



BOARD MEETING AGENDA
Wednesday, December 8, 2021 – 11:30 a.m.
College of Central Florida – Webber Center
3001 SW College Rd, Ocala, FL 34474

Zoom Link: <https://us02web.zoom.us/j/89516913403>
Conference Line: 1 646 558 8656 Meeting ID: 895 1691 3403

Call to Order		K. Baxley
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		K. Baxley
Approval of Minutes, September 8, 2021	Pages 3 - 21	K. Baxley

PRESENTATIONS

Early Learning Impact on Labor Force – Presentation Title: 170		R. Fricks
Ethic Training		B. Stermer

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Strategic Plan Process		D. French
Podcast Brainstorming		L. Byrnes

ACTION ITEMS

None

LUNCH

CONSENT AGENDA

<u>Performance and Monitoring – 11/9/2021</u>		T. Knight
No Action Items		

<u>Business and Economic Development – 11/18/2021</u>	Page 22	P. Beasley
Labor Force Participation Survey		

<u>Career Center – 11/18/2021</u>		C. Harris
None		

<u>Marketing and Outreach – 11/17/2021</u>		A. Jones
None		

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.



Executive Committee – 9/1/2021, 10/6/2021, 12/1/2021
 Policy OPS-84 – Emergency Paid Sick Leave
 Eckerd Budget Modification
 TPMA Strategic Planning Contract Modification
 Performance Dashboard
 Virtual Platform Selection
 Sub-recipient Monitoring
 Eckerd Monitoring Report
 Monitoring Close-Out
 Budget Update

Pages 23 - 33

K. Baxley /
 R. Skinner

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	
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
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:



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.



RECORD OF ACTION/APPROVAL

**Board Meeting - Wednesday, December 8, 2021
Business and Economic Development – Thursday, November 18, 2021**

TOPIC/ISSUE:

Labor Force Participation Study

BACKGROUND:

The pandemic has created a challenge in responding to the needs of employers seeking to fill positions. Record numbers of workers have either been displaced from work or have been forced to leave their jobs. We have partnered with the CEP on a number of workforce issues/projects over the years. The CEP has been looking into labor force participation as a way to better analyze and respond to the labor shortage we currently face.

POINTS OF CONSIDERATION:

The attached proposal from Younger and the CEP will provide additional information about issues affecting worker that are not participating in our workforce.

STAFF RECOMMENDATIONS:

Staff recommends sharing the cost of the Study with the CEP for a total of \$19,750.

COMMITTEE ACTION:

David Pieklik approved providing financial support for the study. Mike Kelly seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - 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:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - 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:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - 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:

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.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - 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:

Charles Harris made a motion to approve the additional cost for strategic planning services provided by TPMA. Al Jones seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - 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:

Al Jones made a motion to approve the annual agreement up to \$9000.00. Brandon Whiteman seconded the motion. Motion carried

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - 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:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - Wednesday, December 1, 2021

TOPIC/ISSUE:

Release of the Request for Proposals (RFP) for sub-recipient monitoring.

BACKGROUND:

Pursuant to the Workforce Innovation and Opportunity Act all local workforce development boards are required to procure a firm to conduct monitoring of sub-recipient's of CareerSource CLM funding.

POINTS OF CONSIDERATION:

Powell & Jones was the company procured for this monitoring in 2017 and was negotiated for renewal annually for the allowed period of up to five program years. This contract will expire on June 30, 2022. The new procurement for this service will result in a contractual agreement with a firm that is qualified to conduct the annual required monitoring for a period of UP TO five program years. The contract will be negotiated annually.

STAFF RECOMMENDATIONS:

Requesting approval for authority to release the Sub-Recipient Financial Monitoring RFP on March 1, 2022 after the appropriate Public Notice period.

COMMITTEE ACTION:

Al Jones made a motion to approve the release of the RFP for sub-recipient financial monitoring. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - Wednesday, December 1, 2021

TOPIC/ISSUE:

Sub-recipient Monitoring – Eckerd Connects

BACKGROUND:

We are required to conduct monitoring of our sub-recipient youth provider annually. Our current provider is Eckerd Connects

POINTS OF CONSIDERATION:

The following report details the areas that were monitored and any issues found. The only issue reported was a difference in total contract payment activity. Eckerd reported \$16,972 less in contractual services than we posted as paid. This was determined to be due to differences in the organizations accrual policies. There were no finding or questioned costs.

STAFF RECOMMENDATIONS:

Accept the attached monitoring report from Powell and Jones for sub-recipient monitoring.

COMMITTEE ACTION:

Charles Harris made a motion to accept the monitoring report for Eckerd Connects. Ted Knight seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - Wednesday, December 1, 2021**

TOPIC/ISSUE:

Acceptance of 2020-2021 monitoring close-out

BACKGROUND:

State programmatic and finance monitoring occurred May 3 through May 7, 2021. We have submitted our responses to the monitoring for DEO's review and approval.

POINTS OF CONSIDERATION:

We received a close-out letter dated September 21, 2021 accepting our responses and officially closing the last programmatic monitoring review.

STAFF RECOMMENDATIONS:

Accept the final report and close-out letter.

COMMITTEE ACTION:

Fred Morgan made a motion to accept the final report and close-out letter. Ted Knight seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday - December 8, 2021
Executive Committee Meeting - Wednesday, December 1, 2021**

TOPIC/ISSUE:

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

BACKGROUND:

POINTS OF CONSIDERATION:

The budget is updated for the below:

- Additional WIOA Incentives of \$13,249
- One Stop Security grant of \$84,148.80

STAFF RECOMMENDATIONS:

Approve updated 2021 Budget

COMMITTEE ACTION:

Ted Knight made a motion to approve the amended budget. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

BUDGET - CSCLM																							
PY 2021(JULY 2021 - JUNE 2022)																							
12/1/2021																							
ITA requirement: 30%	ADULT	YOUTH	TAA	DISL. WORKER	LVER	CORRECTIONS	RURAL INITIATIVES	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	SIGNED BONUS	RECOVERY NAVIGATOR	FOUNDATIONAL SKILLS	YOUTH BUILD 3	RAPID RESPONSE	SECURITY	RWB 6	REA	UN-RESTR	TOTAL	
REVENUE																							
P.Y. 2021 CONTRACTS	1,278,426	1,222,997	12,101	733,775	25,040	93,460	62,500	45,494	156,104	28,336	1,676,326	145,000	100,000	260,870	41,666	-	162,177	84,149	5,288	60,000	-	6,193,709	
CARRYFORWARD	167,022	342,884	278	142,126	14,036	-	-	-	39,617	19,934	134,389	158,694	-	-	-	624,887	-	-	-	56,453	147,354	1,847,676	
INCENTIVES/SUPPLEMENTAL TRANSFER	120,000	209,953	-	(120,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	209,953	
TOTAL REVENUE	1,565,448	1,775,834	12,379	755,901	39,076	93,460	62,500	45,494	195,721	48,270	1,810,715	303,694	100,000	260,870	41,666	624,887	162,177	84,149	5,288	116,453	147,354	8,251,338	
EXPENDITURES																							
TOTAL ITA 35.45%																							
TRAINING:																							
ITA %	35%				37%																		
ITA TRAINING	160,000	-	-	19,000	-	-	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	206,600	
OUT	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	
EMPLOYED WORKER	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	
INTERNSHIPS	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	
TRAINING SUPPORT	2,000	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	
TRAINING STAFF	195,500	-	-	195,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	391,000	
TOTAL TRAINING	447,500	-	-	216,500	-	-	-	-	-	-	-	-	-	-	-	27,600	-	-	-	-	-	691,600	
OPERATING:																							
SUPPORTIVE SVS.	3,000	190,000	3,000	-	-	-	-	-	-	-	196,880	-	90,000	-	-	138,720	-	-	-	-	-	621,600	
DIRECT CHARGE (STAFF)	-	-	-	-	-	61,869	-	14,046	-	-	435,455	82,924	-	-	-	-	56,380	-	-	58,000	-	708,673	
ECKERD	30,000	570,000	-	15,000	-	-	-	-	-	-	-	-	-	43,000	-	104,900	-	-	-	-	-	762,900	
DEO STAFF TRAVEL	-	-	-	-	1,400	-	-	-	9,600	3,000	-	-	-	-	-	-	-	-	-	-	-	14,000	
OPERATING	-	5,350	-	-	-	-	15,498	5,350	31,000	5,000	-	-	3,634	-	15,140	-	991	30,576	-	-	30,000	137,188	
TOTAL OPERATING	33,000	765,350	3,000	15,000	1,400	61,869	15,498	14,046	40,600	8,000	632,335	82,924	93,634	43,000	15,140	243,620	57,371	30,576	-	58,000	30,000	2,244,360	
PROGRAM SUPPORT:																							
FACILITIES	31,498	78,104	8,082	21,754	7,327	9,140	18,204	-	74,025	16,844	70,248	14,805	-	9,140	-	13,445	4,457	-	5,288	10,575	-	392,937	
PROGRAM	66,966	127,986	-	28,954	173	-	1,913	1,734	5,013	988	78,075	10,239	449	5,309	1,869	-	7,084	3,775	-	-	1,306	-	341,832
INFORMATION TECHNOLOGY	79,896	171,927	-	38,894	232	10,262	2,570	2,330	6,734	1,327	104,880	13,754	603	7,132	2,511	-	9,516	5,071	-	1,754	-	459,192	
OUTREACH	61,419	117,384	-	26,555	159	-	1,755	1,591	4,598	906	71,607	9,391	411	4,869	1,714	-	6,497	3,463	-	1,198	-	313,516	
BUSINESS	161,821	228,349	-	69,965	-	-	4,624	4,191	12,113	2,387	188,663	24,741	1,084	12,829	4,517	-	17,117	9,123	-	3,155	-	744,679	
SELF SERVICES	102,897	145,200	-	44,489	-	-	2,940	2,665	7,703	-	119,965	15,732	689	8,158	2,872	-	10,884	5,801	-	2,006	-	472,000	
CAREER SERVICES	255,852	-	-	110,621	-	-	7,311	6,626	19,152	-	298,292	39,118	1,714	20,284	7,142	-	27,064	14,424	-	4,989	-	812,589	
TOTAL PROGRAM SUPPORT	760,150	868,949	8,082	341,233	7,891	19,401	39,318	19,135	129,338	22,452	931,728	127,779	4,950	67,722	20,626	13,445	82,618	41,656	5,288	24,982	-	3,536,745	
TOTAL EXPENDITURES	1,240,650	1,634,299	11,082	572,733	9,291	81,270	54,815	33,181	169,938	30,452	1,564,064	210,703	98,584	110,722	35,765	284,665	139,989	72,232	5,288	82,982	30,000	6,472,705	
ADMIN POOL	151,381	105,364	1,020	69,295	825	9,588	6,044	4,187	17,892	3,064	193,998	25,878	1,114	13,534	4,641	4,506	17,451	9,372	-	10,111	3,893	653,157	
GENERAL POOL	41,087	28,597	277	18,808	224	2,602	1,641	1,136	4,856	832	52,654	7,024	302	3,673	1,260	1,223	4,736	2,544	-	2,744	1,057	177,276	
TOTAL INDIRECT COST RATE	192,468	133,961	1,297	88,103	1,049	12,190	7,685	5,323	22,748	3,895	246,651	32,902	1,416	17,207	5,900	5,729	22,188	11,916	-	12,856	4,949	830,433	
BALANCE	132,330	7,574	(0)	95,065	28,737	(0)	(0)	6,990	3,036	13,923	(0)	60,089	0	132,941	0	334,493	0	0	0	20,615	112,405	948,200	
INDIRECT RATE CALCULATION																							
DIRECT TOTAL COSTS	1,240,650	1,634,299	11,082	572,733	9,291	81,270	54,815	33,181	169,938	30,452	1,564,064	210,703	8,584	110,722	35,765	284,665	139,989	72,232	-	82,982	30,000	6,377,418	
LESS: LEASES	(43,976)	(62,273)	(3,219)	(23,684)	(2,934)	(7,378)	(8,232)	(912)	(32,050)	(6,841)	(68,949)	(11,262)	-	(6,420)	-	(6,319)	(5,495)	-	-	(5,056)	-	(295,000)	
SUBAWARD (ECKERDS)	(30,000)	(760,000)	-	(15,000)	-	-	-	-	-	-	-	-	-	-	-	(243,620)	-	-	-	-	-	(1,048,620)	
TOTAL MTDC	1,166,674	812,026	7,863	534,049	6,357	73,892	46,583	32,269	137,888	23,611	1,495,115	199,441	8,584	104,302	35,765	34,726	134,494	72,232	-	77,926	30,000	5,033,798	