



CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

MINUTES

DATE: September 8, 2021
PLACE: Zoom Only
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Carl Flanagan
Charles Harris
Christie McElroy
Darlene Goddard
David Pieklik
Debra Stanley
Fred Morgan
Kathy Judkins
Kimberly Baxley
Mark Paugh
Pat Reddish
Pete Beasley

MEMBERS ABSENT

Angie White
Arno Proctor
Equilla Wheeler
Jeff Chang
John Hemken
John Murphy
Jorge Martinez
Judy Houlios
Kevin Cunningham
Lanny Mathis
Lewrissa Mainwaring
Mark Vianello
Ted Knight
Theresa Flick
Tiffany Wiggins

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 11:33 a.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 June 9, 2021 meeting. Kathy Judkins seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Kim Baxley introduced the newest member of the board that was appointed by the Consortium on August 25, 2021. Christie McElroy joins the board from the Levy County School District.

PRESENTATIONS

Strategic Plan Process

Dale French reviewed the timeline of the development of the strategic plan, which will include a planning session with the Executive committee in mid-October. The 2015 Strategic Plan was included in the packet for review. The new plan will contain elements from the past but in the scope of what is relevant to the current business climate.

DISCUSSION ITEMS

State Update

Rusty Skinner notified the members that DEO received two complaints affecting customer service. In response, DEO has provided guidance that all CareerSource centers must be open to the public for 8 hours per day and that no customers can be turned away due to dress code requirements. All CLM centers already operate in compliance with these requirements.

Workforce Issues that are Important to our Community

The board members did not present items for discussion.

ACTION ITEMS

2021/2022 Budget

Dale French reviewed the final budget noting the following items:

- Foundational Skills funding will be passed through the Eckerd program to provide soft skills training to youth.
- Rapid Response funding is a new funding stream for marketing and outreach efforts to businesses to educate them on our outplacement services should need to downsize or close their business.
- Corrections-This grant shows an overage, but is a cost reimbursement grant. Expenses vary and the final figures for the year will have \$0 carryover.
- Internal position vacancies will not be filled unless the position directly affects business operations.

Rusty talked about the ITA waiver in his update.

Mark Paugh made a motion to approve the final budget. Fred Morgan seconded the motion. Motion carried.

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 3rd party auditors to ensure quality. Al Jones made a motion to approve the Internal Quality Questionnaire. Fred Morgan seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 8/10/2021

No Action Items

On behalf of Ted Knight, Cindy LeCouris provided a summary of the committee activities.

Business and Economic Development – 8/12/2021

No Action Items

Committee Chair Pete Beasley provided a summary of the committee activities.

Career Center – 8/19/2021

OPS-27 Individual Training Account

Ceipal - Talent Management/Tracking System RFP

Virtual Event Platform

OPS-09 - Employment Verification and Follow Up

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

Marketing and Outreach – 8/25/2021

Marketing and Outreach Strategic Plan

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

Executive Committee – 9/1/2021,

Individual Training Account (ITA) Waiver Request

Payroll Services

Eckerd Performance Payment

Electrical, Construction and Masonry Apprenticeship WTC Program Additions

FWDA Summit Sponsorship

Nature Coast Business Development Council Agreement

Policy OPS-84 – Emergency Paid Sick Leave

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

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

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:19 p.m.

APPROVED:
