



**CAREERSOURCE CITRUS LEVY MARION  
BOARD MEETING**

**MINUTES**

DATE: June 9, 2021  
PLACE: College Of Central Florida, Webber Center, Marion Campus, FL  
TIME: 11:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Angie White  
Brandon Whiteman  
Carl Flanagan  
Charles Harris  
Darlene Goddard  
David Pieklik  
Debra Stanley  
Fred Morgan  
Jeff Chang  
John Murphy  
Jorge Martinez  
Judy Houlios  
Kathy Judkins  
Kevin Cunningham  
Kimberly Baxley  
Lanny Mathis  
Mark Paugh  
Pat Reddish  
Pete Beasley  
Rachel Riley  
Theresa Flick

**MEMBERS ABSENT**

Arno Proctor  
Equilla Wheeler  
John Hemken  
Lewrissa Mainwaring  
Mark Vianello  
Ted Knight

**OTHER ATTENDEES**

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

Iris Pozo, CSCLM  
Cira Schnettler, CSCLM  
Commissioner Ruthie Schlabach  
Robert Stermer, Attorney  
Kim Grey, Eckerd  
Tiffany King Wiggins, Katch 22

**CALL TO ORDER**

The meeting was called to order by Kim Baxley, Chair, at 11:34 a.m.

## **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

## **APPROVAL OF MINUTES**

Kevin Cunningham made a motion to approve the minutes from the April 8, 2021 meeting. Kathy Judkins seconded the motion. Motion carried.

## **DISCUSSION ITEMS**

### Financial Disclosure Forms / Annual Conflicts Reminder

Rusty Skinner reminded the members that Form 1 is due July 1<sup>st</sup> and late submissions could result in fines. Board attorney Bob Stermer is available to receive any questions.

### Net Promoter Board Survey

Rusty Skinner notified the members that a survey will be sent in the first quarter of the program year to help identify priorities and areas of opportunity to help the board and its committees function efficiently. He welcomed the members to send in questions that may be included in the survey by the end of the month.

### Board Orientation

Rusty Skinner reminded the members that the deadline to complete the board orientation is June 30. Chair Kim Baxley emphasized this is a requirement for all board members.

## **RELATED PARTIES CONTRACT APPROVALS 2021-2022**

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

#### 1. Citrus County Chamber of Commerce

Al Jones made a motion to approve the Citrus County Chamber of Commerce contract. Carl Flanagan, Kevin Cunningham, and John Murphy abstained due to a conflict. Kathy Judkins seconded the motion. Motion carried.

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

#### 2. Ancorp

Kevin Cunningham made a motion to approve the Ancorp contract. Arno Proctor disclosed a conflict but was not present to abstain. Deb Stanley seconded the motion. Motion carried.

#### 3. Key Training Center

David Pieklik made a motion to approve the Key Training Center contract. Theresa Flick abstained due to a conflict. Mark Paugh seconded the motion. Motion carried.

#### 4. Lockheed Martin

Kevin Cunningham made a motion to approve the Lockheed Martin contract. Jeff Chang abstained due to a conflict. Charles Harris seconded the motion. Motion carried.

#### 5. A & M Manufacturing

David Pieklik made a motion to approve the A & M Manufacturing contract. John Hemken disclosed a conflict but was not present to abstain. Fred Morgan seconded the motion. Motion carried.

6. Ocala Housing Authority

Kathy Judkins made a motion to approve the Ocala Housing Authority contract. Judy Houlios abstained due to a conflict. Mark Paugh seconded the motion. Motion carried.

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

7. College of Central Florida

Carl Flanagan made a motion to approve the College of Central Florida contract. Mark Paugh abstained due to a conflict. David Pieklik seconded the motion. Motion carried.

8. Marion County School Board

Al Jones made a motion to approve the Marion County School Board contract. Mark Vianello disclosed a conflict but was not present to abstain. Carl Flanagan seconded the motion. Motion carried.

9. Ocala Metro Chamber and Economic Partnership

Kevin Cunningham made a motion to approve the Ocala Metro County Chamber and Economic Partnership contract. Kathy Judkins abstained due to a conflict. Carl Flanagan seconded the motion. Motion carried.

Contracts Not Requiring 2/3rds Vote – No Conflicts

10. Youth Services Contracting – Eckerd Connects

11. Thomas P. Miller and Associates

12. Underwood and Sloan

13. Powell and Jones – Joint Auditing

14. Powell and Jones – Subrecipient Monitoring

15. Nature Coast Business Development Council

16. School Board of Levy County

Darlene Goddard made a motion to approve all other contracts. Mark Paugh seconded the motion. Motion carried.

**ACTION ITEMS**

Schedule of Operations

Al Jones made a motion to approve the 2021-2022 Schedule of Operations. Kevin Cunningham seconded the motion. Motion carried.

Payroll Services Procurement

Dale French explained to the members that the current contract with CD Staffing has been extended the maximum times allowed under the contract. An RFQ for services was posted and two payroll services responded. Neither of the companies will meet the needs of the RFQ. A new RFQ will need to be posted. Al Jones made a motion to reject the current quotes received, re-release the RFQ, and approve a one-month extension for CD Staffing payroll services. Theresa Flick seconded the motion. Motion carried.

FWDA Dues

Kevin Cunningham made a motion to approve paying the FWDA dues from unrestricted funds. Kathy Judkins seconded the motion. Motion carried.

### 2021/2022 Budget

Dale French reviewed the proposed budget. The budget in the packet supersedes the previous budget approved by the Executive Committee, as new figures were received from CareerSource Florida. Due to a decrease in funding and a raise in insurance rates, there will not be staff increases this year. The final budget will be brought back to the September board meeting. Kevin Cunningham made a motion to approve the initial budget. Fred Morgan seconded the motion. Motion carried.

### **CONSENT AGENDA**

#### CEO Contract Review – 5/21/2021

CEO Contract Renewal

#### Performance and Monitoring – 5/11/2021

DEO Programmatic Monitoring and Close Out

TPMA Annual Review

On behalf of Ted Knight, Dale French provided a summary of the committee activities.

#### Business and Economic Development – 5/13/2021

No Action Items

On behalf of Pete Beasley, who had to leave the meeting early, Dale French provided a summary of the committee activities.

#### Career Center – 5/20/2021

Eckerd Budget Modification

Talent Management Selection RFP

Recovery Navigator

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

#### Marketing and Outreach – 5/26/2021

No Action Items

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

#### Executive Committee – 4/29/2021, 5/24/2021, 6/2/2021

Sub-Grantee Agreement

Citrus Sign-On Bonus

Healthcare/Employee Benefits

FWDA Membership

Florida Department of Corrections Grant

Region 6 Agreement

Telework Flex Days

Kim Baxley and Rusty Skinner provided a summary of the committee activities.

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

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

Laura Byrnes presented a video highlighting a variety of events that occurred this past program year including a Youth Build Wall Raising, the Lockheed Martin Apprenticeship Ribbon Cutting, Youth Career Expos, the State of the Workforce Virtual Conference, as well as the upcoming Job Fair.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:43 p.m.

**APPROVED:**

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DRAFT

### CareerSource CLM - All Contracts 2021 - 2022

Item #	Contractor & Term of Contract	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
<b>Master Contracts Requiring 2/3rds Vote, Under \$25,000</b>						
1	<b>Citrus County Chamber of Commerce</b> July 01, 2021 - June 30, 2022	Employer outreach and job development services	\$ 20,000.00		C	John Murphy, Carl Flanagan, Kevin Cunningham
<b>Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities</b>						
2	<b>ANCORP</b> 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	<b>Key Training Center</b> 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	<b>Lockheed Martin</b> 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	<b>A&amp;M Manufacturing</b> 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	<b>Ocala Housing Authority</b> 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
<b>Master Contracts 2/3rds Vote/Exceeds \$25,000</b>						
7	<b>College of Central Florida</b> 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	<b>Marion County School Board</b> 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	<b>Ocala Metro Chamber &amp; Economic Partnership (CEP)</b> 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
<b>Contracts Not Requiring 2/3rds Vote</b>						
10	<b>Eckerd Connects</b> 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	<b>Thomas P. Miller and Associates</b> July 01, 2021 - June 30, 2022	One Stop Operator Contract	\$ 75,000.00		C	
12	<b>Underwood and Sloan</b> July 01, 2021 - June 30, 2022	Internal monitoring	\$ 50,000.00		C	
13	<b>Powell and Jones</b> July 01, 2021 - June 30, 2022	Joint auditing (Financial)	\$ 16,500.00		C	
14	<b>Powell and Jones</b> July 01, 2021 - June 30, 2022	Subrecipient monitoring	\$ 3,800.00		C	
15	<b>Nature Coast Business Development Council</b> July 01, 2021 - June 30, 2022	Employer outreach and job development services	\$ 10,000.00		C	
16	<b>School Board of Levy County</b> 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:**

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:**

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Contracts Not Requiring 2/3rds Vote – No Conflicts

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**CareerSource Citrus Levy Marion  
Board Contract Approvals - June 9, 2021  
PY 2021-22 Contracts**

Board Members	Attended	Master Contracts										
		1	2	3	4	5	6	7	8	9		
Al Jones	1	1	1	1	1	1	1	1	1	1		
Angie White	2	1	1	1	1	1	1	1	1	1		
Brandon Whiteman	3	1	1	1	1	1	1	1	1	1		
Carl Flanagan	4	Abstain	1	1	1	1	1	1	1	1		
Charles Harris	5	1	1	1	1	1	1	1	1	1		
Darlene Goddard	6	1	1	1	1	1	1	1	1	1		
David Pieklik	7	1	1	1	1	1	1	1	1	1		
Debra Stanley	8	1	1	1	1	1	1	1	1	1		
Fred Morgan	9	1	1	1	1	1	1	1	1	1		
Jeff Chang	10	1	1	1	Abstain	1	1	1	1	1		
John Murphy	11	Abstain	1	1	1	1	1	1	1	1		
Jorge Martinez	12	1	1	1	1	1	1	1	1	1		
Judy Houlios	13	1	1	1	1	1	Abstain	1	1	1		
Kathy Judkins	14	1	1	1	1	1	1	1	1	Abstain		
Kevin Cunningham	15	Abstain	1	1	1	1	1	1	1	1		
Kimberly Baxley	16	1	1	1	1	1	1	1	1	1		
Mark Paugh	17	1	1	1	1	1	1	Abstain	1	1		
Nelson Mathis, Jr.	18	1	1	1	1	1	1	1	1	1		
Pat Reddish	19	1	1	1	1	1	1	1	1	1		
Pete Beasley	20	1	1	1	1	1	1	1	1	1		
Rachel Riley	21	1	1	1	1	1	1	1	1	1		
Theresa Flick	22	1	1	Abstain	1	1	1	1	1	1		
Arno Proctor	Absent											
Equilla Wheeler	Absent											
John Hemken	Absent											
Lewrissa Mainwaring	Absent											
Mark Vianello	Absent											
Ted Knight	Absent											
<b>Total Votes</b>		19	22	21	21	22	21	21	22	21		
<b>Total # of Board Members Attending at Time of Vote</b>		22	22	22	22	22	22	22	22	22		
<b>% Board Members Approving without Abstention</b>		86%	100%	95%	95%	100%	95%	95%	100%	95%		

CERTIFICATION:

DATE: 06/15/2021

Brandon Whiteman  
Brandon Whiteman, Vice-Chair

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Murphy, John	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 1624 N Meadowcrest Blvd	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Crystal River	COUNTY Citrus
DATE ON WHICH VOTE OCCURRED 6/9/2021	NAME OF POLITICAL SUBDIVISION:  MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**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, John Murphy, hereby disclose that on June 9, 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, \_\_\_\_\_ ;
- 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:

*Contract with The Citrus County Chamber of Commerce + a conflict is ~~is~~ defused ~~as~~ as I am a Board member of The Chamber of Commerce*

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.

June 9, 2021  
Date Filed

  
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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Flanagan, Carl Douglas	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 6155 West Pinedale Circle	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Crystal River	COUNTY Citrus
DATE ON WHICH VOTE OCCURRED 6/9/2021	NAME OF POLITICAL SUBDIVISION:  MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**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, Carl, hereby disclose that on June 9, 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, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Citrus County Chamber of Commerce, 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:

While I am not a current voting member of the Citrus County Chamber of Commerce, and in keeping with an ethical standing, I hold the title of Life Director for the Citrus County Chamber of Commerce.

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.

6/9/2021

Date Filed

  
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.**

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Cunningham Kevin David</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>Lecanto FL Citrus</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>2421 N. Lecanto Hwy</i>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 6/9/2021	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**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, Kevin D. Cunningham, hereby disclose that on June 9, 20 21 :

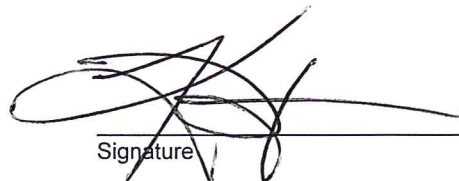
(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- 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 Citrus County Chamber of Commerce , 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:

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.

06/09/21  
Date Filed

  
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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Flick Theresa Darts</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>11309 W. Amerindian Ct. Citrus</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>Crystal River</i>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 6/9/2021	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)



**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, Theresa Flick, hereby disclose that on June 9, 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, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of CCARC, Inc. dba Key Training center, 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:

*My organization was being considered for award of Master contract for \$20,000 to provide OST, CBT or Internship/paid work Experience Training Opportunities. I am employee of Key Training Center, in a position of leadership and decision making. I am also a Board member for CLM Career Source.*

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.

6/9/21  
Date Filed

Theresa Flick  
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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>CHANG, JEFFREY JAMES</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)</b>
MAILING ADDRESS <b>3471 SW 10th Court</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <b>OCALA</b>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
COUNTY <b>MARION</b>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED <b>6/9/2021</b>	MY POSITION IS:
	<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

### 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, JEFFREY CHANG, hereby disclose that on June 9, 2021 :

(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, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Lockheed Martin, 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:

Approval of master contract with Lockheed Martin for OJT, CBT, or Internship/Paid Work Experience Training Opportunities

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.

June 7, 2021

Date Filed

  
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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME JUDITH HOULIOS	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 5720 SE 22 PLACE	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Ocala	COUNTY Marion
DATE ON WHICH VOTE OCCURRED 6/9/2021	NAME OF POLITICAL SUBDIVISION:  MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**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, JUDITH HOULIOS, hereby disclose that on June 9, 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, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of OCALA HOUSING AUTHORITY, 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:

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.

6/9/2021  
Date Filed

Judith Houlios  
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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME---FIRST NAME---MIDDLE NAME Paugh, Mark L.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 3001 SW College Road		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/9/2021		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

#### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

#### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**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, Mark L. Paugh, hereby disclose that on June 9, 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, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of College of Central Florida, 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:

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.

6/9/21  
Date Filed

Mark L. Paugh  
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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Judkins, Kathy	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 330 S. U.S. Hwy 301	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY Sumterville Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 6/9/2021	NAME OF POLITICAL SUBDIVISION:
MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)



**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, Kathy Judkins, hereby disclose that on June 9, 20 21 :

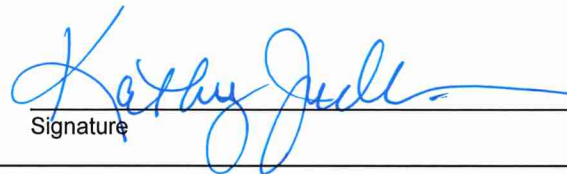
(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- 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:

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.

6/9/2021  
Date Filed

  
Signature

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## **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.

**BOARD ACTION:**

Al Jones made a motion to approve the 2021-2022 Schedule of Operations. Kevin Cunningham seconded the motion. Motion carried.



## **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 31<sup>st</sup> 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.

#### **BOARD ACTION:**

Al Jones made a motion to reject the current quotes received, re-release the RFQ, and approve a one-month extension for CD Staffing payroll services. Theresa Flick seconded the motion. Motion carried.



## **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.

#### **BOARD ACTION:**

Kevin Cunningham made a motion to approve paying the FWDA dues from unrestricted funds. Kathy Judkins seconded the motion. Motion carried.



## **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:**

Al Jones made a motion to approve the 2021-2022 Budget. Charles Harris seconded the motion. Motion carried.

### **BOARD ACTION:**

Kevin Cunningham made a motion to approve the initial 2021-2022 Budget. Fred Morgan seconded the motion. Motion carried.



## **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:**

<b>CEO Salary History</b>		
<b>Year</b>	<b>Salary</b>	<b>Increase</b>
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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.





## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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 31<sup>st</sup>.

### **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.





## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.



## **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:**

This action item was part of the board meeting consent agenda. Mark Paugh made a motion to approve all consent agenda items. Carl Flanagan seconded the motion. Motion carried.