



**Executive Committee Meeting
AGENDA**

Wednesday, October 6, 2021 – 2:00 p.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/85769034701>

Phone No: 1-646-558-8656 (EST) Meeting ID: 857 6903 4701

Call to Order		K. Baxley
Roll Call		C. Schnettler
Approval of Minutes, September 1, 2021	Pages 2 - 3	K. Baxley

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner

PUBLIC COMMENT

ACTION ITEMS

Eckerd Budget Modification	Page 4	D. French
TPMA Strategic Planning Contract Modification	Pages 5 - 6	D. French
Performance Dashboard	Pages 7 - 9	D. French
Virtual Platform Selection	Page 10	C. LeCouris

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2021 – 2022 MEETING SCHEDULE

Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
All in-person committee meetings are held at the CF Ocala Campus, Enterprise Center, Room 206. All teleconference meetings will be held through Zoom.						
Tuesday, 9:00 am	Thursday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/10/2021	8/12/2021	8/19/2021	8/25/2021	9/1/2021	9/8/2021	CF Levy
11/9/2021	11/18/2021 11 am	11/18/2021	11/17/2021	12/1/2021	12/8/2021	CF Ocala
2/8/2022	2/10/2022	2/17/2022	2/23/2022	3/2/2022	3/9/2022	CF Lecanto
5/10/2022	5/12/2022	5/19/2022	5/25/2022	6/1/2022	6/8/2022	CF Ocala

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: September 1, 2021
PLACE: Zoom Only
TIME: 9:30 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Ted Knight

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, 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 9:30 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 July 28, 2021, meeting. Charles Harris seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update

Rusty Skinner stated more information regarding Bill 1507 will be forthcoming from the State, which will help provide guidance for strategic planning. The Bill requires a strong partnership with educational organizations. Our existing long-standing partnerships, where we have worked with our educational partners on a variety of projects, will be a significant benefit going forward.

Workforce Issues that are Important to our Community

Rusty Skinner explained that Google has recently awarded us a Grow with Google scholarship to provide software training. They have partnered with Coursera to access the training. We are also currently working with Coursera on a grant from CSFL.

The committee did not have other issues to discuss.

Membership Update

Rusty Skinner notified the committee that the Consortium recently approved Christie McElroy as a new board member from Levy County. Christie replaces Carol Jones with Levy County public schools. There are two private sector vacancies, one in Citrus and one in Levy. The Levy Economic Director position is still vacant, and the Nature Coast Business Development Council continues to seek a director. Rusty Skinner welcomed any suggestions or nominations for the vacancies.

PUBLIC COMMENT

None

ACTION ITEMS

Policy OPS-84- Emergency Paid Sick Leave

Dale French explained that to incentivize staff to get vaccinated the Emergency Paid Sick Leave supplement to the Covid-19 Pandemic policy will allow for 80 hours of emergency sick leave. Vaccinated staff will not need to use PLT time for leave due to Covid. The guidance contains specifics for exceptions. Al Jones made a motion to approve the Emergency Paid Sick Leave Supplement. Pete Beasley seconded the motion. Motion carried.

2021/2022 Budget

Dale French reviewed the budget, noting several new funding streams: Rural Initiative, Foundational Skills, Rapid Response, and Covid-19. He also explained that the current ITA is at 34.7%. A waiver has been requested for a 25% performance requirement, which will allow for flexibility in utilizing funding. Al Jones made a motion to approve the 2021-2022 budget. Charles Harris seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:54 a.m.

APPROVED: _____



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Eckerd Contract Funding Increase

BACKGROUND:

We received additional funding for soft skills and workplace fundamental training. We feel this funding would be best used in the Youth program. This additional funding will help offset budget cuts incurred in this program year.

POINTS OF CONSIDERATION:

Funding in the amount of \$15,425.00 will be obligated to the Eckerd Connects annual youth service provider contract.

STAFF RECOMMENDATIONS:

Approve a budget modification in the amount of \$15,425.00

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee
Wednesday, October 6, 2021

TOPIC/ISSUE:

Strategic Planning

BACKGROUND:

Our last strategic planning took place in 2015. We feel that as we emerge from Covid and reviewing newly passed legislation that it is wise to begin the process again. Thomas P. Miller and Associates conducted our strategic planning session in 2015. Since they are our current One Stop Operator, we feel that it is within their scope to conduct the planning again. We also feel that their close engagement with us allows them to better analyze us as an organization. There will be additional time, personnel, and travel costs to conduct the planning in addition to their current contract. This cost is anticipated to be \$12,500.00.

POINTS OF CONSIDERATION:

This planning will include stakeholder surveys, ongoing and direct communication with area stakeholders and several in person meetings to discuss survey results and S.W.O.T.s. Planning meetings are anticipated to be:

October 19-22 – Stakeholder meeting in each county
December 6-11 – Stakeholder meeting in each county
December 8 – Strategic Planning session – CLM Board of Directors
March 9 – Rollout of final plan

STAFF RECOMMENDATIONS:

Approve a budget modification in the amount of \$12,500.00 for strategic planning services.

COMMITTEE ACTION:

BOARD ACTION:

Career Source Citrus Levy Marion Strategic Planning Project Plan

- Task One: Project Launch – October 2021
 - Review status of 2015 strategic plan goals and activities, and gaps identified since the 2015 plan was adopted
 - HB1507 analysis
 - Crosswalk HB1507, current policies and current strategic plan to begin guiding planning
- Task Two: Data Analysis – October 2021
 - Labor Market Information study gathered using proprietary databases
 - **Task: TPMA will summarize data into a report shared with Steering Committee**
- Task Three: Information Gathering – October 2021
 - Review list of MOU partners with Board, determine who to invite in each county, as well as additional non-MOU partners and potential partners.
 - **Task: Invites sent for onsite meetings as soon as possible**
 - **Week of October 19-22: Onsite Meetings**
 - 3 Onsite Meetings: Stakeholder Sessions – 1 per county with partners and potential partners
 - Discuss the workforce ecosystem, HB1507 and ways to implement strategically. Overview of CareerSource CLM to engage new partners.
 - Onsite Meeting: CLM Workforce Board
 - Discuss the workforce ecosystem, HB1507 takeaways and ways to implement the new regulations strategically. Review existing plan.
 - **Task: Follow up to partners and board with a survey built to collect information that was missing from in-person responses**
 - **Task: Send stakeholder engagement summary to CLM Steering Committee**
- Task Four: Board Strategic Planning Session – December 2021
 - **Week of December 6-11: Onsite Meetings**
 - 3 Onsite Meetings: Stakeholder Sessions – 1 per county with partners and potential partners
 - Gain additional stakeholder feedback informed by past session, SWOT
 - Onsite Meeting: CLM Workforce Board – Strategic Planning Session
 - December 8, 2021, Full Board Meeting
 - Review data analysis and stakeholder feedback
 - SWOT analysis
 - Mission/vision review, 3-5 priority areas and goals identified
- Task Five: Develop Draft and Final Strategic Plan Draft – January/February 2021
 - **Mid-January: Virtual Meeting**
 - **Task: Share first draft to review initial goal statements and action steps**
- Task Six: Final Presentation – March 2021
 - **Week of March 7-11: Onsite Meeting**
 - Onsite Meeting: Final Presentation to CLM Workforce Board
 - **Task: Present on March 9, 2022 at Full Board Meeting**



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

eIMPACT website performance and LMI dashboard

BACKGROUND:

eIMPACT provides performance and labor market information dashboards that integrate into our existing website. Workforce boards and economic development entities across the country are using this service to provide at-a-glance data to their boards, community partners and other stakeholders. Currently Region 9 (Alachua, Bradford) is using this service.

It provides full transparency of current state/federal performance goals and current standings as well as numerous labor market statistics for local stakeholders and businesses/labor force that may be looking at expanding or relocating to the area.

POINTS OF CONSIDERATION:

Several options for the depth of information are available. Annual subscription costs between \$6000 and \$9000 annually depending on selected modules.

STAFF RECOMMENDATIONS:

Approve engaging in an annual agreement with eIMPACT up to \$9000.

COMMITTEE ACTION:

BOARD ACTION:

Prepared for:

CareerSource Citrus Levy Marion
3003 SW College Road, Suite 205, Ocala, FL 34474

eIMPACT Quote

Product Code	Description	Price	Subtotal
ER-SDR	<p>eIMPACT Data Dashboard Service</p> <ul style="list-style-type: none"> - Area: Citrus, Levy, Marion Counties, FL - Dashboards: <ol style="list-style-type: none"> 1. LMI (up to 12 datasets): <ul style="list-style-type: none"> • Workforce • Skills • Wages • Postings • Educational Attainment • Program completions • Other datasets as required 2. WDB Performance (up to 12 datasets): <ul style="list-style-type: none"> • Publicly available metrics from DOL and/or DEO - Dashboard Components: <ul style="list-style-type: none"> • Data collection and setup • Visualizations: charts, heat maps, cluster maps, takeaway stats • Branding, layout and customization • Data updates - Technical support - Secure hosting on client-specific URL - Embeddable into client and other websites - Subscription term: 1 year 	\$9,000	\$9,000
Total:			\$9,000

Accepted By _____ **On** _____

Process: 3 weeks to live dashboard

Based on an iterative process eIMPACT creates customized data dashboards with a **fully managed, high-touch approach that limits the time requirement of the client** to providing input and feedback, while we do the heavy lifting.

Step 1: Kick-off

After signing this quote our team will go to work on the first draft of the dashboard.

Step 2: Draft Dashboard and Review

The first draft is ready in about a week and we convene with you on a Zoom meeting to review and collect your feedback. The link to the dashboard is also provided so you can circulate to others and spend time reviewing offline.

Step 3: Further Iteration

Once we have a next version ready we convene again to gather feedback and we continue iterating in this way until you are happy with the final product. We do this 3 times over the course of the project scope.

Step 4: Go live!

eIMPACT provides you with the embed code to embed the dashboard on your website as well as technical support (usually we connect directly with your web developer to get this done). The embed code is a simple html iframe, just like embedding a YouTube video. We continue to support any technical issues or data changes needed after you're live, throughout the duration of the contract.



RECORD OF ACTION/APPROVAL

**Executive Committee
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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*	74.9
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:

BOARD ACTION: