



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: October 6, 2021  
PLACE: Zoom Only  
TIME: 2:00 p.m.

**MEMBERS PRESENT**

Albert Jones  
Brandon Whiteman  
Charles Harris  
Fred Morgan  
Kimberly Baxley, Chair

**MEMBERS ABSENT**

Pete Beasley  
Ted Knight

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM

Cindy LeCouris, CSCLM  
Cira Schnettler, CSCLM  
Robert Stermer, CSCLM Attorney

**CALL TO ORDER**

The meeting was called to order by Kim Baxley, Chair, at 2:00 p.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the September 1, 2021, meeting. Brandon Whiteman seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State/Local Update**

Rusty Skinner provided the following updates:

- Considering a recent incident at another CareerSource office in the State, DEO requested estimates from all local regions to provide security coverage in the career centers. We requested funding for armed security in the three centers as well as to be reimbursed for the recent purchase of security cameras in the centers.
- Due to the challenges faced with submitting documents to the ID.Me program, which is the platform the State is now using to confirm identification of RA claimants, we are investigating new technology to assist claimants with their submissions.
- Currently, staff are working on rotation schedules to minimize Covid-19 exposures. Since positive case numbers are declining in the State, staff will be

returning to the office full-time beginning November 1, 2021. Pandemic statistics will to be evaluated regularly to ensure safety of customers and staff.

### Workforce Issues that are Important to our Community

Rusty Skinner provided the following updates:

- Our region has been awarded 30 scholarships through the Grow with Google program. We have partnered with Coursera to access the training.
- In Levy County, CF, MRMA, and the NCBDC are partnering together for the Good Jobs Grant. The program would provide manufacturing training.
- Rusty Skinner met with Kevin Shielley with the Ocala MetroCEP to discuss the decline of labor force participation. Potentially, we would partner in a study to analyze labor force issues. This study would be an asset to all three counties.

The committee did not have other issues to discuss.

### **PUBLIC COMMENT**

None

### **ACTION ITEMS**

#### Eckerd Budget Modification

Dale French explained that funding was received for soft skills and foundation skills training. It was determined that the Eckerd youth program would benefit the most from receiving this funding. Al Jones made a motion to approve the budget modification to Eckerd contract to include the additional funding of \$15,425.00. Charles Harris seconded the motion. Motion carried.

#### TPMA Strategic Planning Contract Modification

Dale French advised that with the changes in business' needs due to the pandemic and the new role House Bill 1507 will play, the 2015 strategic plan is outdated, and a new plan will provide appropriate guidance as we navigate through these unprecedented times. Our One Stop Operator will be a great asset in developing the new strategic plan. Dale French outlined the regional approach to developing the new plan. Charles Harris asked if a community needs assessment will be done. Dale French answered that although a formal assessment is not planned, community partners will be surveyed in preparation of the upcoming county sessions. Charles Harris made a motion to approve the additional cost for strategic planning services provided by TPMA. Al Jones seconded the motion. Motion carried.

#### Performance Dashboard

Dale French explained eIMPACT provides performance and labor market information dashboards that integrate into our existing website. Data would be migrated to the CLM website monthly. Brandon asked about the length of the contract. Dale French answered that the contract will renew annually. Rusty Skinner further explained that the first year included fees for setting up the website and renewal fees are less than the initial expense. Al Jones made a motion to approve the annual agreement up to \$9000.00. Brandon Whiteman seconded the motion. Motion carried.

### Virtual Platform Selection

Cindy LeCouris explained that all RFP's were received, reviewed, and scored by an eight member team. Premier Virtual scored the highest and provided the most comprehensive plan to fit our needs. Cindy LeCouris noted an error in the score for Empyra on the Action Sheet. This does not affect the outcome of the selection. The revised Action Sheet is attached to these minutes. Charles Harris asked about the length and cost of the contract. Cindy LeCouris clarified that it is an annual contract valued at \$13,500.00. Al Jones made a motion to approve the service the Premier Virtual contract. Fred Morgan seconded the motion. Motion carried.

### **PROJECT UPDATES**

None

### **MATTERS FROM THE FLOOR**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:23 p.m.

**APPROVED:** \_\_\_\_\_



**RECORD OF ACTION/APPROVAL**

**Executive Committee  
Wednesday, October 6, 2021**

**TOPIC/ISSUE:**

Virtual Event Platform Selection

**BACKGROUND:**

On September 8, 2021 the Board approved the release of a request for proposals (RFP) to procure a Virtual Event Platform to assist our Business Services team with successful virtual job fairs, hiring events, youth career expos and other virtual events. The RFP closed on September 17, 2021. Five acceptable proposals were received.

Staff met on September 27, 2021 to review and score each proposal. It was decided three companies who submitted proposals would be asked to present a demo for the review panel, with the other two companies being too cost prohibitive. Eight staff members were involved in the review process totaling a possible 100 points for each proposal. The initial review and scoring resulted in the following:

Virtual Event Platform RFP	Scoring Matrix Results–Max Points = 100
Company	Aggregate Score
Premier Virtual*	88.2
Empyra*	77.1
Brazen*	68.9
vFairs	73.1
Social27	70.1

\*requested to provide a full product demonstration

**POINTS OF CONSIDERATION:**

Based on the overall scoring matrix and overall cost Premier Virtual is the platform which best meets the required elements in the RFP. Additionally, considering an immediate go live date Premier Virtual provided a concise explanation of training and support which will be provided with the platform.

**STAFF RECOMMENDATIONS:**

Staff recommends the selection and execution of a service contract with Premier Virtual.

**COMMITTEE ACTION:**

Al Jones made a motion to approve the service the Premier Virtual contract. Fred Morgan seconded the motion. Motion carried.

**BOARD ACTION:**