



**CAREERSOURCE CITRUS LEVY MARION  
Consortium**

**MINUTES**

DATE: September 17, 2021  
PLACE: Zoom Only  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Commissioner Gold  
Commissioner Meeks  
Commissioner Schlabach

**MEMBERS ABSENT**

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM

Robert Stermer, Attorney  
Cira Schnettler, CSCLM

**CALL TO ORDER**

The meeting was called to order by Commissioner Gold, at 9:30 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Commissioner Meeks made a motion to approve the minutes from the August 25, 2021 meeting. Commissioner Gold seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update / Workforce Issues**

Rusty Skinner explained that there are heightened concerns regarding safety in the centers across the State. RA recipients are becoming increasingly frustrated by the anti-fraud system that has been put in place by the State. It is a difficult system to navigate. Our staff will continue to provide quality customer service and will utilize de-escalation techniques as needed.

**Internal Control Questionnaire**

Dale French explained that annually we test our systems and controls using the questionnaire enclosed in the packet. The questionnaire is a tool that is used to attest to the level of control over processes. Every question includes a brief but detailed response indicating policy, system, and referenced location. We will continue to work

with our 3<sup>rd</sup> party auditors to ensure quality. Recent monitorings conducted by the 3<sup>rd</sup> party auditor and by DEO showed no findings or observations.

### **ACTION ITEMS**

#### **2021/2022 Budget**

Dale French reviewed the final budget noting the following items:

- The Recovery Navigator and the Youth Build funding streams will reflect overages as they are multi-year grants.
- We were expecting a tight budget due to Covid related expenses from last year. Despite the challenges caused by the pandemic, there are still roll-over figures in several areas to offset future budget cuts.
- We work under a mandatory limit of 10% for administrative costs and are budgeted at 8.8%. Additionally, our current ITA requirement is 30% and we are budgeted at 34.7%. We have submitted an ITA Waiver request to drop our mandatory ITA rate to 25% to allow us to shift resources to assist the numerous customers coming into our centers seeking assistance with reemployment benefits.

Commissioner Schlabach made a motion to approved the 2021-2022 budget. Commissioner Meeks seconded the motion. Motion carried.

### **PUBLIC COMMENT**

None

### **PROJECT UPDATES**

None

### **MATTERS FROM THE FLOOR**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:43 a.m.

**APPROVED:**

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