



**CAREERSOURCE CITRUS LEVY MARION  
BOARD MEETING**

**MINUTES**

DATE: December 8, 2021  
PLACE: College of Central Florida, Webber Center  
TIME: 11:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Brandon Whiteman  
Carl Flanagan  
Charles Harris  
Christie McElroy  
Darlene Goddard  
Debra Stanley  
Fred Morgan  
Jeff Chang  
John Murphy  
Jorge Martinez  
Judy Houlios  
Kathy Judkins  
Kimberly Baxley  
Mark Paugh  
Pat Reddish  
Pete Beasley  
Ted Knight  
Theresa Flick  
Tiffany Wiggins

**MEMBERS ABSENT**

Angie White  
Arno Proctor  
David Pieklik  
Equilla Wheeler  
John Hemken  
Kevin Cunningham  
Lanny Mathis  
Lewrissa Johns  
Mark Vianello

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Larry Trowbridge, CSCLM  
Laura Byrnes, CSCLM  
Iris Pozo, CSCLM

Cira Schnettler, CSCLM  
Robert Stermer, Attorney  
Roseann Fricks, Early Learning Coalition  
Wendy Williams, Early Learning Coalition

**CALL TO ORDER**

The meeting was called to order by Kim Baxley, Chair, at 11:30 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 September 8, 2021, meeting. Deb Stanley seconded the motion. Motion carried.

## **PRESENTATIONS**

### Early Learning Impact on Labor Force – Presentation Title: 170

Roseann Fricks, the Chief Executive Officer for the Early Learning Coalition provided details on the effects of lack of childcare on the workforce system.

### Ethics Training

Board Attorney Robert Stermer provided annual ethics training for the board.

## **LUNCH**

## **DISCUSSION ITEMS**

### State Update

Rusty Skinner updated the board on Bill 1507, noting that as part of the requirements in the Bill workforce regions will be receiving letter grades from the State. There are also conflicting statues hindering tuition payments to students due to a 10% holdback from the State to training providers. We will continue to work with the State on both issues.

### Workforce Issues that are Important to our Community

The board members did not present items for discussion.

### Other Items

Rusty Skinner notified the Board that there was a lack of interest from candidates and employers for the Citrus County Sign-on Bonus program. Two options on how to handle the unused funds will be presented before the Citrus BOCC; return the funds to the BOCC or pass the funds to the YMCA, which is already receiving funds from the program for childcare assistance.

Rusty Skinner invited board members to attend the NAWB conference in April. The invite with details will be emailed.

### Strategic Plan Process

Dale French explained that community partners were invited to provide input at sessions held in all three counties in October. TPMA, the One Stop Operator, facilitated the sessions and received feedback that they are compiling into a report. Several integral community partners were not able to make the sessions. TPMA is coming back to visit with those partners next week. A board retreat will be planned to solicit input and recommendations from all board members and then the plan will be brought back to the board for final approval.

### Podcast Brainstorming

Laura Byrnes invited members to suggest topics of interest on workforce challenges that would be beneficial to the business community as podcast discussions. She presented several ideas such as soft skills needs and diversity and inclusion policies and practices. Roseann Fricks presentation would also be an interesting podcast as well as inviting the CEP to discuss the Labor Force Participation Survey. She noted that beyond a small servicing fee to host the podcast, the podcasts are done internally and bear no additional costs.

## **ACTION ITEMS**

None

## **CONSENT AGENDA**

Performance and Monitoring – 11/9/2021

No Action Items

Ted Knight provided a summary of the committee activities.

Business and Economic Development – 11/18/2021

Labor Force Participation Survey

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

Career Center – 11/18/2021

No Action Items

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

Marketing and Outreach – 11/17/2021

No Action Items

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

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

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

Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.

## **PROJECT UPDATES**

None

## **MATTERS FROM THE FLOOR**

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:08 p.m.

**APPROVED:**

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## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.





**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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the Consent Agenda. Al Jones made a motion to approve all consent agenda items. Deb Stanley seconded the motion. Motion carried.