



BOARD MEETING AGENDA

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

Zoom Link: <https://us02web.zoom.us/j/87324340815>
Conference Line: 1 646 558 8656 - Meeting ID: 873 2434 0815

Call to Order		K. Baxley
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Approval of Minutes, September 9, 2020	Pages 3 - 38	K. Baxley

PRESENTATIONS

Virtual Job Fair Platforms		L. Byrnes
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PUBLIC COMMENT

DISCUSSION ITEMS

State Update		R. Skinner
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ACTION ITEMS

None

CONSENT AGENDA

<u>Performance and Monitoring – 11/3/2020</u>	Page 39	T. Knight
Subrecipient Monitoring		

<u>Business and Economic Development – 11/5/2020</u>		P. Beasley
No Action Items		

<u>Marketing and Outreach – 11/18/2020</u>		A. Jones
No Action Items		

<u>Career Center – 11/19/2020</u>	Pages 40 - 42	C. Harris
One Stop Operator ITN		
Youth Service Provider ITN		
WE/Internship Payroll Services RFQ		

<u>Executive Committee – 12/2/2020</u>	Pages 43 - 57	K. Baxley / R. Skinner
Budget Updates		
One Stop Operator RFP		
Youth Service Provider ITN		
WE/Internship Payroll Services RFQ		
CEO Contract		

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.



Board Member Vacancies
 Personal Request: Kathleen's Phone
 FWDA Dues

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 BOARD MEETING

MINUTES

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

MEMBERS PRESENT

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

MEMBERS ABSENT

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

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM

Robert Stermer, Attorney
Dale French, CSCLM
Cory Weaver, CSCLM

Cindy LeCouris, CSCLM
Laura Byrnes, CSCLM

Cira Schnettler, CSCLM
Shellonda Rucker, Eckerd

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

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

INTRODUCTION OF NEW MEMBERS

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

PUBLIC COMMENT

None

DISCUSSION ITEMS

Customer Feedback

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

ACTION ITEMS

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

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

Targeted Occupational List

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

CONSENT AGENDA

Performance and Monitoring – 8/11/2020

Performance Negotiations

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

Business and Economic Development – 8/13/2020

No Action Items

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

Career Center – 8/20/2020

No Action Items

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

Marketing and Outreach – 8/26/2020

No Action Items

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

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

Joint Auditing Services RFP

Powell and Jones

Underwood and Sloan

Board Member Orientation

Special Trust Positions

Required Positions

Schedule of Operations

Data Sharing Agreement

Signature Authority

Breach of Security/Incident Response Policy

Budget

Employee Handbook Updates

Customer Code of Conduct Policy

Joint Audit Proposal Selection

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

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

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

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

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 9, 2020
CEO Contract Review Committee – Monday, June 15, 2020
Board Meeting – Wednesday, June 3, 2020
CEO Contract Review Committee – Thursday, April 16, 2020

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2020 – 2021

BACKGROUND:

CEO Salary History		
Year	Salary	Increase
2015	\$ 116,499.97	No increase
2016	\$ 120,000.19	3%
2017	\$ 123,600.26	3%
2018	\$ 127,308.00	3%
2019	\$133,036.86	4.5 %
2020	\$137,028.00	3%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

4/16/2020 - Kathy Judkins made a motion to extend Rusty Skinner's contract for 60 days after expiration day to consider changes to compensation based on what is available for staff. Kim Baxley seconded. Motion carried.

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

BOARD ACTION:

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

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

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the 9th day of September, 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 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.

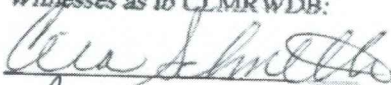
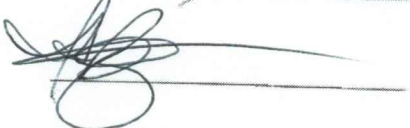
10. Special Evaluation Criteria and Specific Goals. From time to time CLMRWDB may provide SKINNER with any special evaluation criteria or specific goals which CLMRWDB expects to be accomplished. CLMRWDB may consider SKINNER's performance in performing in accordance with such special evaluation criteria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

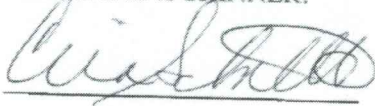
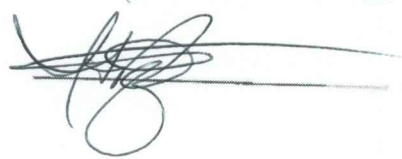
Witnesses as to CLMRWDB:

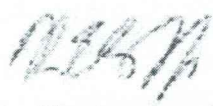



By:


Kim Baxley
Chair

Witnesses as to SKINNER:


Rusty Skinner
2020.09.09 17:07:17
-04'00'
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 – four degree programs
New Horizons – Gulf Coast
Taylor College – Prep courses, RN and Physical Therapy

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Performance Negotiations

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

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

STAFF RECOMMENDATIONS:

Approve LWDB 10's negotiated goals

COMMITTEE ACTION:

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

BOARD ACTION:

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

Measures	PY 2019 Actual Negotiated Performance Levels	PY 2020 Proposed Performance Levels	Accept Proposed Performance Levels? (Select Yes or No From Drop Down)	Proposed Level of Performance (Leave blank if accepting State Performance Level)	Negotiated
Adults:					
Employed 2nd Qtr After Exit	85.2%	95.0%	NO	85.2%	85.2%
Employed 4th Qtr After Exit	82.5%	93.0%	NO	82.5%	83.0%
Median Wage 2nd Quarter After Exit	\$6,850	\$7,100	NO	\$6,850	\$7,000
Credential Attainment Rate	88.0%	88.0%	YES		
Measurable Skills Gain	N/A	50.0%	YES		
Dislocated Workers:					
Employed 2nd Qtr After Exit	83.2%	85.0%	NO	83.2%	83.2%
Employed 4th Qtr After Exit	76.0%	85.0%	NO	76.0%	79.0%
Median Wage 2nd Quarter After Exit	\$6,850	\$10,500	NO	\$6,850	\$7,000
Credential Attainment Rate	75.2%	75.2%	YES		
Measurable Skills Gain	N/A	75.0%	YES		
Youth:					
Employed 2nd Qtr After Exit	75.5%	81.0%	NO	75.5%	75.5%
Employed 4th Qtr After Exit	69.2%	78.0%	NO	69.2%	73.0%
Median Wage 2nd Quarter After Exit	\$3,100	\$3,300	NO	\$3,100	\$3,200
Credential Attainment Rate	85.3%	90.0%	NO	85.3%	85.3%
Measurable Skills Gain	N/A	88.0%	YES		
Wagner-Peyser:					
Employed 2nd Qtr After Exit	62.2%	73.5%	NO	62.2%	65.0%
Employed 4th Qtr After Exit	64.2%	69.0%	NO	64.2%	64.2%
Median Wage 2nd Quarter After Exit	\$4,850	\$5,800	NO	\$4,850	\$5,000

Measures	PY 2021 Proposed Performance Levels	Accept Proposed Performance Levels? (Yes or No)	Proposed Level of Performance (Leave blank if accepting State Performance Level)	Negotiated
Adults:				
Employed 2nd Qtr After Exit	95.0%	NO	92.0%	92.0%
Employed 4th Qtr After Exit	95.0%	NO	90.0%	90.0%
Median Wage 2nd Quarter After Exit	\$7,300	NO	\$7,000	\$7,000
Credential Attainment Rate	88.0%	YES		
Measurable Skills Gain	50.0%	YES		

Dislocated Workers:				
Employed 2nd Qtr After Exit	90.0%	NO	85.0%	85.0%
Employed 4th Qtr After Exit	87.0%	NO	85.0%	85.0%
Median Wage 2nd Quarter After Exit	\$10,750	NO	\$9,750	\$9,000
Credential Attainment Rate	75.2%	YES		
Measurable Skills Gain	75.0%	YES		

Youth:				
Employed 2nd Qtr After Exit	83.0%	NO	80.0%	80.0%
Employed 4th Qtr After Exit	80.0%	NO	75.0%	75.0%
Median Wage 2nd Quarter After Exit	\$3,500	NO	\$3,200	\$3,200
Credential Attainment Rate	92.0%	YES		
Measurable Skills Gain	90.0%	NO	88.0%	88.0%

Wagner-Peyser:				
Employed 2nd Qtr After Exit	75.0%	NO	69.0%	69.0%
Employed 4th Qtr After Exit	71.0%	NO	68.0%	68.0%
Median Wage 2nd Quarter After Exit	\$5,900	NO	\$5,500	\$5,300



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Joint Auditing Services RFP

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

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

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Approve renewal of the contract with Powell and Jones.

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Renewal of Independent Monitoring Services Contract with Underwood Sloan and Associates

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Sub-grantee Agreement Compliance- Board Member Orientation

BACKGROUND:

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

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

POINTS OF CONSIDERATION:

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

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

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

BACKGROUND:

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

b. Level 2 Screenings.

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

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

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

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

The following positions are recommended for consideration:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Sub-grantee Agreement Compliance- Required Local Positions

BACKGROUND:

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

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

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

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Sub-grantee Agreement Compliance- Schedule of Operations

BACKGROUND:

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

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

POINTS OF CONSIDERATION:

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

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

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

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

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

STAFF RECOMMENDATIONS:

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

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

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

COMMITTEE ACTION:

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

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

Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Data sharing Agreement

BACKGROUND:

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

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

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

POINTS OF CONSIDERATION:

The data is needed by staff to better serve our customers

STAFF RECOMMENDATIONS:

Staff recommends after-the fact approval.

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Signatory Authority: Executive Vice President

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

CEO Recommends approval

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Breaches of Security Policy and Procedures

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



Policies and Procedures

SECTION: Administration	POLICY # ADM-25	PAGE 1 of 10
TITLE: Breaches of Security and Fraudulent Actions	EFFECTIVE DATE: July 1, 2020	
SUPERCEDES: N/A	Dated: N/A	

DISTRIBUTION: All CareerSource Citrus Levy Marion employees and contractors.

PURPOSE: This policy outlines the process by which personnel shall respond and report instances of security breaches including DEO data and local data, fraudulent practices, and crimes, and provides guidance for staff members pursuant to 817.5681, Florida Statutes and Chapter 443 Florida Statute and section 501.701, Florida Statutes. The purpose of this policy also provides the basis of appropriate response to incidents that threaten the confidentiality, integrity, and availability of CareerSource CLM digital assets, information systems, and the networks that access and deliver DEO data and information. The Security Breach Policy provides a process for documentation and appropriate reporting to DEO and communication to the community. Finally, the policy establishes responsibility and accountability for all steps in the process of addressing security breaches.

POLICY: It is the policy of CareerSource CLM that in all instances where an employee suspects fraudulent practices, crime, and/or a breach of security concerning confidential personal information in third-party possession (personal information is defined in section 817.5681(5), Florida Statutes, as "an individual's first name, first initial and last name, or any middle name and last name, in combination with any one or more of the following data elements when the data elements are not encrypted such as

- (a) social security number,
- (b) driver's license number or Florida Identification Card number,
- (c) account number, credit card number, or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account

Ref: Grantee Sub-Grantee Agreement – LWDB10-2020 item 7g.

DEO Breaches of Security applies to any data belonging to DEO. DEO reserves the right to determine whether the provisions of section 501.701, Florida Statutes, apply.

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 800 434-5627, ext. 7878 or e-mail accommodations@careersourceclm.com. Please make request at least three business days in advance. A proud member of the American Job Center network.

The Breach of Security Policy applies to all members of CareerSource CLM staff and contractors. This Policy also includes computing or network devices owned, leased, or otherwise controlled by CareerSource CLM that can potentially access DEO data. Additionally, incidents involving confidential information apply to any computing or network device, regardless of ownership, on which confidential or restricted information is stored or by which access to confidential or restricted information might be gained. (Examples include, but are not limited to: any computer containing confidential data, a mobile device including a flash drive or mass storage device on which DEO data and credentials are stored which could be used to access confidential data, a server with access to DEO data).

Monitoring

CareerSource CLM will have systems in place to monitor email, web traffic and firewall incidents to identify possible security breaches or fraudulent activities.

Computer Crimes

Computer crimes are a violation of disciplinary standards and the commission of computer crimes may result in felony criminal charges. The Florida Computer Crimes Act, Chapter 815, Florida Statutes, addresses the unauthorized modification, destruction, disclosure or taking of information resources. The minimum-security requirements are:

- 1) Personal passwords are not to be disclosed.
- 2) Information may not be obtained for personal use by an employee or other person's personal use.
- 3) Computer crimes such as the unauthorized modification, destruction and disclosure of computer data or computer systems are a violation of the Computer Crimes Act, Chapter 815, F.S. and the commission of computer crimes may result in felony criminal charges. Whenever you change offices, change work locations, or leave CareerSource CLM, you do NOT, under ANY circumstances, have a right to delete or otherwise remove data from a CareerSource computer or resource.
- 4) A breach of security concerning data belonging to DEO are determined by the provisions of section 501.701, Florida Statutes.

Action

CareerSource CLM Employees, DEO Employees, Service Provider Employees and Partner Employees suspecting security breaches, fraudulent practices and crimes will adhere to this policy and follow the procedures outlined below under procedures.

Security breaches, theft or loss of data and other security related incidents perpetrated against CareerSource CLM must be reported to the designated Regional Security Officer for Region 10. Any staff member with knowledge, or a reasonable suspicion, of an incident which violates the confidentiality, integrity, or availability of digital information that belongs to DEO, will make an immediate report to the following e-mail address: dfrench@careersourceclm.com.

The Regional Security Officer in collaboration with other senior staff including HR and IT shall determine if a reported incident IS or IS NOT a confidential information security breach or a breach of security concerning data belonging to DEO. The Regional Security Officer will inform

the CEO of the results of the determination.

If the incident is a breach of security concerning data belonging to DEO, DEO will be notified by the Board and DEO reserves the right to determine whether the provisions of section 501.701, Florida Statutes apply.

DEO will make the determination if notifications are necessary and, if so the procedure for making and the content included in, those notifications. It will then be the responsibility of the Board to provide notifications if deemed necessary by DEO and will not provide said notifications without prior approval from DEO.

DEO will not unreasonably withhold approval to send notifications and will make all decisions regarding said notifications as quickly as possible and consistent with timelines in section 501.171, Florida Statutes.

The Board is responsible for all fees and costs incurred due to a breach of security occurring in an operation, program, or physical setting under the Board's control, including, but not limited to, the cost of sending breach notifications.

For any further questions or clarification contact:

Region 10 Regional Security Officer: Dale French, (352) 732-1700 ext. 2204 or email dfrench@careersourceclm.com.

PROCEDURES:

1) Any employee who maintains computerized data in a system that includes personal information shall provide notice of any breach of the security of the system, following a determination of the breach, to their immediate supervisor, and CareerSource CLM's Regional Security Officer. CareerSource CLM's Board is required to provide notification to the individual and/or business entity of this state whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Such notification will be made to CareerSource CLM's CEO. The notification shall be made without unreasonable delay, consistent with the legitimate needs of law enforcement, or subject to any measures necessary to determine the presence, nature, and scope of the breach and restore the reasonable integrity of the system. Notification must be made no later than ten (10) days following the determination of the breach unless otherwise provided in this section.

2) The notification required by this section may be delayed upon a request by law enforcement if a law enforcement agency determines that the notification will impede a criminal investigation. The notification time period required by this section shall commence after the person receives notice from the law enforcement agency that the notification will not compromise the investigation.

3) For purposes of this section, the terms "breach" and "breach of the security of the system" mean unlawful and unauthorized acquisition of computerized data that materially compromises the security, confidentiality, or integrity of personal information maintained by the person. Good faith acquisition of personal information by an

employee or agent of the person is not a breach or breach of the security of the system, provided the information is not used for a purpose unrelated to the business or subject to further unauthorized use.

4) For purposes of this section, the term "personal information" means an individual's first name, first initial and last name, or any middle name and last name, in combination with any one or more of the following data elements when the data elements are not encrypted:

- a. Social security number.
- b. Driver's license number or Florida Identification Card number.
- c. Account number, credit card number, or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

5) For purposes of this section, the term "personal information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records or widely distributed media.

6) For purposes of this section, notice may be provided by one of the following methods:

- a. Written notice;
- b. Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 U.S.C. s. 7001 or if the person or business providing the notice has a valid e-mail address for the subject person and the subject person has agreed to accept communications electronically; or
- c. Substitute notice, if the person demonstrates that the cost of providing notice would exceed \$250,000, the affected class of subject persons to be notified exceeds \$500,000, or the person does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - i. Electronic mail or e-mail notice when the person has an electronic mail or e-mail address for the subject persons.
 - ii. Conspicuous posting of the notice on the web page of the person, if the person maintains a web page.
 - iii. Notification to major statewide media.

7) For purposes of this section, the term "unauthorized person" means any person who does not have permission from, or a password issued by, the person who stores the computerized data to acquire such data, but does not include any individual to whom the personal information pertains.

8) For purposes of this section, the term "person" means an individual or business entity. For purposes of this section, the State of Florida, as well as any of its agencies or

political subdivisions, and any of the agencies of its political subdivisions constitutes a person.

9) The Department of Legal Affairs may institute proceedings to assess and collect the fines provided in this section.

10) If a person discovers circumstances requiring notification pursuant to this section of more than 1,000 persons at a single time, the person shall also notify, without unreasonable delay, all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis, as defined in 15 U.S.C. s. 1681a(p), of the timing, distribution, and content of the notices.

DEO Data

Ref: Grantee Sub-Grantee Agreement – LWDB10-2020 item 7g.

The Board will immediately notify DEO of any breach of security, pursuant to section 501.171, Florida Statutes, occurring in any operation under its control. If a breach of security concerns data belonging to DEO, DEO reserves the right to determine whether the provisions of section 501.701, Florida Statutes, apply. DEO will determine if notifications are necessary and, if so, the procedure for making, and the content included in, those notifications. The Board will provide notifications if deemed necessary by DEO and will not provide said notifications without prior approval from DEO. DEO will not unreasonably withhold approval to send notifications and will make all decisions regarding said notifications as quickly as possible and consistent with the timelines in section 501.171, Florida Statutes. The Board is responsible for all fees and costs incurred due to a breach of security occurring in an operation, program or physical setting under the Board's control, including, but not limited to, the cost of sending breach notifications.

Unemployment Insurance Confidentiality

Pursuant to Florida's Unemployment Compensation Law (Chapter 443 Florida Statutes) Sections 443.171 (5) and 443.1715, F.S., it is prohibited to disclose unemployment insurance (UI) information except as authorized by law. The minimum security requirements are:

- 1) UI information is to be used only in an official capacity for valid administrative purposes;
- 2) UI information will not be disclosed except in accordance with the provision of ss. 443.171(5) and 443.1715, F.S. and Title 20 Part 603, Code of Federal Regulations.
- 3) The use of UI information is limited to only purposes authorized by law.
- 4) UI information will be stored in a place physically secure from access by unauthorized persons.
- 5) UI information stored and processed in electronic format, such as magnetic tapes or discs, will be maintained in such a way that unauthorized persons cannot retrieve the information by any means.

- 6) Precautions will be taken to ensure that only authorized individuals can access UI information stored in computer systems.
- 7) UI information and any copies that are no longer needed in the performance of official duties shall be disposed of in such a way that the data cannot be reconstructed, accessed or obtained by unauthorized means.
- 8) Individuals who violate the confidentiality provisions set forth in ss. 443.171(5) and 443.1715, F.S, commit a misdemeanor of the second degree, punishable as provided in s. 775.082 or 775.083, F.S.
- 9) An individual who makes a false representation in order to obtain a social security number is in violation of s. 119.0721 F.S. and commits a felony of the third degree, punishable as provided in s. 775.082 or 775.083, F.S.
- 10) Passwords authorizing access to UI information are not to be divulged to any other individual.

Action

CareerSource CLM Employees and Board of Directors, DEO Employees and Service Provider Employees suspecting security breaches, fraudulent practices and crimes will report security breaches as stated above.

For any further questions or clarification contact the Regional Security Officer:
Dale French @ (352) 732-1700 ext. 2204.

OFFICIAL SIGNATURE

Thomas E. Skinner, Jr.
Chief Executive Officer

EVP Coord:



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Updated 2020 budget

BACKGROUND:

POINTS OF CONSIDERATION:

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

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

STAFF RECOMMENDATIONS:

Approve updated 2020 budget

COMMITTEE ACTION:

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

BOARD ACTION:

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

ATTACHMENT 1																							
BUDGET - CSCLM																							
PY 2020(JULY 2020 - JUNE 2021)																							
	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
9/2/2020	ADULT	YOUTH	TAA	DISL. WORKER	Apprenticeship 1	Apprenticeship 3	SECTOR STRATEGIES	RURAL INITIATIVES	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	FL Corrections	BRIDGE SKILLED	EMERGING INITIATIVES	YOUTH BUILD 3	YOUTH BUILD 2	COVID 19	RWB 6	REA	UN-RESTR	TOTAL
ITA requirement: 35%																							
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	229,824	121,000	-	-	-	-	-	5,522	52,985	-	6,299,884
CARRYFORWARD	369,013	893,689	6,227	4,574	-	-	25,088	-	10,831	185	19,565	243,647	25,133	-	15,333	20,833	708,089	337,506	224,951	2,684	145,875	-	2,684,209
INCENTIVES/SUPPLEMENTAL TRANSFER	195,000	-	-	(195,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	368,013
TOTAL REVENUE	1,958,833	2,232,856	6,227	720,332	75,132	149,748	25,088	31,250	10,831	191,457	57,358	2,003,260	254,957	121,000	15,333	20,833	708,089	337,506	224,951	5,522	55,669	145,875	9,352,106
EXPENDITURES																							
TOTAL ITA	32.99%																						
TRAINING:																							
ITA %	31%			38%																			
ITA/TRAINING	180,500	-	5,240	34,000	-	-	9,581	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	256,921
OJT	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
EMPLOYED WORKER	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000
INTERNSHIPS	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000
ECKERD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRAINING STAFF	325,000	-	-	211,420	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	536,420
TOTAL TRAINING	547,500	-	5,240	245,420	-	-	9,581	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	835,341
OPERATING:																							
SUPPORTIVE SVS.	5,000	347,104	-	498	-	-	-	-	-	-	-	306,808	-	-	-	-	138,720	135,013	-	-	-	-	933,143
DIRECT CHARGE (STAFF)	8,500	-	-	5,400	-	-	-	-	-	-	-	400,000	91,015	58,053	12,922	-	-	-	50,000	-	-	-	625,890
ECKERD	15,000	994,464	-	11,145	-	-	-	-	-	-	-	35,000	-	-	-	-	104,900	169,036	-	-	-	-	1,329,545
DEO STAFF TRAVEL	-	-	-	-	-	-	-	-	-	9,600	3,000	-	-	-	-	-	-	-	-	-	-	-	12,600
OPERATING	-	6,000	-	-	65,234	130,020	-	11,934	3,870	43,360	5,000	-	-	19,800	-	7,956	-	-	35,443	-	-	40,000	368,616
TOTAL OPERATING	28,500	1,347,568	-	17,043	65,234	130,020	-	11,934	3,870	52,960	8,000	741,808	91,015	77,853	12,922	7,956	243,620	304,049	85,443	-	-	40,000	3,269,793
PROGRAM SUPPORT:																							
FACILITIES	60,820	100,330	156	25,365	-	-	-	-	622	71,942	23,021	63,309	14,933	-	1,244	-	3,189	5,678	1,167	5,522	5,833	-	383,121
PROGRAM	71,343	159,137	-	22,156	-	-	793	988	320	4,383	662	61,393	7,533	-	-	658	-	-	7,071	-	-	-	336,437
INFORMATION TECHNOLOGY	94,496	188,477	-	26,240	-	-	939	1,170	379	5,191	784	72,712	8,821	-	-	780	-	-	8,375	-	-	-	398,466
OUTREACH	69,049	154,021	-	21,443	-	-	767	956	310	4,242	641	59,420	7,290	-	-	637	-	-	6,844	-	-	-	325,622
BUSINESS	318,403	-	-	98,880	-	-	3,539	4,408	1,429	1,998	273,968	33,518	-	-	-	2,939	-	-	31,559	-	-	-	788,173
SELF SERVICES	243,686	-	-	75,677	-	-	2,708	3,374	1,094	14,971	2,262	209,701	25,729	-	-	-	-	-	24,154	-	-	-	605,603
CAREER SERVICES	282,788	-	-	96,539	-	-	3,455	4,304	1,396	19,098	2,885	267,509	32,822	28,075	-	2,869	-	-	30,812	-	-	-	772,551
TOTAL PROGRAM SUPPORT	1,130,585	601,966	156	366,289	-	-	12,202	15,199	5,551	119,828	30,255	1,008,041	130,845	28,075	1,244	10,132	3,189	5,678	109,982	5,522	5,833	-	3,590,571
TOTAL EXPENDITURES	1,706,585	1,949,534	5,396	628,752	65,234	130,020	21,783	27,133	9,421	172,788	38,255	1,749,849	221,860	105,928	14,166	18,088	274,409	309,727	195,425	5,522	5,833	40,000	7,695,705
ADMIN POOL	201,772	65,258	642	72,857	7,925	15,796	2,646	3,296	1,091	14,823	2,674	202,904	25,673	12,069	934	2,198	3,467	203	23,642	-	209	4,859	664,937
GENERAL POOL	50,225	16,244	160	18,136	1,973	3,932	659	821	272	3,690	666	50,507	6,391	3,004	233	547	863	51	5,885	-	52	1,210	165,517
TOTAL INDIRECT COST RATE	251,997	81,502	802	90,993	9,898	19,728	3,305	4,117	1,363	18,513	3,339	253,412	32,063	15,073	1,167	2,745	4,330	253	29,527	-	260	6,069	830,455
BALANCE	251	201,821	29	587	0	0	0	1	47	156	15,764	(0)	1,033	(0)	(0)	0	429,350	27,526	(0)	(0)	49,576	99,806	825,946
INDIRECT RATE CALCULATION																							
DIRECT TOTAL COSTS	1,706,585	1,949,534	5,396	628,752	65,234	130,020	21,783	27,133	9,421	172,788	38,255	1,749,849	221,860	105,928	14,166	18,088	274,409	309,727	195,425	-	5,833	40,000	7,690,183
LESS: LEASES	(30,739)	(70,811)	(110)	(17,895)	-	-	-	-	(439)	(50,775)	(16,248)	(44,682)	(10,539)	(6,587)	(6,477)	-	(2,251)	(4,007)	(823)	-	(4,117)	-	(266,500)
SUBAWARD (ECKERDS)	(15,000)	(1,341,568)	-	(11,145)	-	-	-	-	-	-	-	(35,000)	-	-	-	-	(243,620)	(304,049)	-	-	-	-	(1,950,382)
TOTAL MDC	1,660,845	537,155	5,286	599,712	65,234	130,020	21,783	27,133	8,982	122,013	22,007	1,670,167	211,321	99,340	7,689	18,088	28,538	1,670	194,601	-	1,716	40,000	5,473,301

Admin %

7.11%

JDCR %

15.17%

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

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Approval of OPS 30 Customer Code of Conduct

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

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

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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



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:



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:



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:



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:



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:

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	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	
ITA requirement: 35%																								
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 IFA	42.15%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TRAINING:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
IFA %	41%	-	-	47%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ITA/TRAINING	180,500	-	5,240	10,000	-	-	11,792	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	235,132	
OUT	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	
EMPLOYED WORKER	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	
INTERNSHIPS	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78,000	-	-	-	98,000	
ECKERD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
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	168,036	-	-	-	-	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	-	-	40,000	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	-	-	926	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	15,228	-	-	1,638	-	-	-	-	-	-	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	1,329,665	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	5,366	6,455	40,000	7,546,947	
Admin % 7.99%																								
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	4,835	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	136,360	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)	-	-	-	-	-	(30,862)	(8,338)	(36,654)	(7,366)	(4,639)	(3,010)	-	(3,683)	(1,700)	(2,054)	-	-	-	-	(178,980)
SUBAWARD (ECKERDS)	(15,000)	(1,321,569)	-	(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	
IDCR % 15.30%																								

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
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.

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:



RECORD OF ACTION/APPROVAL

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

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:



RECORD OF ACTION/APPROVAL

Executive Committee Meeting, Wednesday, December 2, 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.

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:



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:



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:



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:



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: