



College of Central Florida
 Enterprise Center, Building 42
 3003 SW College Rd, Suite 206
 Ocala, FL 34474

Executive Committee Meeting

Revised 6/1/2021

AGENDA

Wednesday, June 2, 2021 – 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/89714545455>

Phone No: 1-646-558-8656 (EST) Meeting ID: 897 1454 5455

Call to Order		K. Baxley
Roll Call		C. Schnettler
Approval of Minutes, May 24, 2021	Pages 2 - 5	K. Baxley

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
NAWB Award	Pages 6 - 9	C. Weaver

PUBLIC COMMENT

ACTION ITEMS

FWDA Membership	Page 10	R. Skinner
Florida Department of Corrections Grant	Page 11	D. French
2021/2022 Budget	Pages 12 – 14	D. French
Region 6 Agreement	Pages 15 – 18	D. French
Telework Flex Days	Pages 19 - 20	D. French

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 Ocala
5/11/2021	5/13/2021	5/20/2021	5/26/2021	6/2/2021	6/9/2021	CF Ocala

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
Executive Committee**

MINUTES

DATE: May 24, 2021
PLACE: College of Central Florida
3003 SW College Rd.
Ocala, FL 34474
TIME: 1:30 p.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Charles Harris
Fred Morgan

MEMBERS ABSENT

Kimberly Baxley, Chair
Pete Beasley
Rachel Riley
Ted Knight

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM

Cira Schnettler, CSCLM

CALL TO ORDER

In Kim Baxley's absence, the meeting was called to order by Fred Morgan, Treasurer, at 1:43 p.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 April 29, 2021 meeting. Charles Harris seconded the motion. Motion carried.

DISCUSSION ITEMS

None

PUBLIC COMMENT

None

ACTION ITEMS

Citrus Sign-On Bonus

Rusty Skinner explained to the committee that the Citrus County BOCC approved \$100,000 in funding for Citrus County businesses to hire Citrus County residents through the CARES Act. Of the \$100,000, \$30,000 is earmarked for child-care services that are pass-through funds from CLM and will be provided to the YMCA to provide childcare services. 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.

Healthcare/Employee Benefits

Rusty Skinner reviewed the benefit options with the committee. 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.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Rusty Skinner notified the members that the work registration requirements will be lifted at the end of May and the Florida Department of Economic Opportunity announced today it will end its participation in the \$300-per-week Federal Pandemic Unemployment Compensation program effective June 26. Charles Harris asked how citizens will be notified. Rusty Skinner explained that the State is doing press releases and will notify participants through the online system where they claim their weeks. CLM will also be doing press releases.

We are expecting an increase in center traffic through the next couple of months. Currently, staff rotate weekly or bi-weekly time in the centers and then telework. All staff will return to the centers full-time July 6 to handle the increase in traffic.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:00 p.m.

APPROVED: _____

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Whiteman, Brandon, hereby disclose that on May 24, 20 21 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Benefit Advisors ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The business I work for, Benefit Advisors, is the benefits broker for CSCLM.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

05/20/2021
Date Filed

Brandon Whiteman
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Rusty:

Congratulations!!

It is my pleasure to inform you that CareerSource Citrus Levy Marion WDB has been selected as the 2021 Laurie Moran Partnership Award recipient.

The Awards Committee was very impressed with CareerSource Citrus Levy Marion's broad understanding of the need beyond just a single program, the collaboration between the workforce development board and the local chamber of commerce and the strong outcomes backed by data and a long term vision for continued growth in employment opportunities for people served by the region. The Committee applauds your efforts.

The 2021 Laurie Moran Award will be presented during one of the general sessions at the NAWB Forum. Exact date and timing will be sent to you next week.

If you will be attending virtual or in-person and you haven't yet registered, you should be register through the NAWB registration link at <https://web.cvent.com/event/3ef0dec4-390d-419b-9be2-97e12e0105f3/summary>. Don't forgot to make your hotel reservations if you haven't yet (<https://book.passkey.com/qt/218157555?qtid=bed6448bee5c405dca8ab606510a0b81>). Space is limited.

Please let me know who will be accepting the award and if you will be attending the Forum in person.

In addition, we are planning to host a webinar in the Fall to highlight the award winners and enable NAWB members to present an overview of the initiatives that led to receiving the award.

Finally, we will be releasing a press release at the end of this week or early next week so we ask that you wait to share the news until that time.

Please let me know if you have any questions or if I can provide any assistance. NAWB looks forward to presenting the Laurie Moran Award to CareerSource Citrus Levy WDB and thank you for being leaders in promoting workforce development in your community.

Jan Bray
NAWB Senior Advisor and Forum Program Coordinator

The Laurie Moran Partnership Award is given jointly to a workforce development board and local or regional chamber(s) of commerce that have formed a significant partnership to advance the workforce and economic development of their local region. It honors a board and their local or regional chamber(s) that built the bridge that Laurie built in her community, and together fostered significant, concrete impacts in the community.

1. **Capsule Overview:** Provide a capsule overview of the workforce board – chamber(s) of commerce partnership project.

The Ocala Metro Chamber and Economic Partnership (CEP) and CareerSource Citrus Levy Marion (CSCLM) partner often to help meet the need in our quickly growing community. Situated about an hour Northwest of Orlando, the Ocala MSA is a growing manufacturing and distribution hub due to our placement along the I-75 interstate distribution route. As one of only three MSAs in Florida to report positive job growth during the end of 2020, we are leading the State of Florida in business attraction and job creation and have a great need for talent to help meet this increased business demand.

One key area of focus in recruiting talent has been our joint effort in drawing local High School Juniors and Seniors into the local talent pipeline. The Marion County School District asks all graduating seniors to identify what their plans are upon graduation, known locally as their 'E': will they focus on higher Education, Employment or Enlistment?

For students who plan to go directly into employment, the chamber (CEP) and the workforce board (CSCLM) partner together to provide multiple avenues of support toward that goal. This is done through a season of events and services, planned and implemented by the CEP and CSCLM partnership, which include the following:

1. **The Career Planning Guide:** a checklist that students begin completing in 7th grade which helps them take the right steps in middle and high school to prepare them for the career they are interested in. This was developed locally by the partners and the school district and includes an Interest Inventory, Career Exploration, Goal Setting and Career and Technical Education classes which can lead to industry certifications.
2. **NEXTWorking:** A series of small group sessions throughout the Fall and Spring with local business leaders where students can ask questions and learn more about local, in demand occupations and career pathways.
3. **Youth Career Expo:** a large-scale, half-day Spring event for Middle and High School students which allows students to tour the booths of local businesses, speak to representatives one-on-one, and hear motivational and Soft Skill focused speaking sessions based on local employer feedback to the partners.

4. **Youth Job Fair:** After learning about soft skills and what career pathways are available to them, students have the opportunity to attend a job fair in the late Spring with local businesses across all local demand sectors. Students who have completed key steps in the process receive resume endorsements on Soft Skills for employers to see.
5. **Career Signing Day:** The season culminates in this event to celebrate students who find employment, similar to a College Signing Day. This emphasizes the importance of these students taking the first step in their career journey, as well as the impact they will have on their community.

2. **Mission and Goals:** Provide detail regarding how the workforce board – chamber(s) of commerce partnership is an integral part of the mission and goals of the workforce board and the chamber(s) of commerce.

The CEP and CSCLM partnership has been key to the success and growth of our community, and is often cited as a rarity from visiting workforce and chamber affiliates in the State of Florida. The workforce board is a key contributor and sponsor of events the chamber holds, which help in assessing the needs of existing and incoming business. Likewise, the chamber staff sits on the workforce board and helps guide local policy in the area.

The partners also have key staff focused on aligned, targeted sectors, such as Healthcare, Manufacturing and Distribution, who meet regularly on a variety of projects to ensure services are provided appropriately throughout the community. These cross-agency partnerships ensure both teams are at the table to best meet the needs of local businesses and also work together in recruiting business representation at the events outlined in the overview above.

3. **Transformed Services – Workforce Board:** Provide detail on how the workforce board – chamber(s) of commerce partnership has significantly transformed or augmented the services the workforce board was able to provide to individuals and/or companies.

The enhanced need for workers to meet the booming need for talent in our area has necessitated some creative thinking, such as our youth focused projects, which draw younger workers into our workforce. Despite switching to a virtual platform due to COVID-19, with the help of the chamber this year, the workforce board was able to reach a larger number of students than ever before at our Youth Career Expo, a total of 1,600, almost double the previous year's number of attendees. The chamber and the workforce board both saw this as a great opportunity to reach students who had never had a chance to attend previously and together with the local school partners, expanded the event to all middle and high school students.

Additionally, the chamber's great work in business attraction has led to new, large employers like Amazon Distribution, Dollar Tree Distribution and the new World Equestrian Center. The chamber's ability to ensure the workforce board was at the

table when it came to filling the positions for these employers helped the board to prepare and provide high caliber placement services resulting in over 600 placements in just the first phases of these hiring projects.

4. **Transformed Services – Chamber(s) of Commerce:** Provide detail on how the workforce board – chamber(s) of commerce partnership has significantly transformed or augmented the services the chamber(s) of commerce was able to provide to member companies and/or their employees.

The CEP, named the 2020 National Chamber of the Year by the Association of Chamber of Commerce Executives, recognizes the power of partnerships in the Ocala/Marion County community. CSCLM works together with the CEP to provide key labor market and labor supply data as part of the business attraction analysis process. This allows the chamber to leverage our local talent supply as well as CSCLM's placement services in the attraction package.

Talent supply is a top concern of prospective incoming companies, and is often one of the main deciding factors in whether a business will choose an area to build or grow in. The CEP's ability to assure these businesses that the talent was here and that CSCLM stood ready to help them quickly fill positions helped ensure our community was chosen as their next site. This has created hundreds of jobs over the last year, and thousands in the last 3 years. It has also had further ripple effects which have boosted our local economy in a time when similarly-sized MSA's are stagnating.

5. **Concrete Impacts:** Provide detail on the concrete impacts the workforce board – chamber(s) of commerce partnership fostered in the community; and the plan for sustainability of the partnership and program.

An additional 2 new distribution centers in the region in 2020, Amazon and Dollar Tree Distribution. The ability of the chamber to bring these businesses in, and the workforce board to help fill positions, has helped make this a proven ground for business expansion. This has led several other businesses to designate this area for site selection in the next 3 years.

Over 600 job placements, during the height of the COVID-19 economic downturn, as part of Phase I hiring. Phase Two will begin later this year, allowing us to continue the outreach and placement services and partnership for the next round of hiring.

An additional 7-800 students reached through the Youth Career Expo, a 100% increase over the previous year, for a total of 1,600. This allowed local businesses to reach more students than ever to help guide them in their next employment steps. This event will be offered as a hybrid virtual/in-person event next year to sustain the efforts and high outcomes achieved this year.



RECORD OF ACTION/APPROVAL

Executive Committee Meeting 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:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee Meeting 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:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Executive Committee Meeting
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.

STAFF RECOMMENDATIONS:

Approve 2021 Budget

COMMITTEE ACTION:

BOARD ACTION:

BUDGET - CSCLM								
PY 2021(JULY 2021 - JUNE 2022)								
6/2/2021	*	*	*	*	*	*	*	*
ITA requirement: 35%	ADULT	YOUTH	DISL. WORKER	LVER	CORRECTIONS	VOC REHAB	WAGNER PEYSER	VETERAN DVOP
REVENUE								
P.Y. 2020 CONTRACTS	1,269,215	1,215,446	631,875	12,547	196,310	45,494	238,185	30,646
CARRYFORWARD	290,000	471,439	-	-	-	-	50,000	-
INCENTIVES/SUPPLEMENTAL TRANSFER	-	196,704	-	-	-	-	-	-
	(81,000)	-	81,000	-	-	-	-	-
TOTAL REVENUE	1,478,215	1,883,589	712,875	12,547	196,310	45,494	288,185	30,646
EXPENDITURES								
TOTAL ITA	34.23%							
TRAINING:								
ITA %	34%		34%					
ITA/TRAINING	160,000	-	19,000	-	-	-	-	-
OJT	30,000	-	-	-	-	-	-	-
EMPLOYED WORKER	30,000	-	-	-	-	-	-	-
INTERNSHIPS	30,000	-	-	-	-	-	-	-
ECKERD	-	-	-	-	-	-	-	-
TRAINING STAFF	195,500	-	195,500	-	-	-	-	-
TOTAL TRAINING	445,500	-	214,500	-	-	-	-	-
OPERATING:								
SUPPORTIVE SVS.	3,000	190,000	-	-	62,810	-	-	-
DIRECT CHARGE (STAFF)	-	-	-	-	61,969	14,046	-	-
ECKERD	30,000	570,000	15,000	-	-	-	-	-
DEO STAFF TRAVEL	-	-	-	1,400	-	-	9,600	3,000
OPERATING	-	5,350	-	-	-	-	60,052	5,000
TOTAL OPERATING	33,000	765,350	15,000	1,400	124,779	14,046	69,652	8,000
PROGRAM SUPPORT:								
FACILITIES	27,042	79,841	27,042	9,215	9,366	3,248	72,817	11,481
PROGRAM	64,725	140,214	31,044	189	-	1,900	9,422	1,082
INFORMATION TECHNOLOGY	87,450	189,442	41,943	256	-	2,567	12,729	1,462
OUTREACH	59,980	129,934	28,768	175	-	1,761	8,731	1,003
BUSINESS	163,162	260,973	78,256	-	-	4,789	23,750	2,728
SELF SERVICES	101,790	162,810	48,821	-	-	2,988	14,817	-
CAREER SERVICES	267,978	-	128,529	-	-	7,866	39,007	-
TOTAL PROGRAM SUPPORT	772,126	963,215	384,402	9,836	9,366	25,119	181,273	17,756
TOTAL EXPENDITURES	1,250,626	1,728,565	613,902	11,236	134,145	39,164	250,924	25,756
ADMIN POOL	158,883	121,966	77,270	1,023	17,608	4,983	29,339	2,832
GENERAL POOL	42,896	32,929	20,862	276	4,754	1,345	7,921	765
TOTAL INDIRECT COST RATE	201,779	154,895	98,132	1,299	22,362	6,329	37,261	3,597
BALANCE	25,810	129	841	12	39,803	1	0	1,293
INDIRECT RATE CALCULATION								
DIRECT TOTAL COSTS	1,250,626	1,728,565	613,902	11,236	134,145	39,164	250,924	25,756
LESS: LEASES	(48,110)	(68,484)	(28,666)	(3,689)	(4,205)	(2,387)	(34,407)	(4,854)
	-	-	-	-	-	-	-	-
SUBAWARD (ECKERDS)	(30,000)	(760,000)	(15,000)	-	-	-	-	-
TOTAL MTDC	1,172,517	900,081	570,236	7,547	129,940	36,777	216,517	20,903

BUDGET - CSCLM									
PY 2021(JULY 2021 - JUNE 2022)									
6/2/2021	*	*	*	*	*	*	*	*	*
	WTP	SNAP	SIGNED BONUS	NAVIGATOR	YOUTH BUILD 3	RWB 6	REA	UN-RESTR	TOTAL
ITA requirement: 35%									
REVENUE									
P.Y. 2020 CONTRACTS	1,676,326	267,432	100,000	260,870	-	5,665	26,763	-	5,976,774
CARRYFORWARD	-	-	-	-	624,887	-	-	147,354	1,583,680
INCENTIVES/SUPPLEMENTAL TRANSFER	-	-	-	-	-	-	-	-	196,704
TOTAL REVENUE	1,676,326	267,432	100,000	260,870	624,887	5,665	26,763	147,354	7,757,158
EXPENDITURES									
TOTAL ITA									
TRAINING:									
ITA %									
ITA/TRAINING	-	-	-	-	27,600	-	-	-	206,600
OJT	-	-	-	-	-	-	-	-	30,000
EMPLOYED WORKER	-	-	-	-	-	-	-	-	30,000
INTERNSHIPS	-	-	-	-	-	-	-	-	30,000
ECKERD	-	-	-	-	-	-	-	-	-
TRAINING STAFF	-	-	-	-	-	-	-	-	391,000
TOTAL TRAINING	-	-	-	-	27,600	-	-	-	687,600
OPERATING:									
SUPPORTIVE SVS.	82,522	-	90,000	-	138,720	-	-	-	567,052
DIRECT CHARGE (STAFF)	453,312	82,924	-	-	-	-	-	-	612,250
ECKERD	-	-	-	-	104,900	-	-	-	719,900
DEO STAFF TRAVEL	-	-	-	-	-	-	-	-	14,000
OPERATING	-	-	3,336	44,650	-	-	-	30,000	148,388
TOTAL OPERATING	535,834	82,924	93,336	44,650	243,620	-	-	30,000	2,061,590
PROGRAM SUPPORT:									
FACILITIES	70,248	18,129	-	8,687	8,762	5,665	8,158	-	359,701
PROGRAM	72,481	11,217	451	6,040	-	-	1,103	-	339,868
INFORMATION TECHNOLOGY	97,928	15,155	610	8,160	-	-	1,491	-	459,192
OUTREACH	67,167	10,394	418	5,597	-	-	1,023	-	314,951
BUSINESS	182,712	28,276	1,138	15,225	-	-	2,782	-	763,790
SELF SERVICES	113,986	17,640	710	9,498	-	-	1,735	-	474,795
CAREER SERVICES	300,087	46,440	1,868	25,006	-	-	4,569	-	821,351
TOTAL PROGRAM SUPPORT	904,609	147,251	5,195	78,212	8,762	5,665	20,861	-	3,533,648
TOTAL EXPENDITURES	1,440,443	230,174	98,531	122,862	279,982	5,665	20,861	30,000	6,282,838
ADMIN POOL	185,736	29,336	1,156	15,672	4,153	-	2,305	4,065	656,329
GENERAL POOL	50,146	7,920	312	4,231	1,121	-	622	1,098	177,200
TOTAL INDIRECT COST RATE	235,882	37,257	1,468	19,903	5,275	-	2,928	5,163	833,530
BALANCE	0	1	1	118,104	339,630	(0)	2,974	112,191	640,790
INDIRECT RATE CALCULATION									
DIRECT TOTAL COSTS	1,440,443	230,174	8,531	122,862	279,982	-	20,861	30,000	6,187,173
LESS: LEASES	(69,756)	(13,679)	-	(7,206)	(5,711)	-	(3,847)	-	(295,000)
SUBAWARD (ECKERDS)	-	-	-	-	(243,620)	-	-	-	(1,048,620)
TOTAL MTDC	1,370,688	216,496	8,531	115,656	30,651	-	17,014	30,000	4,843,553

Admin %

9.22%

IDCR %

17.21%



RECORD OF ACTION/APPROVAL

Executive Committee Meeting 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:

BOARD ACTION:

FISCAL AND GRANT RECIPIENT SERVICES AGREEMENT

This Fiscal and Grant Recipient Services Agreement made on the date last signed, by and between North Florida Workforce Development Board, Inc. (hereinafter "NFWDB") having a business address of 705 East Base St., Madison, FL, 32340, and the Citrus Levy Marion Regional Workforce Development Board, Inc. (hereinafter "CLMRWDB") having a business address of 3003 S.W. College Road, Suite 205, Ocala , Florida 34474

SECTION 1: FISCAL AND GRANT RECIPIENT SERVICES TO BE PERFORMED.

In consideration of the fee set forth in Section 2, CLMRWDB agrees to perform the following services for NFWDB:

- (i) Overall financial management services, including receipt of grant funds from the State of Florida and associated cash management duties;
- (ii) Establishment of bank services, with appropriate supporting documents supplied by NFWDB;
- (iii) provision of bookkeeping and accounting services, including payment of bills on behalf of the NFWDB;
- (iv) reporting of expenditures to the State of Florida;
- (v) preparation and submittal of financial reports to the Board;
- (vi) assistance in financial and budgetary planning;
- (vii) provision of payroll services;
- (viii) provide NFWDB, at its expense, an A-133 audit using the audit firm selected by CLMRWDB as required by the State;
- (ix) provide staff to assist NFWDB in any monitoring of its program and financial transactions by the State of Florida and as appropriate, collaborate on any monitoring response and corrective action requirements;
- (x) provision of such other services as the parties may jointly agree to in writing subsequent to their entry into this agreement; and
- (xi) provide NFWDB a budget for the above listed services from which to recover its expenses

SECTION 2: NFWDB RESPONSIBILITIES AND DUTIES.

NFWDB, shall be responsible for all the following:

- (i) development of its workforce plan and budget and gaining appropriate State approvals;
- (ii) providing CLMRWDB with budgeting information that allows CLMRWDB to establish the proper financial accounts and reports to comply with its duties under Section 1, above.
- (iii) Complying with all federal and state laws and regulations that pertain to the documentation, allowability and propriety of federal funds, the NFWDB administrative plan and procurement policy to ensure that expenses paid by CLMRWDB are allowable, reasonable and necessary for the conduct of their business.
- (iv) Providing CLMRWDB the supporting documents required to support the payment of expenses on behalf of NFWDB.
- (v) All records of capital property will be retained by NFWDB. NFWDB will be responsible

for all inventory and property management functions associated with property and will provide CLMRWDB will copies of its property records for the purpose of financial audits and monitoring.

- (vi) Accept financial responsibility for any costs disallowed as a result of the failure to comply with (iii), above, including any costs incurred by CLMRWDB in defense of NFWDB in contesting repayment claims.

SECTION 3: FEES.

NFWDB shall reimburse CLMRWDB for staff salaries and benefits associated with the provision of services pursuant to this agreement, for all direct charges associated with the above, including but not limited to charges for mileage, travel expense, supplies, consumables, any equipment purchased by CLMRWDB for the performance of CLMRWDB's efforts under this agreement (which equipment shall be and remain the property of NFWDB), and, if required a proportional share of CLMRWDB's indirect expenses. CLMRWDB shall report its costs as part of the financial reports mentioned in Section 1, and deduct those costs from NFWDB funds.

This contract shall not exceed \$55,000 annually, however, the amount may be examined by both Boards annually to determine, if upon annual renewal, the amount should change. These fees shall be reviewed periodically and revised as necessary, with the agreement of both parties.

SECTION 4: TERM.

This Agreement shall commence upon the date signed by the last party to sign and end at midnight on June 30, 2022. Either party may cancel this Agreement upon thirty (30) days' notice. The terms of this agreement may be extended for three additional years (for a total of four) by a simple letter requesting such by NFWDB and accepted by CLMRWDB. This contract is renewable through June 30, 2025.

SECTION 5: INDEPENDENT CONTRACTOR STATUS.

The relationship of CLMRWDB to NFWDB is that of independent contractor. Nothing in this agreement shall be construed as constituting a partnership, joint venture or agency between CLMRWDB and NFWDB.

SECTION 6: INDEMNITY.

NFWDB agrees to release, indemnify, defend and hold harmless from and against any and all losses, claims, liens, demands or causes of action of every kind and character, including the amount of disallowed costs, fines, judgments, penalties, interest, court costs, attorneys fees and other costs of every type and kind incurred by CLMRWDB in defense of the same, arising in favor of any party which results from CLMRWDB's compliance or execution of any instruction, order, request or demand of NFWDB.

CLMRWDB agrees to release, indemnify, defend and hold harmless from and against any and all losses, claims, liens, demands or causes of action of every kind and character, including the amount of disallowed costs, fines, judgments, penalties, interest, court costs, attorneys fees and other costs of every type and kind incurred by NFWDB in defense of the same, arising in favor of any party resulting from acts of CLMRWDB which (1) fail to comply with orders, requests or demands of NFWDB (2) are outside the scope of CLMRWDB's authority under this Agreement

(3) constitute negligent or reckless conduct on the part of CLMRWDB.

SECTION 7: MISCELLANEOUS.

(i) No Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party, which, because of the nature of the parties' respective obligations under this agreement, may be declined by such party for any reason or for no reason whatsoever.

(ii) Notices. Any notice or other communication required or permitted to be given under this Agreement must be in writing and will be deemed effective when delivered in person or sent by facsimile, cable, telegram or telex, or by overnight courier or registered or certified mail, postage prepaid, return receipt requested, to the addresses set forth above.

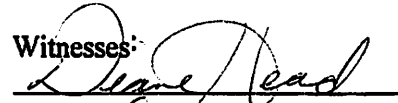
(iii) Amendment. This Agreement may be amended, and the observance of any term may be waived (either prospectively or retroactively and either generally or in a particular instance) only by written amendment signed by authorized representatives of the parties to the agreement.

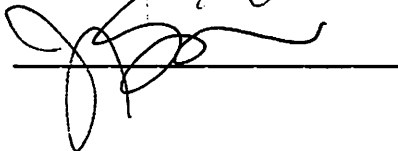
(iv) Choice of Law. This Agreement will be governed by and construed in accordance with the laws of the State of Florida without regard to doctrines of conflicts of laws.

(v) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior oral or written understandings and agreements between the parties regarding the subject matter addressed in this Agreement.

IN WITNESS, the parties have caused this Fiscal and Grant Recipient Services Agreement to be duly executed and delivered, effective as of the date specified above.


Witnesses:





Witnesses:

**North Florida Workforce
Development Board, Inc.**



Daniel Collins, Vice Chair

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

Kim Baxley, Chair



RECORD OF ACTION/APPROVAL

Executive Committee Meeting 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:

BOARD ACTION: