



CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

MINUTES

DATE: April 8, 2021
PLACE: Zoom Only
TIME: 9:00 a.m.

MEMBERS PRESENT

Albert Jones
Arno Proctor
Carol Jones
Charles Harris
David Pieklik
Debra Stanley
Fred Morgan
Jeff Chang
John Hemken
Jorge Martinez
Judy Houlios
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Mark Paugh
Pat Reddish

MEMBERS ABSENT

Angie White
Brandon Whiteman
Darlene Goddard
Equilla Wheeler
John Murphy
Mark Vianello
Mike Melfi
Lanny Mathis
Pete Beasley
Rachel Riley
Ted Knight
Theresa Flick
William Burda

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Cindy LeCouris, CSCLM
Laura Byrnes, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 9:00 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Kathy Judkins made a motion to approve the minutes from the March 24, 2021 meeting. Mark Paugh seconded the motion. Motion carried.

PUBLIC COMMENT

None

DISCUSSION ITEMS

Workforce Issues that are Important to Our Community

There were no issues discussed.

State Updates

CareerSource Florida's Administrative Policy Number 110, Local Workforce Development Area and Board Governance

Rusty Skinner joined a workgroup that created suggestions on the policy. The suggestions were adopted by DEO, and the policy has significantly improved.

Summary of Legislation- HB1505, HB1507, SB98, with DEO and FWDA responses

The House has merged bills 1505 and 1507 into a single bill and has added some amendments. A few items of note:

- The bill calls for a system to link community partners and training providers to track customers utilizing multiple services. This would be a large undertaking.
- Board member term limits could negatively impact the board. Exemptions for government and/or mandatory positions would be helpful, as there may not be enough alternate choices for these required positions. If this is finalized, current board terms would need to be evaluated and a rational approach for replacements would need to be pursued.
- Process and criteria would change on approving courses, affecting the Targeted Occupation List. Performance and certification requirements may change as well.

Senate Bill 98 has not had any amendments of note.

We will be reaching out to the three school systems to create a workgroup to discuss how to navigate the potential new requirements as they are developed.

DOL/DEO monitoring review for local impact

Dale French explained to the members that USDOL monitored DEO and the Miami-Dade CareerSource. The audit found 50 findings. He stated that CLM management reviewed the monitoring report and identified 12 findings that could be applicable to our local area. Many of these findings pertained to youth programs. CLM management met with Eckerd management to discuss. Both teams felt that current policies were on target. The other non-youth findings were reviewed and although our current policies are satisfactory, they will be fine-tuned to bring them further into alignment. As dictated by the Sub-grantee Agreement, any policy updates will be brought to the Executive and full Board for approval and then sent to DEO for approval to ensure local compliance.

Board Orientation

Rusty Skinner explained to the members that the Sub-grantee Agreement requires board orientations for new members and re-fresher orientations for existing members.

The Agreement also requires proof of attendance. Although, CLM has a board orientation, it does not meet all the requirements. We have contracted with a firm called THMP on a trial basis. THMP is a monitoring firm that has created a board orientation that does meet the educational requirements and tracks attendance. Rusty Skinner encouraged all board members to take the course by June 30th and provide feedback, so that we may potentially contract with THMP for their board orientation services in the next program year. Charles Harris stated that he has completed the orientation and found it to be an informative and thorough tool.

Recertification Designation

Dale French stated that every two years CLM must be re-certified and designated as a workforce region. To achieve re-certification the region must meet benchmark performance goals to maintain a satisfactory status. CLM has been successful in meeting or exceeding performance goals in both program years. Kathy Judkins acknowledged the achievement and congratulated staff. The re-certification was brought before the Consortium and the Executive committees to approve signature and submittal of the forms. The request has been submitted to DEO and then will go before the CareerSource Florida board in May.

Request for Attorney General's Opinion: Conflict

Rusty Skinner explained to the members that the Sub-grantee Agreement required that when a conflict is declared during a meeting the conflicting board member must leave the room during a vote. This requirement is in direct conflict of Florida statues. The conflict creates financial and criminal liability for board members, and ultimately the contract in conflict could be deemed voidable. The Consortium and Executive committees approved sending a letter to the Attorney General for guidance. The letter was first sent to DEO. DEO has since acknowledged the error and is negating the requirement. The letter will no longer be sent to the Attorney General for guidance on the matter. Rusty Skinner thanked Attorney Stermer for his hard work and thoroughness in researching the matter.

ACTION ITEMS

Memorandum of Agreement

Rusty Skinner explained to the members that the Memorandum of Agreement sets up the relationship between the Consortium and the Board. This Agreement needed to be amended due to changes in law. The previous Agreement stated that a representative could not fill more than one category, then federal law changed allowing dual representation. Board Member Fred Morgan is currently filling two categories. Al Jones made a motion to approve the amendments to the Memorandum of Agreement. Kathy Judkins seconded the motion. Motion carried.

Department of Corrections Grant

Dale French explained that the DOC grant program and funding were halted due to Covid-19 restrictions. Those restrictions are now being lifted and the program can start-up again. Funding for the rest of the program year can now be accepted. Al Jones made a motion to approve acceptance of the WIN sub-award for services at Lowell Correctional Institute in the amount of \$20,123.00. Arnold Proctor seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 2/9/2021

WT/SNAP/WIOA Monitoring Report - Underwood and Sloan

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

Business and Economic Development – 2/11/2021

None

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

Career Center – 2/18/2021

Area Targeted Occupation List Update – Life-Line Institute

Dale French provided a summary of the committee activities. He also updated the members on the center operations. Due to increased traffic, all centers will now be operational from 8 am to 5 pm beginning April 12. Beginning May 3, the 14th staff will go to two week team rotation versus the current three team rotation.

Marketing and Outreach – 2/24/2021

None

Dale French provided a summary of the committee activities. Laura Byrnes promoted the upcoming State of the Workforce Conference on April 22.

Executive Committee – 3/3/2021

Financial Audit

Travel Policy

One Stop Operator ITN Selection

Youth Services ITN Selection

Local Workforce Area Designation

Policy Update OPS-26 and OPS-46

Policy Update OPS - 81

Request for Attorney General's Opinion: Conflict

Due to technical difficulties, Rusty Skinner provided a summary of the committee activities for Committee Chair Kim Baxley.

Al Jones made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Carol Jones stated that the school board is very excited about the upcoming Levy County Youth Career Expo.

ADJOURNMENT

The meeting was adjourned at 10:05 am.

APPROVED: _____