



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: December 2, 2020  
PLACE: Zoom Only  
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  
Dale French, CSCLM  
Cory Weaver, CSCLM

Cindy LeCouris, CSCLM  
Cira Schnettler, CSCLM  
Robert Stermer, CSCLM Attorney

**CALL TO ORDER**

The meeting was called to order by Kim Baxley, Chair, at 9:31 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the September 2, 2020, meeting. Pete Beasley seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update / DEO Draft Policies**

Rusty Skinner combined the two items. He explained to the committee that DEO created two policies and requested feedback from the workforce regions. After review of the policies, the attached comments were submitted.

**Workforce Issues that are Important to our Community**

Rusty Skinner notified the committee there have been Covid-19 exposures in all of the centers. The staffing rotation plans have been implemented and management has responded appropriately in all instances. The ion sanitizer that was recently purchased has allowed for swift sanitizing of the centers when there is an incident. We will

continue to concentrate on the impact of exposures throughout the holiday season.

The committee did not have other issues to discuss.

#### One Stop Operator – Vision of Responsibilities

Rusty Skinner provided a brief overview of the difference between a One Stop Operator and a monitor.

#### Budget Workshop

Rusty Skinner reviewed the presentation of the attached budget slides. Charles Harris asked if there were any limitations from the State to making budget amendments.

Rusty Skinner replied that based on new requirements, all revised copies are submitted to the State.

#### Additional Items

##### Rosen Contract

Rusty Skinner updated the committee on the Rosen contract. Rosen has agreed to extend the contract to 2022 and release the 2020 contract. Rosen will also contract directly with FWDA in the future.

##### EEOC Complaint

An EEOC complaint has been received by a past employee. A response has been sent by our attorney representative.

#### **PUBLIC COMMENT**

None

#### **ACTION ITEMS**

##### Budget Updates

Rusty Skinner and Susan Heller reviewed the budget reports and updates. Charles Harris approved the expenditure reports and the budget updates. Al Jones seconded the motion. Motion carried.

##### One Stop Operator RFP

Pete Beasley approved the change from the One Stop Operator RFP to an ITN. Al Jones seconded the motion. Motion carried.

##### Youth Service Provider ITN

Rachel Riley made a motion to approve the Youth Services Provider ITN. Ted Knight seconded the motion. Motion carried.

##### WE/Internship Payroll Services RFQ

Al Jones made a motion to approve the Payroll Services RFQ. Pete Beasley seconded the motion. Motion carried.

##### CEO Contract

Rusty Skinner explained to the committee that due to requirements currently stipulated in the CEO contract for life insurance requirements and affordability of policies that would meet those requirements, a change in the language to the contract is being requested. Pete Beasley made a motion to amend the language for the life insurance stipulation in the CEO contract. Al Jones seconded the motion. Motion carried.

### Board Member Vacancies

Rusty Skinner explained to the committee that due to requirements in the sub-grantee agreement we are not in compliance with less than 50% private sector participation. He explored a variety of options on how to handle board vacancies. Rusty Skinner noted that members can live or work in their county of representation to qualify as a board member. Charles Harris made a motion to create an ad hoc member recruitment committee for one year. After the year, the committee will be reviewed to see if it should become a permanent committee of the board. Al Jones seconded the motion. Motion carried.

### Personal Request: Kathleen's Phone

Al Jones made a motion to approve transitioning Kathleen Woodring's cell phone from the CLM account to Kathleen Woodring's personal account. Charles Harris seconded the motion. Motion carried.

### FWDA Dues

Al Jones made a motion to utilize unrestricted funds for FWDA dues and related legislative liaison services. Pete Beasley seconded the motion. Motion carried.

### **PROJECT UPDATES**

None

### **MATTERS FROM THE FLOOR**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:32 a.m.

**APPROVED:** \_\_\_\_\_