



Board Meeting
College of Central Florida
Webber Center
3001 SW College Rd., Ocala, FL 34452

BOARD MEETING AGENDA

Revised 6/8/2021

Wednesday, June 9, 2021 – 11:30 a.m.

Zoom Link: <https://us02web.zoom.us/j/82722685126>

Conference Line: 1 646 558 8656 Meeting ID: 827 2268 5126

Call to Order		K. Baxley
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		
Approval of Minutes, April 8, 2021	Pages 3 - 7	K. Baxley
Introduction of New Members		K. Baxley

DISCUSSION ITEMS

Financial Disclosure Forms / Annual Conflicts Reminder	R. Skinner
Net Promoter Board Survey	R. Skinner
Board Orientation	R. Skinner

APPROVAL OF CONTRACTS 2021-2022

Master Contracts Requiring 2/3rds Vote/Under \$25,000

1. Citrus County Chamber of Commerce

Pages 8 – 9 R. Skinner

Master Contracts Requiring 2/3rds Vote/Under \$25,000 -
OJT, CBT, or Internship/Paid Work Experience Training
Opportunities

2. Ancorp
3. Key Training Center
4. Lockheed Martin
5. A & M Manufacturing
6. Ocala Housing Authority

Master Contracts 2/3rds Vote/Exceeds \$25,000

7. College of Central Florida
8. Marion County School Board
9. Ocala Metro Chamber and Economic Partnership

Contracts Not Requiring 2/3rds Vote

10. Youth Services Contracting – Eckerd Connects
11. Thomas P. Miller and Associates
12. Underwood and Sloan
13. Powell and Jones – Joint Auditing

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.*



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- 14. Powell and Jones – Subrecipient Monitoring
- 15. Nature Coast Business Development Council
- 16. School Board of Levy County

LUNCH AND VIDEO PRESENTATION

ACTION ITEMS

Schedule of Operations	Pages 10 - 12	D. French
Payroll Services Procurement	Pages 13 - 25	D. French
FWDA Dues	Page 26	R. Skinner
2021/2022 Budget	Pages 27 - 29	R. Skinner

CONSENT AGENDA

<u>CEO Contract Review – 5/21/2021</u>	Pages 30 - 35	K. Baxley
CEO Contract Renewal		

<u>Performance and Monitoring – 5/11/2021</u>	Pages 36 - 40	T. Knight
DEO Programmatic Monitoring and Close Out – PY 19-20		
TPMA Annual Review		

<u>Business and Economic Development – 5/13/2021</u>		P. Beasley
No Action Items		

<u>Career Center – 5/20/2021</u>	Pages 41 - 43	C. Harris
Eckerd Budget Modification		
Talent Management Selection RFP		
Recovery Navigator		

<u>Marketing and Outreach – 5/26/2021</u>		A. Jones
No Action Items		

<u>Executive Committee – 4/29/2021, 5/24/2021, 6/2/2021</u>	Pages 44 - 52	K. Baxley /
Sub-Grantee Agreement		R. Skinner
Citrus Sign-On Bonus		
Healthcare/Employee Benefits		
FWDA Membership		
Florida Department of Corrections Grant		
Region 6 Agreement		
Telework Flex Days		

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

OUR VISION STATEMENT

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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

OTHER ATTENDEES

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

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

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 statutes. 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:_____

DRAFT



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 9, 2021

TOPIC/ISSUE:

Approval of 2021-2022 contracts

BACKGROUND:

POINTS OF CONSIDERATION:

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

CareerSource CLM - All Contracts 2021 - 2022

Item #	Contractor & Term of Contract	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote, Under \$25,000				
1	Citrus County Chamber of Commerce July 01, 2021 - June 30, 2022	Employer outreach and job development services	\$ 20,000.00		C	John Murphy
		Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities				
2	ANCORP July 01, 2021 - June 30, 2022	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Arno Proctor
3	Key Training Center July 01, 2021 - June 30, 2022	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Theresa Flick
4	Lockheed Martin July 01, 2021 - June 30, 2022	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Jeff Chang
5	A&M Manufacturing July 01, 2021 - June 30, 2022	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	John Hemken
6	Ocala Housing Authority July 01, 2021 - June 30, 2022	CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities	\$ 20,000.00		C	Judy Houlios
		Master Contracts 2/3rds Vote/Exceeds \$25,000				
7	College of Central Florida July 01, 2021 - June 30, 2022	Staff training services and facility usage and rental fees. This is a blanket approval but to not exceed. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage.	\$ 400,000.00		C	Mark Paugh
8	Marion County School Board July 01, 2021 - June 30, 2022	Staff training services and facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at MTC.	\$ 50,000.00		C	Mark Vianello
9	Ocala Metro Chamber & Economic Partnership (CEP) July 01, 2021 - June 30, 2022	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00		C	Kathy Judkins
		Contracts Not Requiring 2/3rds Vote				
10	Eckerd Connects July 01, 2021 - June 30, 2022	WIOA youth services provider, supportive services costs providing services to youth in all three counties. Operating budget Total Contract Budget	\$ 190,000.00 \$ 615,000.00 \$ 805,000.00		S	
11	Thomas P. Miller and Associates July 01, 2021 - June 30, 2022	One Stop Operator Contract	\$ 75,000.00		C	
12	Underwood and Sloan July 01, 2021 - June 30, 2022	Internal monitoring	\$ 50,000.00		C	
13	Powell and Jones July 01, 2021 - June 30, 2022	Joint auditing (Financial)	\$ 16,500.00		C	
14	Powell and Jones July 01, 2021 - June 30, 2022	Subrecipient monitoring	\$ 3,800.00		C	
15	Nature Coast Business Development Council July 01, 2021 - June 30, 2022	Employer outreach and job development services	\$ 10,000.00		C	
16	School Board of Levy County July 01, 2021 - June 30, 2022	Training services and facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed.	\$ 10,000.00		C	



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 9, 2021

TOPIC/ISSUE:

Subgrantee Agreement Compliance- Schedule of Operations

BACKGROUND:

The Subgrantee 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.

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.

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, Christmas Day will be observed on Monday, December 27, 2021.

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.

COMMITTEE ACTION:**BOARD ACTION:**



CAREERSOURCE HOLIDAY SCHEDULE 2021-2022

CareerSource annually grants employees payment for each of the following eleven (11) holidays as though they were assigned workdays:

July 4th (falls on Sunday, will be observed Monday, June 5)
Labor Day (first Monday in September)
Veterans Day (November 11)
Thanksgiving Day (4th Thursday in November)
Friday after Thanksgiving Day
December 24th
December 25th (falls on Saturday will be observed on Monday 27)
New Year's Day (January 1, will be observed on Friday, December 31)
Martin Luther King Jr.'s Birthday (3rd Monday in January)
Memorial Day (Last Monday in May)
One Personal Floating Day per fiscal year. (Must be used before June 30.)

The date of observance of each of the above holidays will be determined annually and communicated to all employees in December of the preceding year.



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 9, 2021

TOPIC/ISSUE:

Payroll services procurement

BACKGROUND:

CD Staffing is the contracted staffing agency that processes payroll activities for our Paid Internship and Work Experience agreements. A Request for Quotes (RFQ) was released to procure a new contract to begin July 1, 2021. Two quotes were received:

Laine Federal Solutions: is based in Alabama and proposed providing services on-line.
Quality Labor Management: is located in Sanford, Florida. While they will provide local services in our area their quote was too low for the scope of work involved.

We do not feel either respondent will meet our needs based on location and pricing quote. Due to timing we have asked CD Staffing to continue providing payroll services through July 31st while we re-issue the RFQ. They have said that they can do that if an extension is approved.

An extension will continue the payroll services for the Paid Internship and Work Activities that we provide in Citrus, Levy and Marion counties through July 31, 2021.

POINTS OF CONSIDERATION:

The RFQ has been revised to clarify an in-depth scope of work and specific requirements for the need of localized services regardless of the company's location. It will be released for a three week period. The previous respondents may submit a quote based on the updated RFQ and scope of work.

STAFF RECOMMENDATIONS:

Reject the current quotes from Laine Federal Solutions and Quality Labor Management, authorize a re-release of the RFQ and approve CD Staffing a one month extension to their contract until a new contract can be procured.

COMMITTEE ACTION:

BOARD ACTION:

Request for Quotes (RFQ):
Payroll Services and Support
CareerSource Citrus Levy Marion
Internship/Work Experience Program

Overview and General Scope of Work

CareerSource Citrus Levy Marion (CSCLM) 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 firm to provide services locally (able to service Citrus, Levy and Marion counties) to assist it in this program by serving as the agent handling payroll and related services. We are seeking a firm that can provide in-person services to ensure the best experience for our trainees and partnering businesses. CSCLM will be responsible for working with its educational partners and eligible students to develop educationally-appropriate internships and work experience opportunities, including the execution of all agreements.

The contractor chosen under this RFQ will be responsible for the following (please see full scope of work attached as Attachment A):

1. Working face-to-face with trainees to complete all payroll related forms and processes prior to the start of their internship
2. Explaining payroll schedules and procedures to the host organization (participating business)
3. Collecting time and attendance reports and processing payments, including delivery of paychecks/direct deposits to the trainee
4. Retention and submission of all time and attendance and payroll records for review by CSCLM, the State of Florida or the U.S. Department of Labor or their representatives.
5. Making appropriate payments on behalf of the trainees to the appropriate U.S. Government or State of Florida agency(ies)

CSCLM's initial plans are to provide internships/WE ranging from 10 to 20 participants, with a budget for internship/WE wages and benefits ranging around \$30,000.00 annually. Cost of the contractor to provide the above services will be in addition to the above-stated budget thresholds.

Under Florida Law, Chapter 445.009, persons enrolled in work experience program (internship/work experience qualifies) are covered by the State relative to workers compensation, therefore the contractor is not to provide workers compensation coverage. CSCLM will be responsible for informing the host agency and the student

of the procedures for reporting any worksite injury. Any work injury or workman's comp issues reported to the contractor should also be reported to CSCLM. Interns and work experience trainees will be compensated at the entry level wage for the related occupation with the host organization, less 10% (but never lower than minimum wage). CSCLM will advise the contractor of the rate of pay for each intern/WE and authorized number of hours per week, budget and length of agreement. No trainee will be paid for more than 40 hours per week with a maximum total of 360 hours. The selected contractor will be required to review the time sheets to ensure that the appropriate number of hours are recorded. The contractor will also inform CSCLM of any problems with obtaining time sheet records from the host agency.

While the initial budgeted amount for salary and benefit costs is stated above, this amount may change based on available funds for the period between contract signing and June 30, 2022; as well as in subsequent contract periods. Therefore, the basis of quotation will be the best overall rate for overhead and profit submitted by the respondent.

Responses/Quotation of Rate(s):

Responding firms must complete the attached Payroll Quotation Rate Sheet. In doing so, the respondent agrees to provide the services requested in this RFQ for the rate(s) quoted. We ask that each respondent provide the percentage of markup that will be applied to each spending threshold listed on the quote sheet.

Cost Reimbursement

The awarded contract will be on a cost reimbursement basis. The selected contractor agrees to bill CSCLM monthly for all payroll and associated mark-up costs. The contractor agrees to submit acceptable documentation to verify all invoiced costs (copies of time sheets, mark-up calculations, etc.).

Period of Contract

The initial period of the contract issued under this RFQ will be August 1, 2021 through June 30, 2022. CSCLM and the selected firm may, at their option, extend this contract annually, for three additional one-year periods.

Anticipated Budget

We are anticipating that costs for the services listed in this document will range from 20-24% markup over each participant's base payroll.

Future Rate Negotiation

CSCLM requires that the rates quoted are valid for at least one calendar year from date of award. Since Workers Compensation is not required under this RFQ, CSCLM anticipates that the rates quoted will be good for a period of time beyond that year,

however, CSCLM will consider re-negotiating rates, provided that the selected entity advises of its request to re-negotiate at least 90 days prior to the date a re-negotiated rate would be effective. Nothing requires CSCLM to re-negotiate and a rate increase may cause us to cancel the contract prior to that date and seek other proposals.

Other Payroll Services

Should CSCLM determine, at a future date, that payroll services may be required for other training endeavors, and that the requirements of the payroll services and support fall within the scope of this RFQ, CSCLM may ask the selected entity to provide those services. Such services shall be provided at the rate(s) that are in effect at that time.

Stevens Amendment

The CareerSource Citrus Levy Marion Paid Internship and Work Experience program is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$8,600,000.00 with no percentage financed from non-governmental sources.

Responses

Respondents must submit their responses in sealed envelopes so that they will arrive at the address listed below no later than 4:00 p.m. on June 30, 2021. All responses will need to be provided on the supplied form (attached). Inside the mailing package, the responses should be in an envelope(s) marked "Response to Payroll Services and Support RFQ to be opened June 30, 2021". Also include a contact name, company and street mailing address. All submissions must be received by the deadline listed above. Responses should be mailed/delivered to the following address. Submissions will not be accepted by e-mail. The e-mail address supplied below may be used to submit any inquiries regarding this RFQ.

Cindy LeCouris
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474
(352) 732-1700, ext 1464/FAX (352) 873-7956
clecouris@careersourceclm.com

CSCLM shall have the right to terminate this agreement if it fails to receive funding appropriate to continue operation. In such event, CSCLM shall give 30 days advance notice of intent to do so, or, if funding is not established in time to allow such, then such shorter period of notice as is possible, provided, however, that notice in no event shall be less than 30 days. CSCLM reserves the right to make no award on this RFQ, if most advantageous to CSCLM.

Parties wishing to protest the recommendations of the Executive Committee should file a written protest within three business days of the committee's action. Such protest should include the basis of the protest and any other pertinent materials which the party

wishes to have considered as justification for its protest.

Letters of protest should be addressed to:

Kim Baxley
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474

Upon receipt of a protest, the Chairman will convene a meeting of the Executive Committee. All parties involved in the protest will be notified of the protest and the time and place of the hearing of the protest by the Executive Committee. Any affected party may present, in writing, a response to the protest for consideration by the Executive Committee.

ATTACHMENT A

CareerSource Citrus Levy Marion

Internship and Work Experience

Scope of Work

I. Overview

CareerSource Citrus Levy Marion offers Internship and Work Experience opportunities to individuals that are currently engaged in the WIOA or WT programs that have received occupational skills training, need additional training and/or practical experience in a field of study, or to provide updated skills in order to gain employment.

Potential interns and work experience trainees must display the qualities of being positive, proactive, responsible, resourceful and eager to learn. While no intern or work experience trainees are guaranteed full-time work after the internship or work experience program, the workforce board is seeking employers who will consider the intern/work experience trainee for an opportunity for employment after the program should opportunities exist.

Program trainees are provided the opportunity to gain occupational based skills from an employer that agrees to provide up to twelve (12) weeks of work experience or training not to exceed 40 hours per week, or 360 hours total (whichever occurs first) of learning-rich, skills-building training. The goals of internship and work experience are to:

- 1) Provide a means to increase the trainee's general employability or occupational skills;
- 2) Provide unemployed individuals the opportunity to earn a training stipend while participating in an internship; and
- 3) Increase the chances of placement in unsubsidized jobs

The intent of an internship/work experience activity is to obtain experience. It is not the intent for an internship/work experience employer to enter into an agreement with the expectation that the trainee will be hired at the conclusion of training. It is our desire that the employer will value the intern/work experience trainee and will hire them into regular full-time employment. It is possible that further support through On-The-Job Training (OJT) may be used for some employers to retain the trainee if they have not acquired all the skills needed during the internship/work experience period and they would like to hire the trainee to complete the training.

Generally, **Work Experience** services are intended for individuals who fit the following categories:

- Have little or no prior experience in the workplace;
- 18 • Have experienced difficulty in maintaining employment in the past due to

barriers that can best be addressed and overcome through work experience enrollment;

- Have a need to experience the fundamentals of maintaining consistent employment;
- In most cases, have little or no previous experience in a new occupation of choice;
- Can be placed at a worksite that will provide occupation specific knowledge and experience in their area of occupational choice toward meeting their specific career goals

The **Internship Training** services offers interns an opportunity to participate in activities that:

- Provide post-training linkages to specific careers geared towards gaining experience;
- Encourage them to take responsibility for their learning; to understand and manage their career options;
- Promote their entry or re-entry into the job market;
- Expose them to a new working environment and help develop a thorough understanding of employer expectations;
- Expose them to new experiences and new ideas;
- Provide opportunities for career awareness/exploration;
- Incorporate ways to gain the necessary experience to secure unsubsidized employment.

The internship/work experience agreement must be in place prior to the internship or work experience trainee beginning the career training. The agreement must contain all of the applicable provisions and a copy must be maintained in the trainee and employer file. The agreement must also contain the specific dates of enrollment (beginning and ending dates); a complete job description including specific skills to be obtained; a training plan agreed upon by the employer and the CSCLM representative; a statement as to the amount of stipend/wage to be paid; and signed by the employer and CSCLM senior management staff. Labor standards apply in any internship/work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act. Trainees cannot be placed in a job that may cause the displacement of a regular employee.

II. Intern Selection

A. Internship/Work Experience Trainee Application Process:

All potential internship/work experience trainees vetted and referred by the CareerSource CLM representative will be required to attend an orientation regarding the internship/work experience program. An assessment of eligibility and suitability will be completed.

B. Eligibility:

Trainees that are enrolled into an internship/work experience opportunity must be eligible for WIOA or WT services in one of the following funding streams:

- ☐ WIOA Eligibility (*reference CLM OPS-26*)
 - Dislocated Worker
 - Adult (meeting Priority of Service)
 - Youth
- ☐ WTP Eligibility
 - Current Cash Assistance Recipient
 - Actively participating and complying with no active sanctions or pre-penalties

C. Worksite Training Program Rules and Regulations:

Each perspective trainee will be provided the Worksite Training Program Rules and Regulations that will include all pertinent information regarding the Internship/Work Experience Training Services. The trainee will be required to sign and date the document attesting they have received, read and understand all the rules and regulations.

D. Agreement for Background Check

Each perspective trainee will be provided a background check form for signature. All trainees will be screened prior to being referred to an employer work site. The background check will be completed by CSCLM or a contracted provider prior to being marketed to a potential training work site. It is the responsibility of CSCLM or provider to discuss with the Worksite Employer any acceptable background issues prior to marketing and/or referring any candidates. No internship/work experience participant should be referred to an employer if the candidate has any prior criminal issues that are not acceptable based on the employer's preference. Background results will be reviewed by CSCLM's Administrative Manager and EO Officer. This staff member will make the judgement call as to whether the individual should be referred to a work site if background issues are identified. No background results will be discussed by staff. Staff coordinating the Work Experience/Internship opportunity will be informed to either 'proceed' or 'do not proceed' based on results.

III. Employer Selection

CareerSource Citrus Levy Marion is responsible for providing interested employers with eligible and suitable interns and/or work experience prospects. The employer is responsible for interviewing and making the final selection of the trainee they would like to select for their worksite.

A. Job Training Plan Development:

Once the employer has selected an internship/work experience trainee they will be asked to participate in the development of a job training plan based on the trainee's existing skill set and skills gap.

B. Individual Employment Plan (IEP):

The IEP will be updated during a one-on-one appointment between the trainee and a CareerSource CLM representative. This process will also define the short and long term goals of the internship/work experience opportunity as well as future employment plans of the trainee. The trainee's IEP must identify their internship/work experience field of training while outlining goals and objectives with defined timelines and projected completion dates.

IV. Training Stipends/Wages

Internship/work experience trainees who actively engage in internship/work experience activities will earn a training stipend/wage at an agreed upon rate. Training stipends/wages may be issued using pre-paid, reloadable debit cards or check and will be issued on a weekly basis by the contracted staffing agency's agreed upon practices/policies. Internship and Work Experience trainee's will earn a training stipend/wage of 10% less than the standard hourly hiring rate or minimum wage per hour (whichever is greater).

V. Terminations

The occasion may occur when a trainee is not satisfied with an employer location or an employer may be dissatisfied by a trainee's progress or ability. Terminations may result in suspension of trainees and participating employers from the receipt of internship/work experience services for a period of time or indefinitely based on the situation.

The duration of suspension is at the discretion of CSCLM management. Each case will be reviewed before a determination is made. The CareerSource Representative along with the contracted staffing agency should make all efforts to salvage an internship/work experience assignment and location when possible. Suspension may be caused by several factors as listed below:

A. Trainee suspension may occur due to factors such as:

- An established pattern of tardiness or absenteeism
- Termination from a worksite due to negligent, malicious or unethical behavior
- Failure to comply with an employer's rules and regulations
- Substandard performance
- Failure to comply with CSCLM's rules and regulations
- Any action that could jeopardize the employer worksite or CSCLM in any manner

B. Employer Suspension may occur due to factors such as:

- Failure to adhere to the developed training plan
- Termination of a trainee without good cause
- Failure to comply with applicable labor laws
- Failure to comply with contracted staffing agency's employment practices and/or other traditional employment practices

- Any action that could jeopardize the trainee or CSCLM in any manner

VI. Support Services

Support Services provide a safety net to trainees as they enter or re-enter the labor market. Limited support services may be made available to trainees on an individualized case-by-case basis. The trainee must verify that a need exists in one or more of the below listed categories, and cannot be met by other community resources. Support services may be provided pursuant to *OPS-46 WIOA Adult and Dislocated Worker Services* and *OPS-81 WTP Support Services*.

- Transportation
- Clothing and Uniforms
- Tools of the Trade
- Other expenses required to retain the trainee at the worksite

VII. Processes and Procedures

Detailed position delineated procedures are listed below (additional actions may be required):

Job Readiness Coach/Career Coach or CareerSource Representative

- Identify successful occupational training completers (WIOA or WTP active customers) that have not obtained employment
- Identify potential trainees who are actively seeking employment. Potential trainees should have a quality resume and/or have completed the necessary resume workshops resulting in a quality resume

Business Development Staff - Once participants are deemed potentially eligible

- Contacts potential trainees and schedules attendance at the next available orientation session or one-on-one information session.
- Conducts the orientation which will include the Worksite Training Program Rules and Regulations, contracted staffing agency's application, screening for suitability, and background paperwork
- WIOA eligibility will be conducted by the appropriate WIOA Career Coach at the completion of the review (if not already eligible)
- Forwards paperwork to the Administrative Manager and EO officer to complete the background checks for all suitable potential trainee
- Drug screens can be done at the worksite employer's expense
- The contracted staffing agency will initiate each trainee's onboarding paperwork
- Copies of all completed forms are scanned to ATLAS in the trainee's electronic file

Business Development Staff

- Begins worksite recruitment based on the customers that were determined eligible and suitable
- Forwards eligible trainee's resumes to employers and coordinates interviews
- Drafts a worksite training plan based on the job description received from the worksite employer for signature once an eligible trainee has been selected
- Provides the employer and contracted staffing agency with procedures on workers compensation

Internship/Work Experience Employer

- Conducts interviews for each submitted candidate
- Selects the trainee of those referred for the internship/work experience position
- Notifies the Business Development staff of their trainee selection and agrees to executing an internship/work experience agreement prior to having the trainee start

Career Coach

- WIOA Career Coach meets with the trainee to complete an updated Individual Employment Plan (IEP) detailing the internship/work experience opportunity and the trainee's expected path to future unsubsidized employment

Business Development Staff

- Drafts two (2) original copies of the internship/work experience agreement
- Attaches copies of all completed Employer Internship/Work Experience forms to each copy of the agreement
- Submits two original copies of the agreement to CareerSource senior management for signature
- Meets with the employer to obtain signature on both original copies of the agreement
 - One original copy is provided to the internship/work experience employer
 - One original copy is provided to the Director of Program Development for retention
- Once the Business Development Staff verifies that the intern/trainee has started, they will advise the appropriate WIOA Career Coach to enroll the customer in a 218 (Internship) or 219(Work Experience) and 323 (Workplace Training and Cooperative Education) activity in the Employ Florida system with CareerSource Citrus Levy Marion as the provider for the 218 or 219 and the training site as the provider for 323. Youth will be enrolled in a 425 activity
- Scans all completed and signed forms and agreement packet to the trainee's and employer's electronic ATLAS file

Payroll Service

- Meets with each selected trainee to complete onboarding paperwork/process
- Reviews safety requirements as well as any requirements as defined by the

training employer.

- Receives and processes weekly stipend/wage payments for the intern/trainee.
- Compiles and forwards copies of the attendance sheets to the CareerSource Representative
- Will attend all scheduled meetings to process on-boarding paperwork for trainees at CareerSource Citrus Levy Marion locations

Business Development/Career Coach Staff

- The appropriate Business Development staff member conduct monthly follow up with the employer worksite representative
- The appropriate WIOA/WT Career Coach will conduct monthly follow up with each trainee.
- Sends employer final review for completion at end of internship
- The WIOA/WT case manager maintains copies of all documents in the ATLAS electronic files for the trainee
- The Business Development staff maintains copies of all documents in the ATLAS electronic files for the employer worksite

Internship Payroll Rate Quotation Sheet

Business Name: _____

Contact Name: _____

Contact Phone: _____

Contact e-mail: _____

Payroll Total	*Rate Quote
---------------	-------------

up to \$50,000	
----------------	--

\$50,000 to \$100,000	
-----------------------	--

\$100,000 and up	
------------------	--

Rate Quote column will include all contractor charges to support the payroll and related costs and and contractor services outlined in the RFQ, Excluding Workers Compensation

Please provide a summary of how you will provide services in our area.

Authorized Representative Name: _____

Authorized Representative
Signature: _____

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. CareerSource Florida Member.



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 9, 2021

TOPIC/ISSUE:

FWDA Dues

BACKGROUND:

Membership to the Florida Workforce Development Association promotes collaboration, convening and sharing of best practices between member workforce boards.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve paying \$3750.00 from unrestricted funds for FWDA dues.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Executive Committee, Wednesday, June 2, 2021

TOPIC/ISSUE:

Budget for program year 7/1/21-6/30/22

BACKGROUND:

POINTS OF CONSIDERATION:

This budget is based on information we have at the moment. After we close out the current year in July, we will come back with an updated budget that has actual carryforward amounts.

*Previously approved budget by the Executive Committee has been revised due to a receiving a final budget from CareerSource Florida.

STAFF RECOMMENDATIONS:

Approve 2021 Budget

COMMITTEE ACTION:

BOARD ACTION:

BUDGET - CSCLM												
PY 2021(JULY 2021 - JUNE 2022)												
6/9/2021 *	*	*	*	*	*	*	*	*	*	*	*	*
	ADULT	YOUTH	DISL. WORKER	LVER	CORRECTIONS	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	SIGNED BONUS	NAVIGATOR
ITA requirement: 35%												
REVENUE												
P.Y. 2020 CONTRACTS	1,278,426	1,222,997	636,354	12,547	196,310	45,494	156,104	30,646	1,759,613	267,432	100,000	260,870
CARRYFORWARD	290,000	471,439	-	-	-	-	50,000	-	-	-	-	-
INCENTIVES/SUPPLEMENTAL	-	196,704	97,421	-	-	-	-	-	-	-	-	-
TRANSFER	(81,000)	-	81,000	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	1,487,426	1,891,140	814,775	12,547	196,310	45,494	206,104	30,646	1,759,613	267,432	100,000	260,870
EXPENDITURES												
TOTAL ITA	34.75%											
TRAINING:												
ITA %	35%		34%									
ITA/TRAINING	165,000	-	19,000	-	-	-	-	-	-	-	-	-
OJT	30,000	-	3,000	-	-	-	-	-	-	-	-	-
EMPLOYED WORKER	35,000	-	-	-	-	-	-	-	-	-	-	-
INTERNSHIPS	30,000	-	5,000	-	-	-	-	-	-	-	-	-
SUPPORTIVE SERVICES	2,000		2,000	-	-	-	-	-	-	-	-	-
TRAINING STAFF	195,500	-	195,500	-	-	-	-	-	-	-	-	-
TOTAL TRAINING	457,500	-	224,500	-	-	-	-	-	-	-	-	-
OPERATING:												
SUPPORTIVE SVS.	1,000	190,000	-	-	62,810	-	-	-	110,000	-	90,000	-
DIRECT CHARGE (STAFF)	-	-	-	-	61,969	14,046	-	-	453,312	82,924	-	-
ECKERD	30,000	570,000	15,000	-	-	-	-	-	-	-	-	-
DEO STAFF TRAVEL	-	-	-	1,400	-	-	9,600	3,000	-	-	-	-
OPERATING	-	5,350	-	-	-	-	32,800	5,000	-	-	3,336	44,650
TOTAL OPERATING	31,000	765,350	15,000	1,400	124,779	14,046	42,400	8,000	563,312	82,924	93,336	44,650
PROGRAM SUPPORT:												
FACILITIES	27,042	79,841	27,042	9,215	9,366	3,248	72,817	11,481	70,248	18,129	-	8,687
PROGRAM	65,550	139,094	32,138	188	-	1,885	5,690	1,073	75,589	11,127	448	5,991
INFORMATION TECHNOLOG	84,406	179,105	41,382	242	21,560	2,427	7,326	1,382	97,333	14,328	576	7,715
OUTREACH	60,745	128,897	29,782	174	-	1,747	5,272	995	70,047	10,311	415	5,552
BUSINESS	165,081	258,638	80,935	-	-	4,746	14,328	2,703	190,362	28,023	1,127	15,089
SELF SERVICES	102,984	161,348	50,490	-	-	2,961	8,939	-	118,755	17,482	703	9,413
CAREER SERVICES	269,857	-	132,304	-	-	7,759	23,423	-	311,184	45,809	1,843	24,666
TOTAL PROGRAM SUPPORT	775,664	946,923	394,074	9,819	30,927	24,773	137,794	17,635	933,519	145,208	5,112	77,112
TOTAL EXPENDITURES	1,264,164	1,712,273	633,574	11,219	155,706	38,818	180,194	25,635	1,496,831	228,132	98,448	121,762
ADMIN POOL	160,001	119,308	79,526	1,016	20,433	4,918	19,965	2,805	192,349	28,948	1,140	15,464
GENERAL POOL	43,198	32,212	21,471	274	5,517	1,328	5,390	757	51,932	7,816	308	4,175
TOTAL INDIRECT COST RATE	203,199	151,520	100,997	1,291	25,949	6,245	25,356	3,562	244,281	36,764	1,448	19,639
BALANCE	20,063	27,347	80,204	37	14,655	430	554	1,449	18,500	2,536	104	119,469
INDIRECT RATE CALCULATION												
DIRECT TOTAL COSTS	1,264,164	1,712,273	633,574	11,219	155,706	38,818	180,194	25,635	1,496,831	228,132	8,448	121,762
LESS: LEASES	(48,466)	(68,130)	(29,239)	(3,689)	(4,286)	(2,375)	(32,241)	(4,851)	(71,411)	(13,607)	-	(7,167)
	-	-	-	-	-	-	-	-	-	-	-	-
SUBAWARD (ECKERDS)	(30,000)	(760,000)	(15,000)	-	-	-	-	-	-	-	-	-
TOTAL MTDC	1,185,698	884,143	589,335	7,531	151,419	36,443	147,954	20,785	1,425,420	214,525	8,448	114,595

BUDGET - CSCLM					
PY 2021(JULY 2021 - JUNE 2021)					
6/9/2021	*	*	*	*	
	YOUTH BUILD 3	RWB 6	REA	UN-RESTR	TOTAL
ITA requirement: 35%					
REVENUE					
P.Y. 2020 CONTRACTS	-	5,665	26,763	-	5,999,221
CARRYFORWARD	624,887		-	147,354	1,583,680
INCENTIVES/SUPPLEMENTAL	-	-	-	-	294,125
TRANSFER	-	-	-	-	-
TOTAL REVENUE	624,887	5,665	26,763	147,354	7,877,026
EXPENDITURES					
TOTAL ITA					
TRAINING:					
ITA %					
ITA/TRAINING	27,600	-	-	-	211,600
OJT	-	-	-	-	33,000
EMPLOYED WORKER	-	-	-	-	35,000
INTERNSHIPS	-	-	-	-	35,000
SUPPORTIVE SERVICES	-	-	-	-	4,000
TRAINING STAFF	-	-	-	-	391,000
TOTAL TRAINING	27,600	-	-	-	709,600
OPERATING:					
SUPPORTIVE SVS.	138,720	-	-	-	592,530
DIRECT CHARGE (STAFF)	-	-	-	-	612,250
ECKERD	104,900	-	-	-	719,900
DEO STAFF TRAVEL	-	-	-	-	14,000
OPERATING	-	-	-	30,000	121,136
TOTAL OPERATING	243,620	-	-	30,000	2,059,816
PROGRAM SUPPORT:					
FACILITIES	8,762	5,665	8,158	-	359,701
PROGRAM	-	-	1,095	-	339,868
INFORMATION TECHNOLOGY	-	-	1,410	-	459,192
OUTREACH	-	-	1,014	-	314,951
BUSINESS	-	-	2,757	-	763,790
SELF SERVICES	-	-	1,720	-	474,795
CAREER SERVICES	-	-	4,507	-	821,351
TOTAL PROGRAM SUPPORT	8,762	5,665	20,660	-	3,533,648
TOTAL EXPENDITURES	279,982	5,665	20,660	30,000	6,303,064
ADMIN POOL	4,138	-	2,270	4,048	656,329
GENERAL POOL	1,117	-	613	1,093	177,200
TOTAL INDIRECT COST RATE	5,255	-	2,882	5,141	833,530
BALANCE	339,650	(0)	3,221	112,213	740,432
INDIRECT RATE CALCULATION					
DIRECT TOTAL COSTS	279,982	-	20,660	30,000	6,207,399
LESS: LEASES	(5,698)	-	(3,840)	-	(295,000)
	-	-	-	-	-
SUBAWARD (ECKERDS)	(243,620)	-	-	-	(1,048,620)
TOTAL MTDC	30,664	-	16,820	30,000	4,863,779



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 9, 2021
CEO Review Committee, Friday, May 21, 2021**

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2021 – 2022

BACKGROUND:

CEO Salary History		
Year	Salary	Increase
2016	\$ 120,000.19	3%
2017	\$ 123,600.26	3%
2018	\$ 127,308.00	3%
2019	\$133,036.86	4.5 %
2020	\$137,027.97	3%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Brandon Whiteman made a motion to approve Rusty Skinner's contract beginning on July 1, 2021 with the same terms in the contract that were granted last year, except there will be no annual increase. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the _____ day of _____, 2021 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, 2021, payable in bi-weekly installments. CLMRWDB shall be responsible for paying the employer's share of FICA and Medicare taxes and shall withhold from SKINNER the employee contribution for the above as well as an amount for federal income tax. CLMRWDB shall make payment of the above taxes on SKINNER'S behalf to the appropriate agencies. CLMRWDB shall provide worker's compensation insurance and pay unemployment insurance coverage for SKINNER.

4. Benefits. CLMRWDB agrees to provide SKINNER benefits and working conditions in accordance with CLMRWDB Personnel Policies, except for the following:

- (a) Life Insurance. Provided SKINNER is able to qualify, CLMRWDB shall provide SKINNER with term life insurance in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00), with his wife, Susan M. Skinner, named as primary beneficiary and his children, Bridget May Scrogam and Ian Edward Skinner, named as equal alternate beneficiaries.
- (b) Leave. SKINNER shall be authorized personal leave in accordance with CLMRWDB personnel policies. Leave taken in excess of ten (10) consecutive business days (excluding holidays) must be approved by the Executive Committee. All other leave provisions shall be in accordance with CLMRWDB Personnel Policies.

5. Expenses. CLMRWDB shall reimburse SKINNER for such expenses as he incurs as part of his duties while out of town in accordance with per diem rates and travel policies established by CLMRWDB for its employees.

6. Effective Date and Duration. This Contract shall be effective July 1, 2021, and shall be in effect until midnight June 30, 2022.

7. Modifications and Amendments. This Contract may be modified or amended from time to time by a writing signed by both parties.

8. Termination and Severance Pay. The parties agree that this Contract may be terminated by either party by giving thirty (30) days written notice. In the event the Contract is terminated by CLMRWDB for any reason other than for misconduct (as the term “misconduct” is hereinafter defined), SKINNER shall receive as severance pay Fifty Two Thousand Seven Hundred Three Dollars (\$52,703.00). If SKINNER terminates this Contract, no severance pay shall be paid. The term “misconduct” as used herein: irrespective of whether the misconduct occurs at the workplace or during working hours, includes, but is not limited to, the following, which may not be construed in pari materia with each other:

- (a) Conduct demonstrating conscious disregard of CLMRWDB’s interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which CLMRWDB expects of its employee.
- (b) Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of CLMRWDB’s interests or of SKINNER’s duties and obligations to CLMRWDB.
- (c) Chronic absenteeism or tardiness in deliberate violation of a known policy of CLMRWDB or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence.
- (d) A willful and deliberate violation of a standard or regulation of the State of Florida by SKINNER if, at any time, CLMRWDB is deemed to be an employer licensed or certified by the State of Florida, which violation would cause CLMRWDB to be sanctioned or have its license or certification suspended by the State of Florida.
- (d) Solicitation or acceptance of anything of value to SKINNER, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that official action or judgment of SKINNER would be influenced thereby.
- (e) Directly or indirectly purchasing, renting, or leasing any realty, goods, or services for CLMRWDB from any business entity of which SKINNER or SKINNER’s spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer’s or employee’s spouse or child, or any combination of them, has a material interest. Nor shall SKINNER acting in a private capacity, rent, lease, or sell any realty, goods, or services to CLMRWDB.

- (f) Accepting any compensation, payment, or thing of value when SKINNER knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which SKINNER was expected to participate in his official capacity.
- (g) Corruptly using or attempting to use SKINNER's official position or any property or resource which may be within his trust, or perform his official duties, to secure a special privilege, benefit, or exemption for himself or others.
- (h) Having or holding any employment or contractual relationship with any business entity or any agency which is doing business with CLMRWDB, nor shall SKINNER have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties.
- (I) Disclosing or using information not available to members of the general public and gained by reason of SKINNER's official position, except for information relating exclusively to governmental practices, for SKINNER's personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- (j) A violation of any of CLMRWDB's rules, unless SKINNER can demonstrate that:
 - 1. He did not know, and could not reasonably know, of the rule's requirements;
 - 2. The rule is not lawful or not reasonably related to the job environment and performance; or
 - 3. The rule is not fairly or consistently enforced.
- (k) A good faith determination by CLMRWDB that SKINNER has committed a material breach of any covenant, provision, term, condition, or undertaking contained in this Contract.
- (l) Commission by SKINNER of a felony or a crime involving moral turpitude.
- (m) Commission by SKINNER of any act which exposes CLMRWDB or any officer of CLMRWDB to any criminal liability for such act.
- (n) Any negligence or misconduct in the performance of SKINNER's duties that results in any detriment to CLMRWDB.

9. Outside Consulting. The parties recognize that SKINNER has special expertise in Workforce Development, which expertise is of value to the Workforce Development

Community. The parties further understand that SKINNER's expertise is enhanced by exposure to problems encountered by others and by exposure to the problems encountered by allied and associated entities. Accordingly, subject to the requirements of Section 8 of this Agreement, the parties agree that SKINNER may accept consulting engagements from outside entities and accept compensation directly from the same. SKINNER agrees that such compensation shall not constitute salary and that he shall be solely responsible for making payment of all taxes on any income he receives as the result of consulting activities.

SKINNER agrees prior to accepting any consulting assignment he shall provide the CLMRWDB Executive Committee with a memorandum disclosing the entity seeking consulting services and with a description of the nature of the services to be provided and an estimate of the total time required to complete the engagement. If there is any objection from any Executive Committee member, SKINNER agrees to turn down the engagement. CLMRWDB shall not be liable for damages in the event of such an objection. SKINNER agrees he shall not provide consulting services to any entity which has a contract to provide services to CLMRWDB or which would otherwise constitute a conflict of interest under CLMRWDB's personnel policies. SKINNER further agrees that he shall take paid leave time for any consulting services provided during normal working hours (i.e., 8:00 a.m. to 5:00 p.m.) which services exceed one (1) hour in duration during normal working hours. SKINNER covenants and agrees that he shall not accept any consulting engagement which would interfere with his ability to successfully complete the duties assigned to him by the CLMRWDB Board.

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

11. Extension. This contract may be extended beyond the term indicated herein, under the same terms and conditions, by written agreement between the parties, provided that such an extension is for the purpose of finalizing future contractual terms. Such negotiations should begin no later than 60 days prior to the end of this Contract. The terms agreed upon during such an extension shall be retroactive to the date on which this contract was extended. This contract supersedes and cancels any extension agreement entered into by the parties prior to its effective date.

Dated:

**Citrus Levy Marion Regional Workforce
Development Board, Inc.**

Witnesses as to CLMRWDB:

By: _____
Kim Baxley
Chair

Witnesses as to SKINNER:

Thomas Edward Skinner, Jr.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021 Performance and Monitoring Committee, Tuesday, May 11, 2021

TOPIC/ISSUE:

Acceptance of 2019-2020 monitoring close-out

BACKGROUND:

State programmatic and finance monitoring occurred May 18 through May 29, 2020. We have submitted our responses to the monitoring for DEO's review and approval.

POINTS OF CONSIDERATION:

We received a close-out letter dated April 29, 2021 accepting our responses and officially closing the last programmatic monitoring review.

STAFF RECOMMENDATIONS:

Accept the final report and close-out letter.

COMMITTEE ACTION:

Brandon Whiteman made a motion to accept the close-out letter. Pat Reddish seconded the motion.

BOARD ACTION:



Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474
352 873-7939/800 434-5627
careersourceclm.com

PY2020-2021 One Stop Operator Scope of Work Review

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Review Period: 04/01/2020 through 3/31/2021

ONE STOP OPERATOR SERVICES

INTRODUCTION

This review is conducted to maintain compliance of the annual monitoring requirements for all sub-recipients. This review compares the deliverables of the annual service provision contract with services provided. The goals, definition and approach of the One Stop operator were established by the Executive Committee and are reviewed annually through feedback from the five board committees. Additionally, the purpose of the Operator as defined by the WIOA is to coordinate services within the One Stop system, collaborate with mandatory and optional partners and ensure general efficiency of service delivery to customers.

OVERVIEW OF QUALITY ASSURANCE RESULTS

The outcome of the quality assurance review is detailed in the following sections. Outcomes of the report detail the services provided, service recommendations and areas of future improvement and collaboration.

ANNUAL DELIVERABLES

The annual deliverables as detailed in the agreement are broken down by quarter. Due to the nature of the relationship with the One Stop Operator many services overlap or are duplicated in each quarter as ongoing work is conducted. The unduplicated deliverables are:

- Conduct quarterly visits to each center in the region to review customer flow, conduct staff and customer interviews to ensure quality service delivery.
- Provide feedback to Sr. Management on best practices and recommendations to improve service delivery and customer satisfaction.
- Assist with monitoring feedback as requested.
- Conduct policy review and provide recommendations for compliance
- Coaching and mentoring of select staff categories and center management.
- Meet with mandatory and optional One Stop partners as defined in the WIOA.

SUMMARY OF ANNUAL SERVICE PROVISION

The impacts of the Covid-19 virus were widespread and greatly affected the ability of the provider to carry out the work of several deliverables. The deliverables impacted were the provision of on-site quarterly visits and follow-up visits to the mandatory and optional One Stop partners. However, the operator did provide additional services and enhanced contact with staff through the Zoom video conferencing platform. The provider also assisted Sr. Management with several other requests in lieu of the deliverables that could not be met due to center lockdowns, social distancing and travel restrictions. In some areas, services provided were greatly enhanced due to implementation of video conferencing. This has increased the contact with staff and management and helped maintain a solid presence. A full detail of services provided are listed below.

SERVICES

Ongoing meetings with staff in various areas of operations. These meetings resulted in discussion of best practice approaches when working with customers 'virtually', assessing customer and business needs and assistance with prioritizing and organizing work when teleworking or splitting telework with on-site work. The meetings that were conducted throughout the year were separated by service delivery units and management.

- Sr. Management
- Meetings with all staff members from 14th Street, Talent Center, Lecanto and Chiefland offices
- Business Services – follow up to the implementation of the business needs assessment
- Operations staff
- Welfare Transition and SNAP staff
- Quarterly debrief meetings with Senior staff
- Attendance at quarterly committee and board meetings via video platform

OTHER ACHIEVEMENTS – NOT LISTED IN THE ANNUAL CONTRACT

Due to some services being delayed due to Covid restrictions, the operator provided assistance in additional areas as requested by Senior Management.

1. Conducted research and provided input on the necessity and use of the W9 tax forms when providing large-sum support assistance to TANF customers. Support services were greatly increased at the onset and during shutdowns and layoffs caused by Covid-19.
2. Conducted a review of all new online requirements as detailed in the annual sub-grantee agreement with the Department of Economic Opportunity. The provider reviewed the required documentation and tested our web presence to ensure that all required documentation was posted, was easily accessible and met the requirements of the agreement.

RECOMMENDATIONS PROVIDED TO BOARD STAFF

- Create a disaster response plan for future health epidemics or natural disasters
- Consider the implementation of a hybrid work/home telework staffing model
- Create formal revisions to staffing policies to allow for telework either as an ongoing process or in the event of public health or natural disasters
- Review the current processes and procedures of the business services staff to maximize efficiency for the team
- Continue to use the Myers Briggs assessments with new staff for better understanding of personalities within the centers
- Clarify roles and responsibilities, job titles and duties to make sure everyone understands what each staff member does and how it fits into the larger picture.

NEXT STEPS AND WORK TO BE DONE

The following details the work currently being conducted by the provider and are listed as next steps for the fourth quarter of the 2020-2021 program year and into the 2021-2022 program year.

- Research successful MOU and Infrastructure Funding Agreements (IFA)
- Review national best practices of how other LWDAs are handling vaccine roll-outs
- Seek additional tools to engage and recruit candidates
- Conduct monthly meetings with all staff and management
- Identify activities for staff to encourage communication and promote a cohesive team environment
- Develop a plan to engage partners and facilitate workforce and economic development ecosystem meetings to encourage networking, communication and connecting with support providers in the three-county region

- Review and identify areas of impact for One Stop partners due to recent legislative proposals
- Create ongoing communication between mandatory and optional One Stop partners as defined by the WIOA
- Finalize standardized on-boarding processes and procedures.

SUMMARY

TPMA continues to be an asset to the organization through ongoing collaboration, coaching and mentoring of staff and acts as a conduit to best practices identified nationally. Despite service interruptions over the past program year the TPMA team has maintained open communication and offered to assist in any way needed to ensure continuity of services through the CareerSource CLM offices.

Staff have continued to survey customers at varying 'touch points' during their time of receiving services at CareerSource CLM and the surveys have shown that customer satisfaction has maintained the same level of ratings as those received pre-pandemic.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Career Center Meeting, Thursday, May 20, 2021

TOPIC/ISSUE:

Eckerd Budget Modification - 7

BACKGROUND:

Currently there are available funds in the staff travel other line item which has been requested to be moved to the staff development line item. This will allow for needed staff development training to take place.

POINTS OF CONSIDERATION:

The purpose of this modification is to move funds from line-item staff travel other to line-item staff development. The amount to be moved from line-item staff travel other to line-item staff development is \$1100.00.

Line-item changes are attached in Exhibit A.

STAFF RECOMMENDATIONS:

Approve modification to the existing Eckerd budget.

COMMITTEE ACTION:

David Benthussen made a motion to approve the budget modification. Judy Houlios seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Career Center Meeting, Thursday, May 20, 2021

TOPIC/ISSUE:

Talent Management Software

BACKGROUND:

On 8/30/2017 the Executive Committee approved the release of a Request for Proposals (RFP) to procure a professional talent management system that could operate within the expectations and level of service of the Talent Center. While there was no system that perfectly met the need, after evaluating several systems throughout the procurement process, AkkenCloud was recommended as the best fit at that time and the Executive Committee approved selection of the product on 10/19/2017.

In the time since the system was acquired, staff have experienced limitations and development setbacks in the Akken product. Through site searches and demos, staff have begun researching talent management systems with features that would better align with our current needs. Technology has progressed in recent years to the point that we feel it would be beneficial to review other software options as we reach the end of the AkkenCloud contract term.

POINTS OF CONSIDERATION:

The AkkenCloud contract expires 10/31/2021. The current system does not have the level of candidate sourcing, search engine optimization and activity entry needed to meet service demand. Under the current timeframe, ideally, an RFP would be issued in July with a recommendation going to the board for selection in August and data migration and implementation prior to October 31st.

STAFF RECOMMENDATIONS:

Staff requests approval to draft the RFP and begin the evaluation process of a new Talent Management System.

COMMITTEE ACTION:

David Benthussen made a motion to approve the request to draft the RFP and begin the evaluation process of a new Talent Management System. Judy Houlios seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Career Center Meeting, Thursday, May 20, 2021

TOPIC/ISSUE:

Recovery Navigator Position

BACKGROUND:

The State Workforce Development Board recently approved state WIOA funding for a pilot project to place Recovery Navigators with selected Local Workforce Development Boards (LWDBs). LWDB 10 was selected based on the 2020 rate of drug/alcohol induced deaths within the region.

The award will be in the amount of \$260,870 to fund the position for two years, with a possible six-month extension. The Recovery Navigator will collaborate with internal and external partners to create and maintain linkages among addiction service providers, LWDBs, One-Stop partners, and educational and community-based organizations to help individuals with substance use disorder and those in recovery successfully (re)engage in the workforce, as well as help employers address addiction issues in the workplace.

POINTS OF CONSIDERATION:

This position would not act as a substance use counselor, but would instead work with Partners, LWDB Career Coaches and Business Services staff to establish best practices on serving those with substance use disorders. This position would allow the LWDB to form key partnerships with agencies to aid in the reengagement of individuals with substance use disorders into the workforce.

STAFF RECOMMENDATIONS:

Approve acceptance of Recovery Navigator funding and addition of new position.

COMMITTEE ACTION:

David Benthussen made a motion to approve the acceptance of the Recovery Navigator funding and the addition of the position.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Executive Committee, Thursday, April 29, 2021

TOPIC/ISSUE:

2021 Subgrantee Agreement

BACKGROUND:

The 2021 Subgrantee Agreement has been updated by DEO after input from a workgroup made up of local board directors. The updates contain almost all of the recommendations of the workgroup, with only minor ones not included at this time.

POINTS OF CONSIDERATION:

The Agreement is necessary for the Board to continue to receive funds to provide services and has been changed to remove the most troublesome requirements from the 2020 version.

STAFF RECOMMENDATIONS:

Staff recommends approval.

COMMITTEE ACTION:

Pete Beasley made a motion to accept the amended Sub-Grantee Agreement and approval of the Chair's signature. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 9, 2021
Executive Committee, Monday, May 24, 2021**

TOPIC/ISSUE:

Citrus Sign-on Bonus

BACKGROUND:

The Citrus County BOCC recently approved \$100,000 in funding to CLM through the CARES Act to promote job growth in Citrus County. The YMCA is to receive \$30,000 of the \$100,000 for child-care services.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve the acceptance of the funding from the Citrus County BOCC.

COMMITTEE ACTION:

Al Jones made a motion approving the acceptance of the CARES Act funding and implementing the bonus program. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Executive Committee, Monday, May 24, 2021

TOPIC/ISSUE:

Annual benefits renewal.

BACKGROUND:

The annual health insurance renewals is July 1, 2021. Renewal rates were received through Benefit Advisors.

Florida Blue presented rates that average a 9.13% increase over last year. We feel that these rates are reasonable based on usage and a modest increase of 3.3% last year.

The base contribution toward each employee's benefits will be increased from \$601.52 to \$656.43. This represents a 9% increase in the employer funded portion.

All plan costs over the baseline employer contribution amount (\$656.43) will be paid by the employee. To help offset increases we will split the rate increase costs from last year on a 50/50 basis with the employee.

POINTS OF CONSIDERATION:

- Company paid Principal Dental plan rates remain the same
- Company paid Principal Group Life rates remain the same
- Company paid Principal Short-Term disability rates remain the same
- Company paid Principal dependent Life rates remain the same
- Company paid Principal Vision plan rates remain the same.

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed below:

1. 128/129 HSA – we recommend that the company offer \$240.00 one-time contribution to the HSA. The monthly company share of the premium plus the HSA contribution will be \$656.21.
2. Blue Options 5302 – a PPO plan with a monthly rate of \$656.43. This plan will be used as the baseline employer contribution amount for the remaining plans. This plan will be offered at \$0.00 cost to the employee.

3. Blue Care 47 – an HMO plan. We recommend the company pay the baseline amount of \$656.43 + 50% of the plan increase to equal \$681.56. Monthly employee contribution will be \$249.75.
4. Blue Care 60 – an HMO plan. We recommend the company pay the baseline amount of \$656.43 + 50% of the annual increase to equal \$685.77. Monthly employee contribution will be \$355.60.
5. Blue Options 5771 – a PPO plan. We recommend the company pay the baseline amount of \$656.43 + 50% of the annual increase to equal \$688.15. Monthly employee contribution will be \$413.88.
6. Continue with all Principal plans as currently contracted – no changes as shown on the attached spreadsheet.

COMMITTEE ACTION:

Charles Harris made a motion to approve the Florida Blue renewal rates. Brandon Whiteman with Benefit Advisors declared a conflict for the vote. Al Jones seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Executive Committee, Wednesday, June 2, 2021

TOPIC/ISSUE:

Appointment of second representative to FWDA

BACKGROUND:

The Florida Workforce Development Association, the organization that represents the local workforce system, is amending its By-Laws to include two members from each local workforce board. The current membership is composed of the chief executive of each board. The second member cannot be staff.

FWDA meets in concert with CSF and discusses state issues that impact the local system, forms workgroups to review state policies and provide input to CSF and DEO. It also develops a legislative agenda and engages a lobbyist to further that agenda and provide information to the legislature on the impact of pending bills.

POINTS OF CONSIDERATION:

A board member with a good understanding of our system would be an ideal representative.

STAFF RECOMMENDATIONS:

Staff has contacted Kathy Judkins who has agreed to serve.

COMMITTEE ACTION:

Al Jones made a motion to approve Kathy Judkins serving as a second representative to FWDA. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021 Executive Committee, Wednesday, June 2, 2021

TOPIC/ISSUE:

Florida Department of Corrections Grant acceptance

BACKGROUND:

We originally accepted a grant from Worldwide Interactive Network (WIN) in the fall of 2019 to provide employment and training services to incarcerated individuals at the Lowell Correctional facility who were within 180 days of release. The goal of the project is to better prepare individuals with backgrounds to more easily reintegrate into the workforce and reduce recidivism. Those services were halted in the spring of 2020 due to Covid-19 restrictions and inaccessibility to the facility due to Covid. We re-launched the program in March 2021 under a budget that covered the period of March 30-June 30, 2021.

POINTS OF CONSIDERATION:

We are currently negotiating a new contract with WIN that will cover staffing and training services delivered at the facility for the period of July 1, 2021 through June 30, 2022. The proposed budget is \$160,095. However, the final agreed amount may vary based on specific services requested by WIN.

STAFF RECOMMENDATIONS:

Approve staff to move forward with a formal grant agreement with WIN to continue providing re-entry services at Lowell Corrections effective July 1, 2021.

COMMITTEE ACTION:

Charles Harris made a motion to move forward with a formal grant agreement to continue services at Lowell Corrections. Al Jones seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021 Executive Committee, Wednesday, June 2, 2021

TOPIC/ISSUE:

Financial Services – Region 6

BACKGROUND:

Our region has performed financial services for Region 6 since 2015. These services include general accounting, AP/AR, financial statements, etc.

The previous agreement was written in 2017 and was renewable up to three terms. It was not renewable beyond June 30, 2021.

POINTS OF CONSIDERATION:

Region 6 will compensate CSCLM in the sum of \$55,000.00 annually to provide financial services.

STAFF RECOMMENDATIONS:

Approve acceptance and execution of the attached agreement.

COMMITTEE ACTION:

Al Jones made a motion to approve and execute the Region 6 agreement. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 9, 2021
Executive Committee, Wednesday, June 2, 2021

TOPIC/ISSUE:

Staff telework flex days

BACKGROUND:

Telework has been an integral part of our business operations during the Covid-19 pandemic. It has allowed us, as an organization, to remain open, functional and available to serve the public while keeping our staff safe. Our offices are beginning to transition back to regular office hours. However, we understand the value and benefit that telework provides to the staff. We would like to add limited telework flex days to our employee benefits. This policy change would be added to our existing personnel handbook.

This benefit would allow staff that may otherwise have to miss work for reasons such as waiting at home due to deliveries, repairs, or sick children to remain productive and limit disruption to the daily workload in the career centers. It also adds flexibility to all employee's work/life balance.

POINTS OF CONSIDERATION:

- Telework flex days will be available to all CLM staff that have completed their 180 day probation period
- Flex days must be submitted to, and approved by the employee's supervisor prior to using
- Flex days will be tracked in our existing ADP payroll software
- Flex days will be limited to 10 days annually from July 1 – June 30 (80 hours)
- Flex days do not accrue and do not carry over between program years
- Flex days must be taken in 8 hour increments
- All employees will sign an annual telework agreement with CareerSource CLM that requires each employee conduct 8 hours of work during telework. Telework hours may be flexible and must be approved in advance

- Employees reaching the completion of the 180 day probation period in a program year will be granted prorated flex days based on the number of full months remaining in the program year:
 - 11 months – 10 days
 - 10 months – 9 days
 - 9 months – 8 days
 - 8 months – 7 days
 - 7 months – 6 days
 - 6 months – 5 days
 - 5 months – 4 days

STAFF RECOMMENDATIONS:

Approve the adoption of a telework flex day policy.

COMMITTEE ACTION:

Pete Beasley made a motion to approve the adoption of the telework flex day policy. Charles Harris seconded the motion. Motion carried.

BOARD ACTION: