presentations mentioned a few great points. I am unaware of any other nursing program which offers resume services or interview assistance. This is valuable information, especially for new graduates. It also reiterated how important it is to be mindful of our social media posts. Although this was separate from the presentation, I found the interview packet and “Dress for Success” information the most beneficial. The resume may get you the interview, but afterward, the impression you make will ultimately land you the job offer. For now, most of us are focused on passing nursing school and the NCLEX. However, the presentations provide a good head start in preparing for the employment process.

I really enjoyed this presentation! It was very informative and opened my eyes to skills that I hadn’t even thought of. These are all things that even if I feel like I am good at now, I will definitely have to improve on them all. I have an issue with using “I” statements so I will for sure need to work on that. I would have loved to hear this presentation live, and am so sad that we were unable to but I’m sure you would have done a fantastic job. I don't think that there is any feedback that I have because I loved the presentation so much.

The presentation that I enjoyed was that on social media. It is a fact that we live an online life and once it is posted it is for the world to see. Today’s world is all about online presence and it’s all about keeping up a view that your lifestyle to be perceived. So something that you might see as a joke, or silly might just end up costing you your dream job. It was interesting to see how much employers check and research your online life before they consider hiring you. I did not think that they would be looking for things like alcohol and drug use, tardiness or hooky from work, or even bashing a previous employer. IT was good to know and realize that this makes a huge impact in today's world. The moral of the story is, you don't need to impress anyone with a fake or embellished life online.

I enjoyed the talent center presentations. The staff really helped me to draft a beautiful resume that I know will get the attention it deserves. I especially learned that there are soft skills and hard skills. Those do help to build a good resume and also makes me look good on paper. I can tell the staff is very passionate about the work they do and really wants us all to succeed in the future. The feedback for the resume really gave my resume the boost it needed. I plan to use a little bit of everything I learned from the presentations to gain employment and land the job I

want in the future. The tips and suggestions will definitely aid me in gaining the confidence I need to succeed in an interview. I often get nervous when I have to speak and what I learned will help me to focus and calm my nerves. Soft skills check list, dressing for success, and career success will boost my chances.

I believe that all the information presented by the talent center is huge and extremely important for getting and keeping a job. But I want to compliment two slides shows particularly. The slide show that discusses the way jobs use your social media before you get hired and how they continue to use the social media while you are hired is a big deal. In this day and age, people are on social media all the time and express themselves, but others must be aware that they do not express any inappropriate content or opinions that would conflict with the company they work for. Remembering, that somebody is always watching you and how you conduct yourself. The second point is the useful tool of finding an average salary range for the job you wish to acquire in your area. This is great to know ahead of time to put this factor into consideration when applying it to job applications. Over all, great presentation!

I loved everything about the Talent Center presentation. This is my second encounter with the Talent Center. I learned that they are a resource that I can use before and after graduation. I was not aware that the Talent Center has a health care recruiter, and that can help me a lot. The fact that they are linked so closely with so many health care jobs is a plus for us in the nursing field. I appreciated the fact that they helped me with the opportunity to enhance my resume. Although I already have employment, it opened my mind to the future even more. The Talent Center helped me to perfect my resume right down to the font size. I love how their presentation explains everything and everybody. Their backgrounds are profound. This is an awesome program.

I agree that one should limit the presence on social media. I think I gathered the importance of building a good image of oneself on social media. It is also an option of just staying off social media all the way around. I think it's important to utilize services based on the presentation such as job sites. Some of those job sites include indeed.com, monster.com and others. Building a good character on those websites with properly built resumes will go a long way. As I went over this information, I reflected on my own presence within social media and will comb through it before graduation.

I really enjoyed going through the presentations presented by the Talent Center. I believe all of the information provided will be helpful in landing me a job as a new registered nurse. I have always heard about Linked In but never knew exactly how it helped in getting a job. Now I can successfully create a Linked In profile and know exactly what to include and what not to include. Also, the information about the soft skills was very helpful. I like that they included checklists, as that is easy to follow along and can be used in the future. I have downloaded and saved all the information so I can easily refer back to the information closer to my interviews.

I really enjoyed the information on soft skills and how the employer may analyze these attributes. The presentation that focused on this area really made the listener evaluate their own performance, areas of strength and weaknesses. I appreciate self-evaluation since this gives me a chance to tackle perceived misgivings before they have a chance to influence or further influence important aspects in daily life. I found that this was the best part about these presentations because the information was wide ranging and provided an insight into the most valuable characteristics of an individual. I will use this information when applying for a position to better prepare myself for an interview, and also when performing peer or staff evaluations.

I think for me personally the talent center has helped me fine tune my resume as compared to what it was before. I personally know of a nurse that helped me make the one I had for when I applied to the job I have now, but the resume presentation has helped me fine tune it in my opinion to something that is a lot more better. I also have a better understanding on how to tailor my application to the job I want specifically. I also liked the effective job search presentation because I can't count how many times I have tried to look for a job that either hasn't called me back because of the problems I had with my resume or because I wasn't looking correctly. With this I know that when I am done with nursing school I can have the confidence to look for a job.

I found this unit to be very helpful in explaining tips and tricks to find and secure a job in the field of nursing. I especially enjoyed the presentations on LinkedIn. Social media promotion isn't brought up often enough when discussing how to secure an interview and job. Because of that, it was new territory for me and I'm grateful that I had this resource to explain this aspect of the job hunt to me. I was also excited to see the services the talent center provides and I may utilize them when preparing to search for a job.



After reviewing the talent center PowerPoint presentation I was able to learn a few things that will be beneficial to me in the near future. First, I never realized that linkedin.com was so thorough and connected. I like that you can be endorsed by other confirmed people on the site which helps your reputation and makes you more marketable. Another plus from the presentation that I picked up on was mynextmove.org. I loved this site because it gave me a really great estimate of what I will be making when I graduate and not to mention what I can be making when I become a practitioner. I enjoyed the presentation and think it included a lot of valuable information also on social media. I am fortunate enough to not have any social media but I can definitely see younger groups of people becoming more aware of their actions now knowing that anything online is free for judgement. Thank you for the information.

Something I liked and learned was all of the opportunities the talent center has to access and utilize for students. Knowing we have professionals to help us with interview skills and job searching is very encouraging and helpful. One thing I will use in the future is utilize the ability to work. On my interviewing skills. Using professional communication as well as formal communication skills learned from the talent center will surely be implemented into my future practice.

I have learned so many valuable things from the talent center presentations, but to just name a few would be the importance of having a Linked-in account, the fact that "Once a Patriot, Always a Patriot" and that the talent centers resources would be available well after graduation, and lastly that there are many jobs that are posted on the site through CF exclusively. I had never heard of Linked-in until Kim mentioned it in the beginning of the semester and now in these PowerPoints I have watched. I will begin making my Linked-in account very soon, as my professional career will begin very soon with my impending graduation date fast approaching. It did seem very time consuming to make, but if it can help me land my dream job than it will be well worth it. The tools provided to me via the talent center have been great. I am very happy with the resume the guided me in creating as well as all of the tips on where to look for a future job. The fact that I have access to these upon graduation and well into the future makes me very happy. I did not know the what the talent center even was until this semester and now I am thankful to have such a great resource within reach. Job hunting is so stressful and with the provided tools from the Talent Center, I feel very prepared. Thank you Kim, Chris, and the Talent center staff!

I liked the 3<sup>rd</sup> PowerPoint about social media postings. I don't think people realize just how much social media can affect your employment. I think this PowerPoint gives insight with statistics on 61% of employers reconsidering their applicant because of social media postings. 70% of employers use social medias to screen applicants, that's crazy! I definitely didn't know that. This PowerPoint shows you what not to post and what is acceptable to post to create a positive self-image. I also think that the LinkedIn PowerPoints do a great job of providing information and creating a profile with them. I think this is a great thing to include because a lot of people don't know what LinkedIn is and how it can contribute to a job search. For someone who is not very good with interviews and gets extremely nervous, the Nail That Interview Customer packet is outstanding!! It really covers a lot of the areas that interviewers will cover and sample questions for you to fill out. This is extremely helpful to any new nurse or anybody trying to score a job. This is probably my favorite thing on the list of stuff because of how detailed and accurate it is! I will definitely use this in my future, hopefully the near future!

When overviewing the talent center presentations, the primary factor that stood out to me is the fact that not many individuals think to consider what is posted on their personal social media accounts, and the fact that employers do look over those. This is such a big deal because many applicants wouldn't think to double check their social media account posts, nor ask themselves if this content is appropriate and if they would feel confident of it being viewed by an employer would be a positive outcome. The presentations also gave helpful tools as far as available resources as far as finding a position, to resume and interview preparedness. One thing that I have learned when working in general, however, more so when working in healthcare, is you are always being observed and monitored, whether you think you are or not. It is best to always be as professional as possible, which life happens and outside of your facility and position, it is easy to become a free bird and let loose, however, whether you are in a uniform with a badge or not, you are still representing your company and position, so when in doubt, if you have to question if something is appropriate or not, then it is safe to just go with no.

After reviewing Ms. Strauch's PowerPoints, I thought she did a very good job. She included tons of information that is going to be useful in the future such as knowing the RN salary (knowing what you are worth), how to prepare for a job search and what sites to use for the searches, what are soft (what are the top 5 of these skills & how to develop them) and hard skills to name a few. Tons and Tons resources at our fingers tips and she made them short & sweet and to the point. Ms. Strauch presented them in a way that was very easy to understand. This is appreciated from a person, like myself, that wants quick access and to the point information to promote my success in my future.

I liked how you address the older population as well as the younger population. I am 46 years old going back to school, so it shows you do not have to be young to do it. I also liked how the information was right there to be seen easily with what the talent center offers and what they can help you with. Phone numbers and emails were right in front and easy to locate. All the information about their partners and how they also are involved in the surrounding counties. I want to say thank you for your help this semester with the resume process. I know I have learned some new things that Chris helped me with on how to change this and that and use bullets (dots), which were things I did not know. I know how to do the basics, but not all the fancy power points, lining things up where they need to be etc. I will take what I have learned with me and will make sure I spread the word about what you do or can do to help others like me who made need the help. Thank you again it was a pleasure.

In this presentation I thoroughly appreciated the layout of everything the talent center does. The services provided, the willingness to help you land the job of your dreams, when the best time to work with the talent center is, who they collaborate with, and so on. Knowing all of their available resources I think makes students feel their time is truly valued. The biggest factor that stuck with me is what not, and what to share on social media. Everything is so easily ridiculed in today's day and time you have to be very careful with what you say, post, act, do, or anything. The percentage layout of what can cost you a job and why was a real eye opener to see. The PowerPoint of your soft skills to mention was great! I never thought about the soft skills I possess that employers would be seeking; I have only thought about physical skills that have been done. My only wish to improve this presentation would have been to have been presented it. The fill in the blank forms would have been a great group opportunity, break time paper to fill out. Overall, I have all of this information saved in a folder for me to review later again if any questions. I appreciate the thoroughness of this presentation.

The talent center presentation was very beneficial to me in giving me the necessary information needed to successfully get a nursing job once I graduate. I honestly didn't think much about creating a resume and the interview process much since starting nursing school, but having one semester left, I understand that this is a necessary step to getting a job. I liked being able to see the different job sites where I can go to and upload my resume so that employers can look at and reach out if they are interested. There are many different job sites that I have never even heard of, so it is good that I was able to read and explore some of them. I have never been internet or tech-savvy, so I enjoyed getting a step by step guide as to how to set up a linked account and what information was pertinent to add to my resume. Throughout the presentation, I learned that what I post on social media can come back and haunt me in the future especially when looking for a job. I have never thought about how social media would affect my future job, but it makes sense since everything is on the internet now, making it easier to simply search a person's name and get everything you need. Also, I learned about the salary range website for the position that I will be applying for and the many free resources available. Even though I am passionate about caring and helping my patients, I still need to make money and pay my bills, so knowing the salary range is very beneficial for me as a future nurse. Furthermore, I have learned that having hard skills that can be measured are necessary, but also soft skills such as communication, teamwork, creativity, and problem-solving skills are just as important. I will use what I learned during this presentation in the future especially as I advance as a nurse and need to look for a new job. Finally, I have learned that there are so many people at the CF that are willing to help and guide me in the right direction, especially if I feel stuck or just need some advice.

I am truly thankful for all the assistance provided by the Talent Center team. They have guided me in formulating a resume that will prepare me for a new transition in my life. They have done a wonderful job presenting tips and tricks about getting a resume done and how to present myself during an interview. They were prompted at replying to my messages and willing to help in whatever way they could have.

After watching the talent center presentation, I felt like I learned a lot about starting my resume. Before this presentation, I was really worried about doing a resume because I felt like I had little to nothing to add to my resume. But after seeing this presentation, I feel way more prepared and confident on my resume. I also learned about how to effectively start a job search, which was something I was nervous about before. Overall, I really enjoyed the presentation.

One thing that I really liked and found very helpful was the step by step tutorial on how to set up your LinkedIn account. I actually added a LinkedIn to my resume, but nothing was set up. I plan on tackling this before the next semester. Another very cool feature I had no idea about is there is a spot where old employers can actually leave recommendations on your page!!! I was really impressed with this site and cannot wait to utilize it to the max! The 'Tips to "Nail That Interview"' was also very useful. It was a guide that was very user friendly. It spoke about what to say/what not to say, and how to use SAR in your responses (which I would have found useful in our mock interviews). I was looking forward to the "Dress for success" portion, but for some reason I was unable to access it. If there is anyway that could be sent out, I would be very interested to see how I could improve myself. Thank you so much for all of your hard work. I truly enjoyed everything I learned and feel so much more prepared moving forward! \*\*PS Kim I was able to send her the link and it worked\*\*

I am so very grateful for all the valuable information that the Talent Center has provided us. Not having any prior work history of my own, I found these presentations to be exactly what I needed to help guide me through this transition from student to professional. The Talent Center has some many great tools to utilize, and I just love the fact that it's free to our advantage and that we are always welcome even after graduation. These step-by-step guidelines are convenient enough to understand and follow through with. I was also not aware of most of these job searching sites the Talent Center mentions such as [Employflorida.org](http://Employflorida.org) and [Talentcenter.org](http://Talentcenter.org). I will surely be taking advantage of these sites when searching for the right job after graduation. The Talent Center provides great advice concerning the do's and don'ts of social media, as well as how to go about researching salary ranges when searching for the right job. I was not aware of [mynextmove.org](http://mynextmove.org) prior to this experience. Now having the knowledge, I know how to apply it to helping me find the right job that fits my needs.

After going through the presentations within module 10, I feel like I have learned many things that the Talent Center can offer. They offer career services and help to provide free, mock interviews and resume critiques to help students prepare for employment opportunities. The Talent Center partners with local colleges, universities, technical schools and industry groups to recruit candidates that are completing technical and business programs, while also seeking local career opportunities. They are connected with local career prospects at no cost. They utilize multiple job search tools such as the Applicant Tracking System (ATS), as well as others such as Indeed, LinkedIn and Twitter to recruit talent. The Talent Center also offers services such as arranging interviews between employers and applicants as well as handling the background/drug screening before hire. Under module 10, I really liked the slides on all of the soft skills. It is good to be aware of which personal attributes help contribute to effective interaction and communication skills. Some examples of soft skills consist of

teamwork, dependability, adaptability, flexibility, leadership, problem-solving, conflict resolution, having effective communication, and a good work ethic. The first part that caught my eye in this presentation module was the “dress for success” document. I really liked how this was included because how you present yourself during an interview is so important. I remember waiting for an interview one time, and saw another woman walk out of the interview room. She was wearing revealing short shorts and a tank top and flip flops. I couldn’t believe my eyes. I will definitely use this advice that was presented in the future to dress for success, especially when going for my interview. I will dress professionally and neatly. I also enjoyed the “Nail That Interview” packet and will use those tips in the future as well. A good interview is important to me and my future career.

I really liked and agree with the part that talked about clinical experience. She mentioned that it was important to take your internships and clinicals serious, you may not know what prospects they can open for you. I always try to be in this mindset whenever I meet people or go places. Professionalism, especially around new people or strangers, can really go a long way. You never know who you are going to meet or who you will see again later in life. Moreover, this may help other’s open up to you more and give you advice, or keep you in mind later when they need someone.

I liked the list of potential interview questions that was posted. Understanding the rationale of the question helps develop an answer. I also liked the part about knowing your worth and review the salaries for the position and area.

I felt that this presentation was informative. Prior to this class I was unaware that CF helped with writing resumes and interview preparations. Your resume is the first impression the company will have on you, so it is so important have it done correctly and professionally. I liked that there were keywords for soft skills that most companies look for, adding these increase the chances of your resume standing out to the company. I also learned about LinkedIn.com I had never heard of this, after this presentation I will be creating an account.

This presentation was a good tool for preparing for an interview. I liked the PowerPoint educated about LinkedIn because I feel this is very commonly used. I also liked how it compared a resume to a LinkedIn profile and the advantages and disadvantages of both. I felt this power point was very informative on the topic and I liked how it instructed you on how to create the profile.

I liked the tips to “Nail That Interview.” This gave me a vast amount of information of how to be prepared for an interview. Going to an interview makes me nervous and using these great tips will help me to be better prepared and perhaps decrease my nervousness. These are great tips I will definitely use. I like the SAR method practice sheet. Thank you very much for all your time and teachings. I will be utilizing all these important tips to enhance my future career.



## **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.





## **CAREERSOURCE CITRUS LEVY MARION CEO CONTRACT REVIEW COMMITTEE MEETING**

### **MINUTES**

DATE: June 15, 2020  
PLACE: This meeting was teleconference only.  
TIME: 9:00 a.m.

#### **MEMBERS PRESENT**

Kathy Judkins  
Rachel Riley, Chair  
Kim Baxley

#### **MEMBERS ABSENT**

#### **OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Bob Stermer, Attorney

Cira Schnettler, CSCLM

#### **CALL TO ORDER**

The meeting was called to order by Rachel Riley, Chair, at 9:06 a.m.

#### **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

#### **DISCUSSION ITEMS**

Goals for 2020-2021 :

Rusty Skinner explained to the committee that in the upcoming year he will be focused on current goals and expanding services.

- Due to Covid-19 online learning has seen positive increases. The need for online programs like 180 Skills will continue to grow and provide the training environment to fit the needs of employers and workers.
- Covid-19 affected progress in several areas. There will be opportunities for funding grants for Covid-19 related dislocated workers. We have requested 1.5 million grant dollars.
- The masonry apprenticeship program has been on hold and efforts will begin again for the fall semester to get the program up and running.
- CLM will continue to bolster the Marion County projects, as well as refocusing the Citrus County plumbers program.
- The video series continues to be popular and will be expanded.
- While assisting Region 9 a new partnership was developed with the Gainesville Chamber of Commerce and future joint efforts will grow,

**ACTION ITEMS****CEO Contract**

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.

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:20 a.m.

**APPROVED:**  
  

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### Contract Extension

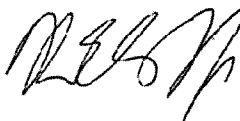
This contract extension by and between Thomas Edward Skinner, Jr. and the Citrus Levy Marion Regional Workforce Development Board, Inc. effective midnight June 30, 2020.

1. Pursuant to paragraph 11 of that certain employment contract ("Contract") having an effective date of July 1, 2020 by and between Thomas Edward Skinner, Jr. and the Citrus Levy Marion Regional Workforce Development Board, Inc., the term of said Contract is hereby extended until midnight October 15, 2020.

2. This contract extension may be executed in counterparts. Facsimile copies of signatures shall be treated as original signatures for all purposes.

3. All other terms and conditions of the Contract remain in full force and effect during the extension.

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Citrus Levy Marion Regional Workforce  
Development Board, Inc.

By:   
Rachel Riley, President

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## EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC., a private, not for profit corporation within the State of Florida (hereinafter referred to as "CLMRWDB"), and THOMAS EDWARD SKINNER, JR. (hereinafter referred to as "SKINNER"), to serve as Chief Executive Officer.

1. Employment. CLMRWDB hereby employs SKINNER as Chief Executive Officer of CLMRWDB, to present recommendations to CLMRWDB and to follow its direction and SKINNER hereby accepts said employment.

2. No Limitation on Duties. The above is intended to provide a general framework of professional requirements and not intended by either party to be a limiting description.

3. Compensation. CLMRWDB agrees to pay SKINNER a base salary of One Hundred Thirty Seven Thousand Twenty Eight Dollars (\$137,028.00) per year, effective July 1, 2020, payable in bi-weekly installments. CLMRWDB shall be responsible for paying the employer's share of FICA and Medicare taxes and shall withhold from SKINNER the employee contribution for the above as well as an amount for federal income tax. CLMRWDB shall make payment of the above taxes on SKINNER'S behalf to the appropriate agencies. CLMRWDB shall provide worker's compensation insurance and pay unemployment insurance coverage for SKINNER.

4. Benefits. CLMRWDB agrees to provide SKINNER benefits and working conditions in accordance with CLMRWDB Personnel Policies, except for the following:

- (a) Life Insurance. Provided SKINNER is able to qualify, CLMRWDB shall provide SKINNER with term life insurance in the amount of 2 times his annual salary, with his wife, Susan M. Skinner, named as primary beneficiary and his children, Bridget May Scrogam and Ian Edward Skinner, named as equal alternate beneficiaries.
- (b) Leave. SKINNER shall be authorized personal leave in accordance with CLMRWDB personnel policies. Leave taken in excess of ten (10) consecutive business days (excluding holidays) must be approved by the Executive Committee. All other leave provisions shall be in accordance with CLMRWDB Personnel Policies.

5. Expenses. CLMRWDB shall reimburse SKINNER for such expenses as he incurs as part of his duties while out of town in accordance with per diem rates and travel policies established by CLMRWDB for its employees.

6. Effective Date and Duration. This Contract shall be effective the 1<sup>st</sup> day of July, 2020, and shall be in effect until midnight June 30, 2021.

7. Modifications and Amendments. This Contract may be modified or amended from time to time by a writing signed by both parties.

8. Termination and Severance Pay. The parties agree that this Contract may be terminated by either party by giving thirty (30) days written notice. In the event the Contract is terminated by CLMRWDB for any reason other than for misconduct (as the term “misconduct” is hereinafter defined), SKINNER shall receive as severance pay Fifty Two Thousand Seven Hundred Three Dollars (\$52,703.00). If SKINNER terminates this Contract, no severance pay shall be paid. The term “misconduct” as used herein: irrespective of whether the misconduct occurs at the workplace or during working hours, includes, but is not limited to, the following, which may not be construed in pari materia with each other:

- (a) Conduct demonstrating conscious disregard of CLMRWDB’s interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which CLMRWDB expects of its employee.
- (b) Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of CLMRWDB’s interests or of SKINNER’s duties and obligations to CLMRWDB.
- (c) Chronic absenteeism or tardiness in deliberate violation of a known policy of CLMRWDB or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence.
- (d) A willful and deliberate violation of a standard or regulation of the State of Florida by SKINNER if, at any time, CLMRWDB is deemed to be an employer licensed or certified by the State of Florida, which violation would cause CLMRWDB to be sanctioned or have its license or certification suspended by the State of Florida.
- (d) Solicitation or acceptance of anything of value to SKINNER, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that official action or judgment of SKINNER would be influenced thereby.
- (e) Directly or indirectly purchasing, renting, or leasing any realty, goods, or services for CLMRWDB from any business entity of which SKINNER or SKINNER’s spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer’s or employee’s spouse or child, or any combination of them, has a material interest. Nor shall SKINNER acting in a private capacity, rent, lease, or sell any realty, goods, or services to CLMRWDB.
- (f) Accepting any compensation, payment, or thing of value when SKINNER knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which SKINNER was expected to participate in his official capacity.
- (g) Corruptly using or attempting to use SKINNER’s official position or any property or resource which may be within his trust, or perform his official

duties, to secure a special privilege, benefit, or exemption for himself or others.

- (h) Having or holding any employment or contractual relationship with any business entity or any agency which is doing business with CLMRWDB, nor shall SKINNER have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties.
- (I) Disclosing or using information not available to members of the general public and gained by reason of SKINNER's official position, except for information relating exclusively to governmental practices, for SKINNER's personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- (j) A violation of any of CLMRWDB's rules, unless SKINNER can demonstrate that:
  - 1. He did not know, and could not reasonably know, of the rule's requirements;
  - 2. The rule is not lawful or not reasonably related to the job environment and performance; or
  - 3. The rule is not fairly or consistently enforced.
- (k) A good faith determination by CLMRWDB that SKINNER has committed a material breach of any covenant, provision, term, condition, or undertaking contained in this Contract.
- (l) Commission by SKINNER of a felony or a crime involving moral turpitude.
- (m) Commission by SKINNER of any act which exposes CLMRWDB or any officer of CLMRWDB to any criminal liability for such act.
- (n) Any negligence or misconduct in the performance of SKINNER's duties that results in any detriment to CLMRWDB.

9. Outside Consulting. The parties recognize that SKINNER has special expertise in Workforce Development, which expertise is of value to the Workforce Development Community. The parties further understand that SKINNER's expertise is enhanced by exposure to problems encountered by others and by exposure to the problems encountered by allied and associated entities. Accordingly, subject to the requirements of Section 8 of this Agreement, the parties agree that SKINNER may accept consulting engagements from outside entities and accept compensation directly from the same. SKINNER agrees that such compensation shall not constitute salary and that he shall be solely responsible for making payment of all taxes on any income he receives as the result of consulting activities.

SKINNER agrees prior to accepting any consulting assignment he shall provide the CLMRWDB Executive Committee with a memorandum disclosing the entity seeking consulting services and with a description of the nature of the services to be provided and an estimate of the total time required to complete the engagement. If there is any objection from any Executive Committee member, SKINNER agrees to turn down the engagement. CLMRWDB shall not be liable for damages in the event of such an objection. SKINNER agrees he shall not provide consulting services to any entity which has a contract to provide services to CLMRWDB or which would otherwise constitute a conflict of interest under CLMRWDB's personnel policies. SKINNER further agrees that he shall take paid leave time for any consulting services provided during normal working hours (i.e., 8:00 a.m. to 5:00 p.m.) which services exceed one (1) hour in duration during normal working hours. SKINNER covenants and agrees that he shall not accept any consulting engagement which would interfere with his ability to successfully complete the duties assigned to him by the CLMRWDB Board.

10. Special Evaluation Criteria and Specific Goals. From time to time CLMRWDB may provide SKINNER with any special evaluation criteria or specific goals which CLMRWDB expects to be accomplished. CLMRWDB may consider SKINNER's performance in performing in accordance with such special evaluation criteria or in accomplishing such specific goals in evaluating his job performance.

11. Extension. This contract may be extended beyond the term indicated herein, under the same terms and conditions, by written agreement between the parties, provided that such an extension is for the purpose of finalizing future contractual terms. Such negotiations should begin no later than 60 days prior to the end of this Contract. The terms agreed upon during such an extension shall be retroactive to the date on which this contract was extended. This contract supersedes and cancels any extension agreement entered into by the parties prior to its effective date.

Dated:

**Citrus Levy Marion Regional Workforce  
Development Board, Inc.**

Witnesses as to CLMRWDB:

\_\_\_\_\_

By: \_\_\_\_\_

Rachel Riley  
Chair

Witnesses as to SKINNER:

\_\_\_\_\_

\_\_\_\_\_

 Rusty Skinner  
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Thomas Edward Skinner, Jr.



## **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 – five 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:**



## Section 1 - Providers and Programs Approval and Denials for ATOL

Institution	Approval	Program	Completion Rate %	Employment Rate %	Comments	Board Approval
180 Skills	Approved	Online Learning Library			Reapplication due December 2021	12/11/2019
ATA Career Education	Approved	Dental Assisting	100	84		6/3/2020
ATA Career Education	Approved	Professional Coding	100	100		6/3/2020
ATA Career Education	Approved	Pre-Licensure Practical Nursing	100	74		6/3/2020
ATA Career Education	Approved	Medical Professional - Medical Coding	100	83		6/3/2020
ATA Career Education	Approved	LPN to RN Bridge	100	71		6/3/2020
ATA Career Education	Not Approved	Medical Assisting	100	67	Does not meet minimum placement threshold requirements	6/3/2020
ATA Career Education	Not Approved	Limited Medical Radiography	100	50	Does not meet minimum placement threshold requirements	6/3/2020
ATA Career Education	Not Approved	Medical Professional - Medical Assisting			No enrollments for prior program year	6/3/2020
ATA Career Education	Not Approved	Limited Medical Radiography with Medical Assisting	100	57	Does not meet minimum placement threshold requirements	6/3/2020
College of Central Florida	Approved	AS Engineering Technology - Advanced Manufacturing	90%	100%		
College of Central Florida	Approved	AS Engineering Technology - Quality	90%	100%		
College of Central Florida	Approved	AS Engineering Technology - Electronics	90%	100%		
College of Central Florida	Approved	AS Supply Chain Management	N/A	N/A	New program - no FETPIP data. Approve on local economic need	
College of Central Florida	Approved	CCC Emergency Medical Technician	83%	83%		6/3/2020
College of Central Florida	Approved	CCC Emergency Medical Services - Paramedic	91%	91%		6/3/2020
College of Central Florida	Approved	AutoCAD 2018 Certified User	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certificate of Capability in Business Analysis (CCBA) Training	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Bookkeeper	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Electronic Health Records Specialist (CEHRS)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Information Security Manager (CISM)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Information Systems Auditor (CISA)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Information Systems Security Professional (CISSP)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Medical Administrative Assistant (CMAA)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Six Sigma Green Belt	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Certified Welding Inspector (CWI)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	CNC Lathe Operations	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	CompTIA Advanced Security Practitioner (CASP)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	CompTIA Certification Training: A+, Network+, Security+	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	CompTIA Project+	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	CPC Medical Billing and Coding	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Electrical, Pneumatics, Hydraulics, Mechanical or Mechatronics	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	FANUC FAST HandlingTool	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	FANUC FAST 2D RVision	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	HVAC/R Certified Technician	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Lean Six Sigma Black Belt with 1-on-1 Project Coaching	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Microsoft Office Specialist 2016 Certification Training	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	OMCA Content Marketing Associate	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	OMCP Email Marketing and Automation Professional	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Approved	Systems Security Certified Practitioner (SSCP)	N/A	N/A	Non Credit - performance not tracked through FETPIP	6/3/2020
College of Central Florida	Not Approved	Certified Paralegal	N/A	N/A	Not linked to targeted occupations	6/3/2020
College of Central Florida	Not Approved	Insurance License - 2-20 General Lines Agent	N/A	N/A	Not linked to targeted occupations	6/3/2020
College of Central Florida	Not Approved	Insurance License - 4-40 (RCSR)	N/A	N/A	Not linked to targeted occupations	6/3/2020
College of Central Florida	Not Approved	Real Estate Broker Pre-License	N/A	N/A	Not linked to targeted occupations	6/3/2020
College of Central Florida	Not Approved	Real Estate Pre-License	N/A	N/A	Not linked to targeted occupations	6/3/2020
Marion Technical College	Approved	Applied Cyber Security	89	100		6/3/2020
Marion Technical College	Approved	Advanced Welding Technology	100	100		6/3/2020
Marion Technical College	Approved	Certified Nursing Assistant	76	94	Low completion, but meets 90% placement threshold of completers	6/3/2020
Marion Technical College	Approved	Commercial Vehicle Driving	85	67	Low placement, but targeted training through Bridge grant	6/3/2020
Marion Technical College	Approved	Professional Culinary Arts and Hospitality	75	78	Recommended for addition to TOL on probationary trial period as it aligns with targeted industry.	6/3/2020
Marion Technical College	Approved	Emergency Medical Technician	100	100		6/3/2020
Marion Technical College	Approved	Firefighter 1 & s	78	91		6/3/2020
Marion Technical College	Approved	Firefighter/EMT Combined	75	90	Low completion, but meets 90% placement threshold of completers	6/3/2020
Marion Technical College	Approved	Medical Assisting	78	86	Recommended to keep on TOL. Missed completion rate requirement of 80% by 1 completer.	6/3/2020
Marion Technical College	Approved	Medical Clinical Lab Technician	67	90	Low completion, but meets 90% placement threshold of completers	6/3/2020
Marion Technical College	Approved	Phlebotomy	90	76		6/3/2020
Marion Technical College	Approved	Practical Nursing	98	98		6/3/2020
Marion Technical College	Approved	Radiologic Technology	88	93		6/3/2020
Marion Technical College	Approved	Technology Support Services	86	89		6/3/2020
Marion Technical College	Approved	Welding Technology	93	92		6/3/2020
Marion Technical College	Not Approved	Barbering	100	88	Not attached to a targeted industry	6/3/2020
Marion Technical College	Not Approved	Cosmetology	74	86	Not attached to a targeted industry	6/3/2020
Marion Technical College	Not Approved	Massage Therapy	45	90	Not attached to a targeted industry	6/3/2020

Grant Professional School of Nursing	Approved	RN Remediation			Continued Eligibility - Reapplication due June 2021	6/12/2019
Interstate Commercial Driving	Approved	Commercial Truck Driving			Continued Eligibility - Reapplication due December 2021	12/11/2019
Metrix Learning	Approved	Online Learning Library			Continued Eligibility - Reapplication due December 2021	12/11/2019
Metropolitan Technical Career Institute	Approved	Phlebotomy	84	84		6/3/2020
Metropolitan Technical Career Institute	Approved	Patient Care Tech	88	88		6/3/2020
Metropolitan Technical Career Institute	Approved	Medical Assistant	91	91		6/3/2020
Metropolitan Technical Career Institute	Approved	Laboratory Tech Online	100	100		6/3/2020
Metropolitan Technical Career Institute	Not Approved	EKG Technician Online	75	75	Data supplied does not meet performance thresholds	6/3/2020
Metropolitan Technical Career Institute	Not Approved	Basic X-ray Online	71	71	Data supplied does not meet performance thresholds	6/3/2020
Metropolitan Technical Career Institute	Not Approved	Medical Secretary Online	67	67	Data supplied does not meet performance thresholds	6/3/2020
Metropolitan Technical Career Institute	Not Approved	Pharmacy Technician	0	0	New Programs - no data to submit	6/3/2020
Metropolitan Technical Career Institute	Not Approved	Veterinarian Technician	0	0	New Programs - no data to submit	6/3/2020
National Training	Approved	Commercial Truck Driving			Continued Eligibility - Reapplication due December 2021	12/11/2019
National Training	Approved	Heavy Equipment Operation			Continued Eligibility - Reapplication due December 2021	12/11/2019
Nature Coast EM Institute		To be reviewed when submitted				
New Horizons - Gulf Coast Only		Comptia A+				
New Horizons - Gulf Coast Only		Comptia Network				
New Horizons - Gulf Coast Only		Comptia Security				
New Horizons - Gulf Coast Only		Cisco CCNA				
New Horizons - Gulf Coast Only		Cisco CCNA Security				
New Horizons - Gulf Coast Only		Cisco CISSP				
New Horizons - Gulf Coast Only		Certified Ethical Hacker				
New Horizons - Gulf Coast Only		Microsoft Certified Solutions Associate (MCSA)				
New Horizons - Gulf Coast Only		Microsoft Technology Associate (MTA)				
New Horizons - Gulf Coast Only		Project Management Professional (PMP)				
Submitted FETPIP Report. Overall						
Placement Rate: 84.97%						
Retention Rate: 95.33%						
Provider submitted copy of FETPIP report confirming meeting						
certification standards for all programs through the Commission for						
Independent Education						
Rasmussen		To be reviewed when submitted				
Roadmaster Driving School		Commercial Truck Driver	84	80		6/3/2020
Smart Horizons		To be reviewed when submitted				
STRAC Institute - Veterans Assembled Electronics	Approved	Electronics assembly and soldering - IPC610,620,JSTD001,ESD, CCI, ESD	80	78		6/3/2020
Taylor College	Approved	Administrative Medical Assistant	N/A	N/A	Test prep courses/non credit - do not report performance	
Taylor College	Approved	EKG Prep	N/A	N/A	Test prep courses/non credit - do not report performance	
Taylor College	Approved	Medical Assistant	N/A	N/A	Test prep courses/non credit - do not report performance	
Taylor College	Approved	Nursing Assistant Prep Course	N/A	N/A	Test prep courses/non credit - do not report performance	
Taylor College	Approved	Phlebotomy	N/A	N/A	Test prep courses/non credit - do not report performance	
Taylor College	Approved	Physical Therapist Assistant	71%	76%	Meets performance with placement wages at or above LLSIL	
Taylor College	Approved	Professional Nursing	73%	69%	Meets performance with placement wages at or above LLSIL	
Taylor College	Not Approved	Practical Nursing	47%	64%	Does not meet minimum performance standards	
Truck Driver Institute	Approved	Commercial Truck Driving	85	73	Placement rate is lower than the 80% goal. However, this provider has always resulted in positive outcome locally.	6/3/2020
Withlacoochee Technical College	Approved	Applied Cybersecurity	100	100		6/3/2020
Withlacoochee Technical College	Approved	Automotive Collision Technology	85	91		6/3/2020
Withlacoochee Technical College	Approved	Correctional Officer	94	93		6/3/2020
Withlacoochee Technical College	Approved	Crossover - Correctional Officer to LEO	100	100		6/3/2020
Withlacoochee Technical College	Approved	Crossover - LEO to Correction Officer	100	100		6/3/2020
Withlacoochee Technical College	Approved	Electricity	95	89		6/3/2020
Withlacoochee Technical College	Approved	Heating, Ventilation, Air Conditioning, Refrigeration	83	84		6/3/2020
Withlacoochee Technical College	Approved	Medical Administrative Specialist	86	92		6/3/2020
Withlacoochee Technical College	Approved	Patient Care Assistant	100	100		6/3/2020
Withlacoochee Technical College	Approved	Practical Nursing	100	88		6/3/2020
Withlacoochee Technical College	Approved	Professional Culinary Arts and Hospitality	93	92		6/3/2020
Withlacoochee Technical College	Approved	Welding Technology	83	87		6/3/2020
Withlacoochee Technical College	Approved	Florida Law Enforcement Academy	91	73		6/3/2020
Withlacoochee Technical College	Approved	Massage Therapy	92	73		6/3/2020
Withlacoochee Technical College	Approved	Network Systems Administration	88	71		6/3/2020
Withlacoochee Technical College	Not Approved	Automotive Service Technology	100	67	Does not meet minimum performance requirements	6/3/2020
Withlacoochee Technical College	Not Approved	Cosmetology	73	77	Does not meet minimum performance requirements	6/3/2020
Withlacoochee Technical College	Not Approved	Technology Support Services	57	63	Does not meet minimum performance requirements	6/3/2020



## **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 3<sup>rd</sup> and negotiations took place on August 6<sup>th</sup>.

### **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:**



## **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:**



## **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:**



## **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:**



## **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:**



## **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:***



## **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:**



## **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, to be Monday through Friday, 9:00 am through 4:00 pm.

Pete Beasley seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **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:**



## **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:**



## **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:**



## **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:**



Admin %	7.11%
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<b>ATTACHMENT 2</b>				
<b>FUNCTIONAL BUDGET</b>				
<b>PY 2019</b>				
<b>7/1/2020-6/30/2021</b>				
<b>Direct charge staff</b>	625,890			
<b>Supportive/Special Svs./Operating/DEO staff trv</b>	832,242			
<b>50% ITA</b>	256,921			
<b>OJT</b>	10,000			
<b>Training staff</b>	536,420			
<b>Internships</b>	30,000			
<b>Employed worker</b>	2,000			
<b>Eckerd contract</b>	1,329,545			
<b>Eckerd participant</b>	482,117			
<b>Carryforward</b>	825,946			
<b>Program Support</b>	3,590,571			
<b>Indirect Costs</b>	<u>830,455</u>			
<b>Total Budget</b>	9,352,106	-		



## **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 policies 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:**



## **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 14<sup>th</sup> 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:**



## **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:**