



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: December 9, 2020
PLACE: Zoom Only
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Angie White
Arno Proctor
Brandon Whiteman
Bruce Register
Carol Jones
Charles Harris
Darlene Goddard
David Pieklik
Debra Stanley
Fred Morgan
Judy Houlios
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Mark Paugh
Pat Reddish
Ted Knight
Theresa Flick

MEMBERS ABSENT

Jeff Chang
John Hemken
Jorge Martinez
Mark Vianello
Mike Melfi
Lanny Mathis
Pete Beasley
Rachel Riley
William Burda

OTHER ATTENDEES

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

Cindy LeCouris, CSCLM
Laura Byrnes, CSCLM
Cira Schnettler, CSCLM

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 11:32 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 9, 2020 meeting.

Ted Knight seconded the motion. Motion carried.

PRESENTATIONS

Virtual Job Fair Platforms

Laura Byrnes presented the virtual job fair platform that was recently used for the Manufacturing job fair and the Paychecks for Patriots fair. The platform has many benefits and was well received by employers and candidates.

PUBLIC COMMENT

None

DISCUSSION ITEMS

State Update

Rusty Skinner explained to the Board that DEO continues to restructure staff. He also notified members that the Governor recently announced that job search and registration requirement waivers have been extended until January 2, 2021. CLM staff will continue to work with individuals looking for employment and guide customers to be proactive with job searching and registration.

ACTION ITEMS

None

CONSENT AGENDA

Performance and Monitoring – 11/3/2020

Subrecipient Monitoring

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

Business and Economic Development – 11/5/2020

No Action Items

Dale French provided a summary of the committee activities in Committee Chair Pete Beasley's absence.

Career Center – 11/19/2020

One Stop Operator RFP

Youth Service Provider ITN

WE/Internship Payroll Services RFQ

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

Marketing and Outreach – 11/18/2020

No Action Items

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

Executive Committee – 12/2/2020

Budget Updates

One Stop Operator RFP
Youth Service Provider ITN
WE/Internship Payroll Services RFQ
CEO Contract
Board Member Vacancies
Personal Request: Kathleen's Phone
FWDA Dues

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

Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Performance and Monitoring - Tuesday, November 3, 2020 Board Meeting – Wednesday, December 9, 2020

TOPIC/ISSUE:

Sub-recipient Monitoring – Eckerd Connects

BACKGROUND:

We are required to conduct monitoring of our sub-recipient youth provider annually. Our current provider is Eckerd Connects

POINTS OF CONSIDERATION:

The following report details the areas that were monitored and any issues found. The only issue reported was a difference in total contract payment activity that resulted from an end of year accrual difference in contract closeout. This issue is being reviewed and corrected by the finance team.

STAFF RECOMMENDATIONS:

Accept the attached monitoring report from Powell and Jones for sub-recipient monitoring.

COMMITTEE ACTION:

William Burda made a motion to accept the monitoring report for Eckerd Connects. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Career Center Meeting - Thursday, November 19, 2020
Board Meeting – Wednesday, December 9, 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.

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

Lanny Mathis approved the request for One Stop Operator services and change the request from an RFP to an ITN. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Career Center Meeting - Thursday, November 19, 2020
Board Meeting – Wednesday, December 9, 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.

STAFF RECOMMENDATIONS:

Approve release of an Invitation to Negotiate for Youth services.

COMMITTEE ACTION:

Jorge Martinez made a motion to approve the Youth Service Provider ITN. Lanny Mathis seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Career Center Meeting - Thursday, November 19, 2020
Board Meeting – Wednesday, December 9, 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.

STAFF RECOMMENDATIONS:

Approve release of a Request for Quotes for Payroll services.

COMMITTEE ACTION:

Lanny Mathis made a motion to approve the WE/Internship Payroll Services RFQ. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting, Wednesday, December 2, 2020
Board Meeting – Wednesday, December 9, 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:

Charles Harris approved the expenditure reports and the budget updates. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



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

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

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

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

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

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting, Wednesday, December 2, 2020
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TOPIC/ISSUE:

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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:

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

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting, Wednesday, December 2, 2020
Board Meeting – Wednesday, December 9, 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:

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 ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting, Wednesday, December 2, 2020
Board Meeting – Wednesday, December 9, 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 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:

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.

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting, Wednesday, December 2, 2020
Board Meeting – Wednesday, December 9, 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:

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.

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting, Wednesday, December 2, 2020
Board Meeting – Wednesday, December 9, 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 to 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:

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

BOARD ACTION:

This item was part of the consent agenda. Bruce Register made a motion to approve all consent agenda items. Charles Harris seconded the motion. Motion carried.