



Executive Committee Meeting

AGENDA

Wednesday, December 2, 2020 – 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/89771554287>

Phone No: 1-646-558-8656 (EST) Meeting ID: 897 7155 4287

Call to Order		K. Baxley
Roll Call		C. Schnettler
Approval of Minutes, September 2, 2020	Pages 2 - 4	K. Baxley

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
DEO Draft Policies	Pages 5 - 6	R. Skinner
One Stop Operator – Vision of Responsibilities	Page 7	R. Skinner
Budget Workshop	Page 8 - 17	R. Skinner

PUBLIC COMMENT

ACTION ITEMS

Budget Updates	Page 18 - 25	S. Heller
One Stop Operator RFP	Page 26	C. LeCouris
Youth Service Provider ITN	Page 27	C. LeCouris
WE/Internship Payroll Services RFQ	Page 28	C. LeCouris
CEO Contract	Pages 29 - 34	R. Skinner
Board Member Vacancies	Pages 25 - 36	R. Skinner
Personal Request: Kathleen's Phone	Page 37	R. Skinner
FWDA Dues	Page 38	R. Skinner

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	Zoom
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
Executive Committee**

MINUTES

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

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Cory Weaver, CSCLM

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Charles Harris made a motion to approve the minutes from the August 17, 2020, meeting. Pete Beasley seconded the motion. Motion carried.

DISCUSSION ITEMS

Rosen Contract

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

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

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

Rusty Skinner will update the committee as things progress.

PUBLIC COMMENT

None

ACTION ITEMS

Breach of Security/Incident Response Policy

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

Budget

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

Employee Handbook Updates

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

Customer Code of Conduct Policy

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

Joint Audit Proposal Selection

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

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

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

APPROVED:_____

LWDB 10 - Comments regarding Local Workforce Development Area and Governance

IV. A.1.g. This section calls for the CLEO to: "Negotiate and reach agreement on local performance measures with the LWDB and the state."

Local boards must be given time to arrange for a review of DEO's suggested measures and prepare a response to provide the CLEO information prior to the actual negotiations with DEO, otherwise there is no meaningful interaction with the CLEO. Often the time provided to prepare for the DEO negotiations does not allow for this type of interaction.

Depending on the timing, meetings with the CLEO take time to arrange. We have three commissioners whose schedules must be coordinated. We suggest that 45 days be allowed prior to the DEO negotiations.

IV.B. This section discusses one entity performing multiple functions. The structure of the section does not provide a clear statement regarding the ability of a local board to serve in multiple capacities, especially as a direct services provider. Existing policy regarding the board serving as such should be clearly stated. This should be inclusive of the availability of waivers from the governor when clear performance benefits and cost savings can be exhibited.

IV.B.2. The following statement raises concerns: "The individual or entity who is designated to fulfill the role of LWDB Executive Director **must not** be the one stop operator or the provider of workforce and/or youth programs."

If the LWDB serves as a provider of services, whether temporary or with approval as currently provided, this statement is not realistic unless a totally separate structure /staff is set up in the LWDB structure. Please consider either better defining the intent or removing this statement.

IV.B.3. This section establishes parameters for an entity performing multiple functions. It speaks of items that must be included in a "contract or agreement."

If the local board is the entity:

- Who is the agreement with? EO or the CLEO?
- What is the agreement? The Interlocal, the Plan or a separate document?

IV.C.1. The following language raises concerns: “This agreement is between the chief elected officials of each jurisdiction within the local area and must contain signatures of all county commissioners and/or mayors.”

Each of our three county commissions approve the chair of their commission to sign the agreement. This is a common practice. We obtain those signatures. This has been the accepted approach for decades. Is DEO now requiring that we obtain the signatures of each of the five commissioners from each county on our Interlocal? The Chair cannot sign it unless it has been approved by a majority of the commissioners of that county. The Clerk of the Court ensures that the Chair only signs for the County when they have been approved to do so. Requiring unanimous approval may be an unrealistic requirement.

IV.C.1.f. This requires the “Designation and responsibilities...” of the Executive Director- operational and administrative- to be included in the Interlocal. Most boards set these by policy and are generally broadly stated in nature to ensure that the ED has the authority and responsibility over all operational and administrative functions required to run the organization.

IV.C.1.g. This section requires that the Interlocal recognize the liability of the CLEOs for misspent funds. How specific is this requirement? It calls for designating “what funds” will be used. The recognition of responsibility should be enough. Requiring a detailed statement on which funds will be used does not allow for flexibility by the CLEO on how that jurisdiction will repay on misspent funds. Local boards carry general liability insurance to cover this situation and some have unrestricted funds that can be used.

IV.C.2. This section discusses the Bylaws and, by its inclusion in the section on the Interlocal, implies that the Bylaws should be part of the Interlocal. Our Interlocal delegates the issue of Bylaws to the commissioners appointed by their respective commissions to serve on our Consortium. By requiring Bylaws to be part of the Interlocal means that any, however minor, change will require going back to each county commission and having a revised Interlocal approved.

It should be sufficient that, if granted authority by their commissions, the consortium members be the approving body for the Bylaws.

One Stop Operator Roles and Responsibilities

WIOA Section 121(d) establishes the requirement for the procurement of One Stop Operators in the workforce system. 20 CFR, Subpart D - sections 678.500

– 678.635 establishes the parameters of duties for such operators. TPMA has been functioning in the role of One Stop Operator since 2016 and have been performing the following functions:

- ☐ Conduct quarterly reviews of each One Stop career center in our three-county area to ensure effective delivery of all partner programs.
- ☐ Coordinate with senior management, key partners, and officials to review program delivery efficiencies and make recommendations of best practices and training options for continuous improvement via quarterly strategy meetings.
- ☐ Oversee execution and implementation of developed MOUs within the One Stop career centers.
- ☐ Perform additional services at the option of the CSCLM board and management as relevant to the operations of career centers. Additional services may include area skill gap reviews, labor market studies, cross-regional labor market/labor pool studies and comparisons
- ☐ Be willing to coordinate with other workforce development boards and operators for 'regional' planning purposes
- ☐ Review and discuss all recommendations that affect system partners with such partners prior to board review
- ☐ Conduct in-person meetings at a minimum:
 - o With the full board for the first meeting of each program year (first quarter of each program year in July, August, or September)
 - o With Career Center committee in the 3rd quarter of each program year

CareerSource CLM Management Team

Budget Workshop Costs and Allocation

Cost Basics

- Required to Charge Costs to the Benefiting Source of Funds
- Three Types of Costs
 - Direct costs
 - Allocated costs
 - Indirect costs
- Direct Costs - Costs that can be identified to a specific cost center.
- Allocated Costs - Any cost that cannot be identified to a specific cost center or allocated to multiple cost centers will be charged initially to a cost pool when the cost is incurred
- Indirect Costs - Costs that are incurred for a common or joint purpose that benefit more than one cost center and are not readily identifiable to a specific cost center.

Cost Basics

- Cost Center - The accumulation of expenditures identifiable to a specific functional classification, within a specific program, within a specific revenue source. Example: IT
- Cost Pool - The accumulation of expenditures with similar characteristics for future allocation to cost centers based on a logical methodology. Example: IT

Cost Basics

Information Technology Cost Pool

- IT Cost Pool costs are then allocated according to the approved methodology to, among others, the following grants”
 - IT WIOA Adult
 - IT WTP
 - IT WIOA DW
 - IT ADM

Charging Costs

- There are several ways to bill a grant for its share of costs:
 - Staff time is billed based upon time reported on their time sheets (personal activity reports- PAR)
 - Staff can be charged to single grant or charge their time to multiple grants
 - These represent Direct Costs if attributable to direct services to eligible customers
 - They are Allocable Costs if charged to a functional pool.

Admin time record.pdf - Adobe Acrobat Pro

File Edit View Window Help

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Common Tools Fill & Sign Comment

Timecard Report

Current Pay Period and Employee Effective As Of : 09/16/2020

Company Code: ILC

Last Name	First Name	Position ID	Date In	Time In - Out	Hours	Pay Code	Worked Department	Worked Employee Grant	Worked Grant
		ILC009020							
P	Mon	08/24/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Tue	08/25/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Wed	08/26/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Thu	08/27/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Fri	08/28/2020	08:00 AM - 04:00 PM	8.00	PLT	000001			
P	Mon	08/31/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Tue	09/01/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Wed	09/02/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Thu	09/03/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
P	Fri	09/04/2020	08:00 AM - 04:00 PM	8.00		000001			Administrative
				Subtotal	80.00				
				Total for ILC	80.00				

Timecard Report

Current Pay Period and Employee Effective As Of : 09/16/2020

Company Code: ILC

<u>Last Name</u>		<u>First Name</u>		<u>Position ID</u>		
Date In	Time In - Out	Hours	Pay Code	Worked Department	Worked Employee Grant	Worked Grant
		ILC009131				
P Mon 08/24/2020	08:00 AM - 04:00 PM	8.00	PLT	000007		
P Tue 08/25/2020	08:00 AM - 12:00 PM	4.00		000007		Business
P Tue 08/25/2020	12:00 PM - 02:00 PM	2.00		000007		WIOA Adult Training
P Tue 08/25/2020	02:00 PM - 04:00 PM	2.00		000007		WIOA Dislocated Training
P Wed 08/26/2020	08:00 AM - 12:00 PM	4.00		000007		Business
P Wed 08/26/2020	12:00 PM - 02:00 PM	2.00		000007		WIOA Adult Training
P Wed 08/26/2020	02:00 PM - 04:00 PM	2.00		000007		WIOA Dislocated Training
P Thu 08/27/2020	08:00 AM - 12:00 PM	4.00		000007		Business
P Thu 08/27/2020	12:00 PM - 02:00 PM	2.00		000007		WIOA Adult Training
P Thu 08/27/2020	02:00 PM - 04:00 PM	2.00		000007		WIOA Dislocated Training
P Fri 08/28/2020	08:00 AM - 12:00 PM	4.00		000007		Business
P Fri 08/28/2020	12:00 PM - 02:00 PM	2.00		000007		WIOA Adult Training

Charging Costs

- There are several ways to bill a grant for its share of costs:
 - Allocate pooled costs based upon direct costs for each grant/contract
 - Direct participant costs

Cost Pools

- Program Support Pools
 - Facilities
 - Program
 - IT
 - Outreach
 - Business
 - Self Service
 - Career Services
- Indirect
 - Administrative
 - General



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Wednesday, December 2, 2020**

TOPIC/ISSUE:

Budget/Expenditures reports for period 7/1/20-9/30/20 and updated 2020 budget

BACKGROUND:

POINTS OF CONSIDERATION:

Budget/Expenditures summary reports (attachments 1 & 2)

Budget 2020 (attachments 3 & 4) was updated for the below:

- Supplemental WIOA funds \$158,988
- WIOA Performance Incentive funds \$25,144

STAFF RECOMMENDATIONS:

Approve budget/expenditures summary reports and updated 2020 budget

COMMITTEE ACTION:

BOARD ACTION:

ATTACHMENT 1							
EXPENDITURES SUMMARY 7/1-9/30/20							
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA	WEX
ADULT	9FITA	180,500	75,969.52	104,530.48	42%		
	99OJT	10,000	13,118.56	(3,118.56)	131%		
	99EMP	2,000	2,410.00	(410.00)	121%		
	99INT	30,000	5,660.98	24,339.02	19%		
	Training staff	325,000	75,746.67	249,253.33	23%		
	Eckerd	15,000	3,046.65	11,953.35	20%		
	Sup Svs./Operating	5,000	1,859.68	3,140.32	37%		
	Admin	201,772	52,613.26	149,158.74	26%		
	General	50,225	4,459.30	45,765.70	9%		
	Overhead	1,069,765	205,787.22	863,977.58	19%		
	Facilities	60,820	10,060.51	50,759.70	17%		
	Staff	8,500	180.17	8,319.83	2%		
	Unobligated	251	0	251.00	0%		
		1,958,833	450,912.52	1,507,920.48	23%	44%	
DW	9FITA	34,000	-	34,000.00	0%		
	Training staff	211,420	51,335.85	160,084.15	24%		
	Eckerd	11,145	4,526.00	6,619.00	41%		
	Sup Svs./Operating	498	13,762.50	(13,264.50)	2764%		
	Admin	72,857	18,618.41	54,238.59	26%		
	General	18,136	1,578.03	16,557.97	9%		
	Overhead	340,934	67,451.89	273,482.11	20%		
	Facilities	25,355	6,025.16	19,329.84	24%		
	Staff	5,400	180.04	5,219.96	3%		
	Unobligated	587	-	587.00	0%		
		720,332	163,477.88	556,854	23%	35%	
Rural	Admin	3,296	-	3,296.00	0%		
	General	821	-	821.00	0%		
	Overhead	15,199	-	15,199.00	0%		
	Operating	11,934	-	11,934.00	0%		
		31,250	-	31,250	0%		
Bridge	Admin	1,630	1,584.68	45.32	97%		
Skilled	General	138	134.31	3.69	97%		
	Facilities	2,050	1,989.78	60.22	97%		
	Staff	11,515	10,919.90	595.10	95%		
		15,333	14,628.67	704	95%		
Wagner	Admin	14,823	2,173.87	12,649.13	15%		
Peyser	General	3,690	184.25	3,505.75	5%		
	Overhead	47,886	10,818.33	37,067.67	23%		
	Facilities	71,942	16,476.17	55,465.83	23%		
	Staff trv	9,600	192.34	9,407.66	2%		
	Operating	43,360	-	43,360.00	0%		
	Unobligated	156	-	156.00	0%		
		191,457	29,844.96	161,612	16%		
SNAP	Admin	25,673	7,279.16	18,393.84	28%		

	General	6,391	616.95	5,774.05	10%		
	Overhead	115,912	26,021.56	89,890.44	22%		
	Facilities	14,933	3,775.01	11,157.99	25%		
	Staff	91,015	25,687.72	65,327.28	28%		
	Unobligated	1,033	-	1,033	0%		
		254,957	63,380.40	191,577	25%		
WTP	Sup. Svs.	306,808	84,953.65	221,854	28%		
	Eckerd	35,000	-	35,000	0%		
	Admin	202,904	47,525.92	155,378	23%		
	General	50,507	4,028.12	46,479	8%		
	Overhead	944,732	205,635.23	739,097	22%		
	Facilities	63,309	19,377.16	43,932	31%		
	Staff	400,000	128,498.27	271,502	32%		
		2,003,260	490,018.35	1,513,242	24%		
Voc Rehab	Operating	3,870	-	3,870	0%		
	Admin	1,091	-	1,091	0%		
	General	272	-	272	0%		
	Overhead	4,929	-	4,929	0%		
	Facilities	622	-	622	0%		
	Unobligated	47	-	47	0%		
		10,829	-	10,831	0%		
DVOP	Admin	2,674	463.74	2,210	17%		-
	General	666	39.00	627	6%		
	Overhead	7,234	1,046.77	6,187	14%		
	Facilities	23,021	4,388.69	18,632	19%		
	DEO staff travel	3,000	-	3,000	0%		
	Operating	5,000	1,050.00	3,950	21%		
	Unobligated	15,764	-	15,764	0%		
		57,359	6,988.20	50,371	12%		
Apprenticeship 1	Admin	7,925	909.82	7,015	11%		
	General	1,973	82.18	1,891	4%		
	Operating	65,234	6,914.08	58,320	11%		
		75,132	7,906.08	67,226	11%		
Apprenticeship 3	Admin	15,796	-	15,796	0%		
	General	3,932	-	3,932	0%		
	Operating	130,020		130,020	0%		
		149,748	-	149,748	0%		
Sector	ITA	17,000.00	17,000.00	-	100%		
	Admin	2,887.12	2,887.12	-	100%		
	General	260.77	260.77	-	100%		
	Overhead	4,940.28	4,940.28	-	100%		
		25,088.17	25,088.17	-	100%		
Covid 19	Operating	35,442	20,516.12	14,926	58%		
	Staff	50,000	6,605.68	43,394	13%		
	Admin	23,642	7,197.80	16,444	30%		

	General	5,885	610.06	5,275	10%		
	Overhead	108,815	24,808.16	84,007	23%		
	Facilities	1,167	966.99	200	83%		
		224,951	60,704.81	164,246.19	27%		
TAA	Training	5,240	-	5,240	0%		
	Admin	642	-	642	0%		
	General	160	-	160	0%		
	Facilities	156	-	156	0%		
	Unobligated	29	-	29	0%		
		6,227	-	6,227	0%		
Corrections	Admin	12,069	2,778.32	9,291	23%		
	General	3,004	235.48	2,769	8%		
	Overhead	28,075	3,442.01	24,633	12%		
	Operating	19,799	1,938.89	17,860	10%		
	Staff	58,053	16,570.43	41,483	29%		
		121,000	24,965.13	96,034.87	21%		
Unrestricted	Admin	4,859	4,713.21	146	97%		
	General	1,210	399.47	811	33%		
	Operating	40,000	34,187.17	5,813	85%		
	Unobligated	99,806	-	99,806	0%		
		145,875	39,299.85	106,575.15	27%		
Yth Bld 2	Admin	203	35.53	167	18%		
	General	51	3.01	48	6%		
	Facilities	5,678	892.61	4,785	16%		
	Eckerd	169,036	6,953.11	162,083	4%		
	Supportive Svs.	135,013	-	135,013	0%		
	Unobligated	27,525	-	27,525	0%		
		337,506	7,884.26	329,622	2%		
Yth Bld 3	Admin	3,467	523.64	2,943	15%		
	General	863	44.38	819	5%		
	Eckerd	104,900	22,232.13	82,668	21%		
	Supportive Svs.	138,720	24,363.99	114,356	18%		
	Training/ITA	27,600	-	27,600	0%		
	Facilities	3,189	1,766.64	1,422	55%		
	Unobligated	429,350	-	429,350	0%		
		708,089	48,930.78	659,158	7%		
Emerging Initiatives	Operating	7,956	-	7,956	0%		
	Admin	2,198	-	2,198	0%		
	General	547	-	547	0%		
	Overhead	10,132	-	10,132	0%		
		20,833	-	20,833.00	0%		
RWB 6	Operating	5,522	-	5,522	0%		
Yth	Admin	65,258	39,158.72	26,099	60%		
	General	16,244	3,318.95	12,925	20%		

	Eckerd	994,464	200,725.89	793,738	20%		
	Supportive Svs.	347,104	38,519.40	308,585	11%		
	Overhead	501,636	276,474.42	225,162	55%		
	Facilities	100,330	17,257.17	83,073	17%		
	Operating	6,000	324.63	5,675	5%		
	Unobligated	201,820	-	201,820	0%		
		2,232,856	575,779.18	1,657,077	26%		
REA	Admin	209	252.41	(43)	121%		
	General	52	21.39	31	41%		
	Overhead	5,833	2,941.78	2,891	50%		
	Unobligated	49,575	-	49,575	0%		
		55,669	3,215.58	52,453.42	6%		
TOTAL		9,352,106	2,013,024.82	7,339,083.35	22%	43%	16%

ATTACHMENT 2						
FUNCTIONAL BUDGET/EXPENDITURES						
7/1/2020-9/30/2021						
	Budget	Expenditures	Balance	% Spent	50% Trng (exp.)	WEX %
Direct charge staff	625,890	182,036.53	443,853.47	29%		
Supportive/Special Svs./Operating/DEO staff trv	832,241	364,570.00	467,671.00	44%		
50% ITA	256,921	75,969.52	180,951.48	30%		
OJT	10,000	13,118.56	(3,118.56)	131%		
Training staff	536,420	127,082.52	409,337.48	24%		
Internships	30,000	5,660.98	24,339.02	19%		
Employed worker	2,000	2,410.00	(410.00)	121%		
Eckerd contract	1,329,545	237,483.78	1,092,061.22	18%		
Eckerd participant	482,117	62,883.39	419,233.61	13%		
Carryforward	825,946	0	825,946.00	0%		
Program Support	3,590,571	741,101.21	2,849,469.79	21%		
Indirect Costs	<u>830,455</u>	<u>200,708.33</u>	<u>629,746.67</u>	<u>24%</u>		
Total Budget	9,352,106	2,013,024.82	7,339,081.18	22%	43%	16%

ATTACHMENT 3 BUDGET - CSCLM PY 2020(JULY 2020 - JUNE 2021)																							
12/20/2020 ITA requirement: 35%	ADULT	YOUTH	TAA	DISL WORKER	Apprenticeship 1	Apprenticeship 3	SECTOR STRATEGIES	RURAL INITIATIVES	VOC REHAB	WAGNER PEYSEY	VETERAN DVOP	WTP	SNAP	FL Corrections	BRIDGE SKILLED	EMERGING INITIATIVES	YOUTH BUILD 3	YOUTH BUILD 2	COVID 19	RWB 6	REA	UN- RESTR	TOTAL
REVENUE																							
P.Y. 2020 CONTRACTS	1,395,820	1,339,167	-	910,758	75,132	149,748	-	31,250	-	191,272	37,793	1,759,613	204,051	121,000	-	-	-	-	-	5,366	52,985	-	6,273,955
CARRYFORWARD	-	893,689	9,527	4,574	-	-	25,088	-	10,831	7,437	19,565	243,647	25,133	-	15,333	20,833	708,089	337,506	224,951	2,684	145,875	-	2,694,761
INCENTIVES/SUPPLEMENTAL	-	552,145	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	552,145
TRANSFER	250,000	-	-	(250,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	1,645,820	2,785,001	9,527	665,332	75,132	149,748	25,088	31,250	10,831	198,709	57,358	2,003,260	229,184	121,000	15,333	20,833	708,089	337,506	224,951	5,366	55,669	145,875	9,520,861
EXPENDITURES																							
TOTAL ITA	42.15%																						
TRAINING:																							
ITA/TRAINING	41%	-	-	47%	-	-	-	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	235,132
OUT	180,500	-	5,240	10,000	-	-	11,792	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000
EMPLOYED WORKER	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
INTERNSHIPS	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
ECKERD	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78,000	-	-	-	98,000
TRAINING STAFF	325,000	-	-	211,420	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	536,420
TOTAL TRAINING	555,500	-	5,240	221,420	-	-	11,792	-	-	-	-	-	-	-	-	-	-	27,600	-	78,000	-	-	899,552
OPERATING:																							
SUPPORTIVE SVS.	3,000	327,104	-	-	-	-	-	-	-	-	-	428,105	-	-	-	-	138,720	135,013	5,168	-	-	-	1,037,110
DIRECT CHARGE (STAFF)	4,500	-	-	1,000	-	-	-	-	-	-	-	440,000	91,015	58,053	7,085	-	-	-	20,639	-	-	-	622,292
ECKERD	15,000	994,464	-	11,145	-	-	-	-	-	-	-	35,000	-	-	-	-	104,900	169,036	-	-	-	-	1,329,545
REQ STAFF TRAVEL	-	-	-	-	-	-	-	-	-	9,600	3,000	-	-	-	-	-	-	-	-	-	-	-	12,600
OPERATING	-	6,000	-	-	65,153	129,859	-	14,688	3,870	43,360	5,000	-	-	20,585	-	-	9,792	-	-	-	-	40,000	338,306
TOTAL OPERATING	22,500	1,327,568	-	12,145	65,153	129,859	-	14,688	3,870	52,960	8,000	903,105	91,015	78,638	7,085	9,792	243,620	304,049	25,807	-	-	-	3,339,852
PROGRAM SUPPORT:																							
FACILITIES	42,776	101,419	-	26,444	-	-	-	-	-	67,820	18,355	80,497	16,177	10,189	6,611	-	8,089	3,733	4,511	5,366	6,455	-	398,442
PROGRAM	67,414	149,380	-	18,747	-	-	928	1,153	304	4,158	628	70,897	7,145	-	-	769	-	-	8,149	-	-	-	329,670
INFORMATION TECHNOLOGY	82,309	182,386	-	22,889	-	-	1,130	1,408	371	5,076	767	86,562	8,724	-	-	939	-	-	9,950	-	-	-	402,510
OUTREACH	66,825	148,075	-	18,583	-	-	918	1,143	301	4,121	623	70,278	7,083	-	-	762	-	-	8,078	-	-	-	326,788
BUSINESS	182,802	282,604	-	50,835	-	-	2,510	3,127	824	8,861	-	192,247	19,375	-	-	2,084	-	-	22,098	-	-	-	758,506
SELF SERVICES	143,685	222,131	-	39,957	-	-	1,973	2,458	648	8,861	-	151,109	15,229	-	-	1,638	-	-	17,369	-	-	-	605,059
CAREER SERVICES	165,854	-	-	50,772	-	-	2,507	3,123	823	11,260	-	192,007	19,350	16,719	-	2,082	-	-	22,070	-	-	-	486,567
TOTAL PROGRAM SUPPORT	751,665	1,085,995	-	228,228	-	-	9,964	12,411	3,270	101,296	20,372	843,597	93,083	26,907	6,611	8,274	8,089	3,733	92,225	5,366	6,455	-	3,307,543
TOTAL EXPENDITURES	1,329,669	2,413,563	5,240	461,793	65,153	129,859	21,756	27,099	7,140	154,256	28,372	1,746,702	184,098	105,545	13,696	18,066	279,309	307,782	196,032	5,366	6,455	40,000	7,546,947
ADMIN POOL	159,785	129,020	646	54,110	8,038	16,020	2,684	3,343	881	15,221	2,469	206,648	21,803	12,449	1,318	2,229	3,948	251	23,293	-	434	4,935	669,526
GENERAL POOL	38,592	31,162	156	13,069	1,941	3,869	648	807	213	3,676	596	49,910	5,266	3,007	318	538	954	61	5,626	-	105	1,192	161,706
TOTAL INDIRECT COST RATE	198,377	160,182	803	67,179	9,979	19,890	3,332	4,151	1,094	18,897	3,066	256,558	27,069	15,455	1,637	2,767	4,902	311	28,919	-	539	6,127	831,232
BALANCE	117,778	211,256	3,484	136,350	0	0	0	0	2,597	25,556	25,920	0	18,017	0	0	0	423,878	29,412	0	0	48,675	99,749	1,142,682
INDIRECT RATE CALCULATION																							
DIRECT TOTAL COSTS	1,329,665	2,413,563	5,240	461,793	65,153	129,859	21,756	27,099	7,140	154,256	28,372	1,746,702	184,098	105,545	13,696	18,066	279,309	307,782	196,032	-	6,455	40,000	7,541,580
LESS: LEASES	(19,478)	(46,181)	-	(12,041)	-	-	-	-	-	(30,882)	(8,338)	(36,654)	(7,366)	(4,639)	(3,010)	-	(3,683)	(1,700)	(2,054)	-	(2,939)	-	(178,986)
SUBAWARD (ECKERDS)	(15,000)	(1,321,568)	-	(11,145)	-	-	-	-	-	-	-	(35,000)	-	-	-	-	(243,620)	(304,049)	-	-	-	-	(1,930,382)
TOTAL MTDC	1,295,187	1,045,814	5,240	438,607	65,153	129,859	21,756	27,099	7,140	123,374	20,014	1,675,048	176,731	100,906	10,686	18,066	32,005	2,033	193,978	-	3,516	40,000	5,432,212

ATTACHMENT 4				
FUNCTIONAL BUDGET				
PY 2019				
7/1/2020-6/30/2021				
Direct charge staff	622,292			
Supportive/Special Svs./Operating/DEO staff trv	925,899			
50% ITA	235,132			
OJT	20,000			
Training staff	536,420			
Internships	98,000			
Employed worker	10,000			
Eckerd contract	1,329,545			
Eckerd participant	462,117			
Carryforward	1,142,682			
Program Support	3,307,543			
Indirect Costs	<u>831,232</u>			
Total Budget	9,520,861	-		



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Wednesday, December 2, 2020**

TOPIC/ISSUE:

One Stop Operator Services Request for Proposal

BACKGROUND:

TPMA is the contracted One Stop Operator as required under the Workforce Innovation and Opportunity Act. The current contract with TPMA is set to expire on June 30th, 2021.

POINTS OF CONSIDERATION:

WIOA Section 121(d) establishes the requirement for the procurement of One Stop Operators in the workforce system. 20 CFR, Subpart D - sections 678.500 – 678.635 establishes the parameters of duties for such operators.

Staff is currently updating the RFP release. Due to the extensive requirements of an RFP release it is important that adequate time is provided to all responding organizations to provide a response. Additionally, staff needs adequate time to review all submissions in order to conduct a proper evaluation of all responses.

The Career Center Committee approved the request for the RFP.

STAFF RECOMMENDATIONS:

Approve release of a Request for Proposals for One Stop Operator services.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Wednesday, December 2, 2020**

TOPIC/ISSUE:

Youth Services Invitation to Negotiate

BACKGROUND:

CareerSource Citrus Levy Marion currently contracts services for In-School and Out of School Youth. The current contract with Eckerd Kids is set to expire on June 30th, 2021.

POINTS OF CONSIDERATION:

Procurement standards require that all service provider contracts are opened for bid at minimum, every four years. The last contract for youth services was established in 2017 and has been renewed the maximum times allowable (three renewals for a total of four service years).

Staff is currently updating the ITN release. Due to the extensive requirements of an ITN release it is important that adequate time is provided to all responding organizations to provide a response. Additionally, staff needs adequate time to review all submissions in order to conduct a proper evaluation of all responses.

The Career Center Committee approved the request for the ITN.

STAFF RECOMMENDATIONS:

Approve release of an Invitation to Negotiate for Youth services.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Wednesday, December 2, 2020**

TOPIC/ISSUE:

Payroll Services Request for Quotes

BACKGROUND:

CareerSource Citrus Levy Marion currently offers an internship/work experience (WE) program to support the transition to employment by providing eligible trainees 12 weeks of work experience through work-based training opportunities with public agencies and private sector businesses in Citrus, Levy and Marion Counties. CSCLM is seeking a payroll/staffing firm to payroll services and act as the employer of record for all internship and work experience trainees.

Our current contract for payroll services is in its fourth and final year and will end on June 30, 2021. We are in need of establishing a new contract for payroll services to take place for program year beginning July 1, 2021.

POINTS OF CONSIDERATION:

This RFQ will solicit proposals for a new contractor. Staff will submit the proposals to the Executive Committee for review and selection at the next scheduled meeting.

The Career Center Committee approved the request for the RFQ.

STAFF RECOMMENDATIONS:

Approve release of a Request for Quotes for Payroll services.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee Meeting Wednesday, December 2, 2020

TOPIC/ISSUE:

CEO Contract

BACKGROUND:

One of the stipulations in the contract is that the Board will provide the CEO with life insurance equal to twice the annual salary.

Due to age and health issues, staff and the CEO are unable to secure the additional coverage that will allow the Board to honor that requirement.

POINTS OF CONSIDERATION:

Currently life insurance in effect is for \$250,000.

STAFF RECOMMENDATIONS:

Amend the CEO contract to change the language to reflect a limit of \$250,000.
CEO concurs with this recommendation.

COMMITTEE ACTION:

BOARD ACTION:

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 Two Hundred Fifty Thousand Dollars (\$250,000.00), 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 1st 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:

Thomas Edward Skinner, Jr.



RECORD OF ACTION/APPROVAL

Executive Committee Meeting Wednesday, December 2, 2020

TOPIC/ISSUE:

Board Vacancies

BACKGROUND:

Federal law requires that the Board have over 50% private sector membership. The attached terms matrix shows that the Board currently has four private sector vacancies. Two of these are in Levy and Marion and Citrus have one each. Board member Nicole Nash has not responded to inquiries from staff and she is no longer with the employer she listed. Stacy Swain, from Levy County has advised us that because of her business she will be unable to be a member. The other seats have been vacant and need to be filled.

These vacancies mean that our private sector membership is at 39.4% whereas if all seats were filled we would be at 51.5%.

Recent draft policies from DEO emphasize that the Board and Elected Officials should be leading the efforts to fill vacancies and that staff should only be used to provide information to prospective nominees.

POINTS OF CONSIDERATION:

In the past, if one county cannot fill its seats, nominees from other counties were appointed by the Consortium members.

Another option is that the Board recommend reducing the number of total non-private sector board seats and reducing the number of private sector seats

STAFF RECOMMENDATIONS:

The Board Chair should appoint a N Member Recruitment Committee whose sole function is to monitor membership and develop a recruitment approach that will enlist board members and partners to fill vacancies.

COMMITTEE ACTION:

BOARD ACTION:

BOARD MEMBERSHIP TERMS - 10/1/2020

	CITRUS COUNTY	NAME	APPOINTED	LENGTH	TERM EXPIRES
1	CBO/ Barriers	Theresa Flick	6/30/2020	4	2024
2	CBO/Barriers-Vet	Ted Knight	6/30/2020	3	2023
3	Economic Development	Bruce Register	7/1/2020	1	2021
4	Education-School District	Debra Stanley	6/30/2019	4	2023
5	Private Sector	Rachel Riley	6/30/2020	4	2024
6	Private Sector	VACANT	2/28/2020	3	2023
7	Private Sector	William Burda	5/1/2017	4	2021
8	Private Sector	Mike Melfi	6/28/2019	4	2023
9	Private Sector	Kevin Cunningham	6/28/2016	5	2021
10	Private Sector	Al Jones	6/30/2019	4	2023
	LEVY COUNTY	NAME	APPOINTED		TERM EXPIRES
1	Economic Development	David Pieklik	7/1/2020	1	2021
2	Labor	Nelson Mathis, Jr	6/30/2020	4	2024
3	Private Sector	Arno Proctor	2/28/2020	4	2024
4	Private Sector	John Hemken	6/12/2020	3	2023
5	Private Sector	Vacant		2	2024
6	Private Sector	Vacant	6/12/2020	2	2022
7	Private Sector	Kim Baxley	1/25/2018	4	2022
8	Youth Serving Organization	Carol Jones	6/30/2019	4	2023
	MARION COUNTY	NAME	APPOINTED		TERM EXPIRES
1	Adult Education	Mark Vianello	6/30/2019	3	2022
2	Apprenticeship	Fred Morgan	2/28/2020	5	2025
3	CBO/ Barriers	Charles Harris	1/25/2018	3	2021
4	Higher Education-Private	Pete Beasley	6/30/2020	4	2024
5	Labor	Fred Morgan	2/28/2020	5	2025
6	Private Sector	Brandon Whiteman	2/25/2019	3	2022
7	Private Sector	Vacant		4	2023
8	Private Sector	Pat Reddish	6/30/2019	3	2022
9	Private Sector	Jeff Chang	2/25/2019	4	2023
10	Private Sector	Darlene Goddard	6/28/2016	5	2021
11	Private Sector	Kathy Judkins	6/28/2016	5	2021
12	Trans/ Public Housing	Judy Houlios	6/30/2019	3	2022
	AREA	NAME	APPOINTED		TERM EXPIRES
1	Higher Education- Public	Mark Paugh	6/28/2016	5	2021
2	Voc Rehab	Angie White	2/28/2020	4	2024
3	Youth Serving Organization	Jorge Martinez	6/30/2019	3	2022



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
Wednesday, December 2, 2020**

TOPIC/ISSUE:

Personal Request: Kathleen's Phone

BACKGROUND:

Kathleen has requested that she be allowed to keep her phone by purchasing it from CLM. Dwain has researched the fair market value (FMV) of the phone and has advised that the buy back value is \$153.00

If approved, we will coordinate the transition of the phone off our account to Kathleen.

POINTS OF CONSIDERATION:

The phone is not a piece of capital equipment and therefore disposal of the phone is not governed by state or federal rules. Dwain has established the FMV.

STAFF RECOMMENDATIONS:

Committee decision

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee Meeting Wednesday, December 2, 2020

TOPIC/ISSUE:

FWDA Dues

BACKGROUND:

DEO has determined that FWDA dues cannot be paid using federal funds. This is a unique designation. No other state has made such a determination based on discussions I have had with NAWB.

The primary costs associated with FWDA dues is the legislative liaison. Federal rules regarding lobbying are closely followed and any "lobbying" expenses (separately billed) are paid out of unrestricted funds paid to FWDA by local boards.

This service is essential to educate legislative leaders and members on FWDA/workforce issues.

POINTS OF CONSIDERATION:

FWDA is in the process of requesting a review of this determination, but in the interim, dues may need to be collected too keep the legislative liaison working for our local system.

STAFF RECOMMENDATIONS:

Approve paying from our unrestricted funds any dues related to maintaining these services.

COMMITTEE ACTION:

BOARD ACTION: