



**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 3<sup>rd</sup> 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:**

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## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Executive Committee, Wednesday, September 1, 2021**

### **TOPIC/ISSUE:**

Updated budget for program year 7/1/21-6/30/22

### **BACKGROUND:**

The first budget of program year 2021 was presented at the 6/2/21 meeting.

### **POINTS OF CONSIDERATION:**

The budget is updated for the below:

- Carry forward amounts after June's expenditures were reported
- 2021 Revenue for DVOP, LVER, and SNAP are estimated as they are not available at this time.
- Grants added to this budget version are Covid, TAA, Foundational Skills, Rapid Response, and Rural Initiatives.

### **STAFF RECOMMENDATIONS:**

Approve updated 2021 Budget

### **COMMITTEE ACTION:**

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

### **BOARD ACTION:**

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



## **RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, September 8, 2021**

### **TOPIC/ISSUE:**

Internal Control Questionnaire

### **BACKGROUND:**

The Internal Control Questionnaire is a monitoring/compliance tool that requires staff to assess various risk areas of our operation and present to the Board for review and certification by the Board Chair.

The ICQ is used by state monitors as part of their local compliance monitoring.

### **POINTS OF CONSIDERATION:**

The ICQ is due at DEO by September 30,2021

### **STAFF RECOMMENDATIONS:**

Request approval for Chair to sign.

### **COMMITTEE ACTION:**

### **BOARD ACTION:**

Al Jones made a motion to approve the Internal Quality Questionnaire. Fred Morgan seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Career Center Committee, Thursday, August 19, 2021**

### **TOPIC/ISSUE:**

OPS-27 Individual Training Account (ITA, Budgeting and Fund Coordination Policy)

### **BACKGROUND:**

Due to the reduced funding in WIOA training funds for the current program year, a cap on funding for Individual Training Accounts and Supportive Services has been updated in the above referenced policy. Additionally, language was removed regarding the requirement of a Wonderlic Assessment, which is no longer in use. As well as the change in the level of approval authority for exceptions based on recent title changes.

### **POINTS OF CONSIDERATION:**

The requested cap on Individual Training Accounts and Supportive Services will allow for more training assistance to be provided to more individuals during this program year. The caps are identified as:

- Non-Pell programs: \$3,600
- Pell eligible programs: \$3,000
- Support Services: \$400

### **STAFF RECOMMENDATIONS:**

Staff requests the approval of OPS-27 to be implemented under our official policies and procedures.

### **COMMITTEE ACTION:**

Jorge Martinez made a motion to approve OPS-27. Lanny Mathis seconded the motion. Motion Approved.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
 Career Center Committee, Thursday, August 19, 2021**

**TOPIC/ISSUE:**

Talent Management Software Procurement

**BACKGROUND:**

On June 7, 2021 the Board approved the release of a request for proposals (RFP) to procure suitable, professional talent management software that could operate within the expectations and level of service of the Talent Center. The RFP closed on June 30, 2021. Two acceptable proposals were received.

Staff met on July 30, 2021 to review and score each proposal. It was decided both companies who submitted proposals would be asked to present a demo for the review panel. Five 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:

Talent Management Software RFP	
Scoring Matrix Results - Max Point = 100	
Company	Aggregate Score
Ceipal*	84.40
PageUp*	66.00

\*requested to provide a full product demonstration

**POINTS OF CONSIDERATION:**

Based on scoring the overall scoring matrix and overall cost savings Ceipal is the platform which best met the required elements in the RFP. Additionally, considering a go live date of November 1, 2021 Ceipal provided a concise timeline of implementation, data migration, training (see Attachment A) and rollout of a maximum of five weeks. Ceipal offers seamless data migration from a data backup file from the current Talent Management platform in use.

**STAFF RECOMMENDATIONS:**

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

**COMMITTEE ACTION:**

Jorge Martinez made a motion to approve the selection and execution of a service contract with Ceipal. Lanny Mathis seconded the motion. Motion Approved.

**BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Career Center Committee, Thursday, August 19, 2021**

### **TOPIC/ISSUE:**

Virtual Event Platform RFP

### **BACKGROUND:**

For the last year, the regional workforce boards had access to a Virtual Event Platform which was procured by CareerSource Florida in Fall of 2020. This platform provided a means for candidates to attend virtual job fairs and hiring events in Citrus, Levy and Marion County throughout the pandemic. The virtual event platform was also used during the Youth Career Expos and allowed for more than double the attendees than the in-person events from the prior year.

### **POINTS OF CONSIDERATION:**

CareerSource Florida has chosen not to continue offering this tool to the local workforce offices beyond September 2021. This type of platform is invaluable for use in tandem with in-person events and as a stand-alone platform for virtual events. It also allows staff to reach a broader audience, especially in schools and rural communities. An RFP has been drafted which will solicit proposals for a Virtual Event Platform.

### **STAFF RECOMMENDATIONS:**

Staff requests the approval of the release of the RFP for a Virtual Event Platform.

### **COMMITTEE ACTION:**

Tiffany Wiggins approved the RFP request for a virtual event platform. Jorge Martinez seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Career Center Committee, Thursday, August 19, 2021**

### **TOPIC/ISSUE:**

OPS-09 Employment Verification and Follow Up

### **BACKGROUND:**

OPS-09 was an informal guideline for Welfare Transition Career Development Coaches to follow when verifying employment and entering employment verification and hours into the State tracking system. Due to the intricacies of the calculations required the guideline has been updated and put into a draft policy for review.

### **POINTS OF CONSIDERATION:**

The State tracking system which houses case notes, employment verification forms and hours worked requires a solid understanding of the calculations necessary for accurate data input. This new policy will provide the necessary framework for Career Development Coaches to ensure accuracy of the information in the system.

### **STAFF RECOMMENDATIONS:**

Staff requests the approval of OPS-09 to be implemented under our official policies and procedures.

### **COMMITTEE ACTION:**

Pat Reddish made a motion to approved OPS-09. Lanny Mathis seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021**  
**Marketing and Outreach Committee, Thursday, August 25, 2021**

### **TOPIC/ISSUE:**

Communications Strategy Plan

### **BACKGROUND:**

The Communications Strategy Plan provides a communications structure for the marketing team to follow regarding upcoming events, projects, training, digital collateral, outreach and more. Due to budget cuts, the communications strategy has been updated with the necessary objectives and goals within the allotted budget and put into a draft plan for review.

### **POINTS OF CONSIDERATION:**

The plan has three main objectives including increased website traffic, outreach to minority demographics and improved brand recognition. This new plan will provide the framework for the Communications and Marketing team to focus on during the upcoming year.

### **STAFF RECOMMENDATIONS:**

Staff requests the approval of Communications Strategy Plan.

### **COMMITTEE ACTION:**

Kathy Judkins made a motion to approve the 2021-2022 Marketing and Outreach plan. Carl Flanagan seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Executive Committee Meeting, Wednesday, July 28, 2021**

### **TOPIC/ISSUE:**

50% ITA allocation waiver request

### **BACKGROUND:**

Section 445.003(3)(a)(1) of Florida statute requires that: *"...50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc."*

### **POINTS OF CONSIDERATION:**

We are currently operating on a granted waiver that permits us to allocate 25% of our funds to customer ITAs (and qualifying cost categories). This waiver has allowed us to be more flexible in staffing patterns to react quickly to changing economic needs of the region, particularly in a year when COVID-19 has impacted business and candidate training needs. This waiver also permits us to use more funding to provide supportive services to the hardest to serve populations. On average, 35% of our funding is allocated to ITAs each year.

### **STAFF RECOMMENDATIONS:**

Approve the submission of the 2021 ITA allocation waiver extension request.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve the submission of the 2021 ITA allocation waiver extension request. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021**  
**Executive Committee Meeting, Wednesday, July 28, 2021**

### **TOPIC/ISSUE:**

Payroll Services Proposal Acceptance

### **BACKGROUND:**

The board approved the procurement of a Payroll Services company to process payroll activities for our Paid Internship and Work Experience agreements on 12/9/2020. A Request for Proposal (RFP) was released on 04/23/2021. The two respondents did not meet the needs in the proposal based on service delivery and pricing. A re-release for the RFP was approved by the board on 6/09/2021.

### **POINTS OF CONSIDERATION:**

Two responses were received on the RFP re-release, Quality Labor Management and CD Staffing.

Service quotes:

Quality Labor Management – 30.2% markup

CD Staffing – 30.0% markup

CD Staffing has extensive knowledge of CareerSource payroll services as it relates to both Paid Internship and Work Experience programs.

### **STAFF RECOMMENDATIONS:**

Staff are seeking approval for the selection of CD Staffing to provide payroll services for CareerSource CLM for the period of August 1, 2021 through June 30, 2022. The contract would be renewable up to three additional program years (four years total) upon committee and board approval.

### **COMMITTEE ACTION:**

Pete Beasley made a motion to approve the selection of CD Staffing for payroll services for the period of August 1, 2021 through June 30, 2022 on a renewable contract for up to three additional years with committee and board approval. Al Jones seconded the motion. Motion carried.

### **BOARD ACTION:**

The item was part of the board meeting consent agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Executive Committee Meeting, Wednesday, July 28, 2021**

### **TOPIC/ISSUE:**

Eckerd Performance Payment

### **BACKGROUND:**

Eckerd's contract is based on cost reimbursement plus performance incentive for meeting Youth Positive Outcome numbers throughout the year. Per their contract, Eckerd must maintain an 80% positive outcome rate combined with payments based on the specific number of positive case closures. Eckerd's performance at the end of quarter four was 77.50%. The difference between meeting performance and not was three (3) case closures. This is mostly due to a directive by the DEO to close all cases that had remained open for a certain duration by June 30 with no exceptions.

### **POINTS OF CONSIDERATION:**

Additional burden was placed on Eckerd's contractual deliverables throughout the pandemic with office closures, reduced hours and enhanced safety protocols that made it increasingly difficult to recruit young adults into the program. However, Eckerd has met their work experience percentage goals, experienced a programmatic monitoring by DEO with zero findings and zero other non-compliance issues and has maintained superior performance in the Youthbuild grant at a time when other grantees did not have any performance. The amount of incentive payment that was missed in the fourth quarter totals \$16,160.64. We feel that in consideration of the challenges we have experienced this year, the nominal shortage in performance should not overshadow the superior work that Eckerd has done and we should approve the fourth quarter performance incentive.

### **STAFF RECOMMENDATIONS:**

Consider allowing staff to make the final fourth quarter performance incentive payment in the amount of \$16,160.64.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve the fourth quarter performance incentive payment. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021**  
**Executive Committee Meeting, Wednesday, July 28, 2021**

### **TOPIC/ISSUE:**

Approval of the addition of program from Withlacoochee Technical College (WTC) to the Area Targeted Occupation List (ATOL).

### **BACKGROUND:**

All education entities that wish to be listed on CareerSource CLM's Area Targeted Occupation List (ATOL) must submit a Training Provider Application that includes performance data for each of the training programs they would like listed on the ATOL pursuant to CLM policy *OPS-28 Area Targeted Occupation List*.

### **POINTS OF CONSIDERATION:**

WTC is currently a training provider and has submitted the required FETPIP information for the following program to be added to the ATOL.

Medical Assisting (83% Placement Rate)

### **STAFF RECOMMENDATIONS:**

Staff are seeking approval to add the above referenced WTC program to our 2021/2022 ATOL.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve adding the Medical Assisting program at WTC to the 2021-2022 ATOL. Pete Beasley seconded the motion. Motion carried

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021**  
**Executive Committee Meeting, Wednesday, July 28, 2021**

### **TOPIC/ISSUE:**

Approval of the addition of programs from Marion Technical College (MTC) to the Area Targeted Occupation List (ATOL).

### **BACKGROUND:**

All education entities that wish to be listed on CareerSource CLM's Area Targeted Occupation List (ATOL) must submit a Training Provider Application that includes performance data for each of the training programs they would like listed on the ATOL pursuant to CLM policy *OPS-28 Area Targeted Occupation List*.

Under Workforce Innovation and Opportunity Act (WIOA) Section 122 and 20 CFR part 680, Registered Apprenticeship Programs are automatically eligible to be included on the ETP list and are exempt from state and local ETP eligibility requirements.

### **POINTS OF CONSIDERATION:**

MTC is currently a training provider and has submitted the following WIOA (Workforce Innovation and Opportunity Act) approved Registered Apprenticeship programs to be added to the ATOL.

Electrical Apprenticeship  
Construction Apprenticeship  
Masonry Apprenticeship

### **STAFF RECOMMENDATIONS:**

Staff are seeking approval to add the above referenced WIOA approved MTC programs to our 2021/2022 ATOL.

### **COMMITTEE ACTION:**

Pete Beasley made a motion to approve adding the Electrical, Construction, and Masonry Apprenticeships at MTC to the 2021-2022 ATOL. Al Jones seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Executive Committee Meeting, Wednesday, July 28, 2021**

### **TOPIC/ISSUE:**

2021 Workforce Professional Development Summit

### **BACKGROUND:**

FWDA has sponsored the Summit for over 10 years. The Summit is funded through registration fees and sponsorships. Traditionally CLM has sent staff and been a sponsor at the \$5,000 level.

Unlike previous years, DEO will not be providing state technical assistance grant funds to support the Summit. To compensate, FWDA has increased the registration fees and seeking sponsors. This year we expect a strong attendance (in the past over 600 have attended), but sponsor recovery has been slow.

### **POINTS OF CONSIDERATION:**

CLM support will enhance the quality of the Summit

### **STAFF RECOMMENDATIONS:**

Request approval of \$5,000 sponsorship from Unrestricted Funds.

### **COMMITTEE ACTION:**

Pete Beasley made a motion to approve the \$5000 sponsorship from unrestricted funds for the FWDA Workforce Professional Development Summit. Al Jones seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021**  
**Executive Committee Meeting, Wednesday, July 28, 2021**

### **TOPIC/ISSUE:**

Agreement with Nature Coast Business Development Council (NCBDC)

### **BACKGROUND:**

Since Dave Pieklik took the Economic Development Director job in Citrus, we have been working with the NCBDC to find a replacement. To date, we and they have been unsuccessful in recruiting any applicants. NCBDC is, in many ways, like MRMA. They have an active Board but do not have an administrative apparatus. Dave was paid as a 1099 employee with no benefits. He was provided a car and phone. They get funding from Levy County to cover the salary and our funding, but do not appear to have other firm sources of funding. It is important for us that there exists an economic development organization in Levy County, and that there is some degree of separation from the government for it to be more effective.

After meeting with two Board members, Bob Krefting and George Buckner on the phone, we developed the attached proposal to assist them. This approach is similar to how we support MRMA, except that funding for the position will come from one of several grants that we are working on. Because it is important that they maintain Levy County funding when the position is funded out of grant funds, Bob and I met with Commissioner Rock Meeks. He was very supportive and appreciative and is presenting the proposal to the BOCC. The BOCC endorsed the approach and thanked CSCLM for assisting.

Several key points.

1. The proposal is for through September 30, 2022. By this time, it is expected that they will be able to secure a grant that will extend the position through 2023. There are several that could tie into other projects that they are exploring.
2. We will assist them with several projects that will also benefit us- a Wage and Benefits survey and helping us present Metrix to businesses in Levy.
3. We have talked with them about having an "investors drive" to secure non-governmental funding and I am reaching out to a person that may be able to help them .
4. Levy county has hired a grant coordinator who can help them apply for other, non- workforce grants.

***POINTS OF CONSIDERATION:***

Levy county presents unique challenges in business outreach. By developing a stronger relationship with NCBDC we will provide increased outreach capabilities and a better connection to the training needs of Levy County employers.

***STAFF RECOMMENDATIONS:***

Approve the agreement with NCBDC.

***COMMITTEE ACTION:***

Al Jones made a motion to approve the contract with Nature Coast Business Development Council to hire an Executive Director. Pete Beasley seconded the motion. Motion carried.

***BOARD ACTION:***

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, September 8, 2021  
Executive Committee, Wednesday, September 1, 2021**

### **TOPIC/ISSUE:**

Emergency Paid Sick Leave

### **BACKGROUND:**

The Family First Coronavirus Response Act (FFCRA) and the American Rescue Plan Act of 2021 had authorized certain employers to provide paid sick leave to individuals affected by Covid-19. This benefit could be applied to any employee that could not work due to being a caregiver for a sick family member, personal illness and side effects from receiving an approved vaccine.

CSCLM has opted to offer emergency paid sick leave to staff under this policy modeled closely after the FFCRA sick leave allowance.

### **POINTS OF CONSIDERATION:**

CSCLM wishes to offer emergency paid sick leave as a benefit to employees that have been fully vaccinated or have an exception covered by documented medical, disability, or religious reasons. The intent is to incentivize individuals to get vaccinated. We feel individuals that have done their part to protect themselves and the interests of the organization should be afforded additional protection should they become ill from a 'breakthrough' Covid infection. This benefit would only pertain to the employee and not be offered for other related instances involving household or family members.

### **STAFF RECOMMENDATIONS:**

Approve the attached *OPS-84 Supplemental* Guidance that will act as an attachment to our existing *OPS-84 Covid-19 Pandemic Policy*.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve the Emergency Paid Sick Leave Supplemental Guidance. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

This action item was part of the Consent Agenda. Fred Morgan made a motion to approve all consent agenda items. Mark Paugh seconded the motion. Motion carried.