



CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

MINUTES

DATE: March 9, 2022
PLACE: College of Central Florida, Lecanto Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Arno Proctor
Brandon Whiteman
Carl Flanagan
Charles Harris
Christie McElroy
Darlene Goddard
Debra Stanley
Fred Morgan
Jeff Chang
John Murphy
Jorge Martinez
Judy Houlios
Kathy Judkins
Kevin Cunningham
Lanny Mathis
Mark Paugh
Pat Reddish
Pete Beasley
Ted Knight
Theresa Flick

MEMBERS ABSENT

Angie White
Equilla Wheeler
John Hemken
Kimberly Baxley
Lewrissa Mainwaring
Tiffany Wiggins

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Larry Trowbridge, CSCLM
Cathy Galica, CSCLM
Iris Pozo, CSCLM
Laura Byrnes, CSCLM
Zachary Johns, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney
Charles Williams, DEO
Daniel Harper, DEO
Richard Powell, Powell, Jones, and Assoc
Nithya Pramekumar, TPMA
Patrick Gillen, TPMA
Joyce Wilson, NCBDC

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Vice-Chair, at 11:32 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the December 8, 2021, meeting. Deb Stanley seconded the motion. Motion carried.

LUNCH / PRESENTATIONS

DEO Annual Performance Review

Charles Williams and Daniel Harper reviewed the annual performance report for the 2020-2021 program year. CLM did not meet one goal in the dislocated worker category. They explained that due to a limited number of participants in the program, meeting the goal successfully would be difficult. CLM has a history of successful performance, therefore in this instance there will be no sanctions. There were four findings in the programmatic monitoring review.

Performance goals are being negotiated for the 2022-2023 program year.

They congratulated CLM on a successful year.

Audit Report

Richard Powell thoroughly reviewed the report. He was happy to state that there were no findings. He explained that CLM stayed within budget and increased reserves. Rusty Skinner thanked the hard work of Susan Heller and the accounting team.

Al Jones made a motion to approve the final auditing report. Carl Flanagan seconded the motion. Motion carried.

Strategic Plan Presentation

Nithya Pramekumar and Patrick Gillen reviewed the strategic plan as well as the updates to the mission and vision statements. Charles Harris inquired to adding safeguards within the plan that would allow continued delivery of services when there is economic uncertainty. Nithya Pramekumar explained that a risk management approach can be incorporated into the strategic plan. A final plan will be presented at the June board meeting for approval.

DISCUSSION ITEMS

State Update

Rusty Skinner updated the board on Bill 1507, noting three areas of discussion:

- Letter Grades: Each workforce region will be given a letter grade based on metrics and performance indicators.
- Credentials of Value: Although the list of credentials has not been finalized yet, there is growing concern that many vital first tier certifications will not be included in the final list. The lack of approved credentialing will have a negative impact on funding for programs that are currently provided through the school system, as well as the under-skilled populations that CLM serves.
- Regional Realignment: CareerSource Florida is vetting a consultant that plans to

meet with workforce representatives and local elected officials to discuss the impact of consolidating workforce regions. The State believes that consolidating the regions will improve cost efficiencies. Rusty Skinner reviewed a variety of reports. He presented the statewide performance indicators report, reflecting our programmatic success in comparison to the other regions and finally reviewed a collaboration summary on how CLM works with community partners and other regions for cost efficiencies. Any new updates will be provided to the board as they come.

Workforce Issues that are Important to our Community

Al Jones recommended board members introduce themselves at board meetings as a way for new members to get to know their fellow community partners and to grow networking opportunities.

ACTION ITEMS

None

CONSENT AGENDA

Performance and Monitoring – 2/8/2022

No Action Items

In the absence of Committee Chair Ted Knight, Cathy Galica provided a summary of the committee activities.

Business and Economic Development – 2/10/2022

No Action Items

In the absence of Committee Chair Pete Beasley, who had to leave early, Cory Weaver provided a summary of the committee activities.

Career Center – 2/17/2022

Welfare Transition Career Coach

Re-entry Navigator

Staffing Firm

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

Marketing and Outreach – 2/23/2022

No Action Items

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

Executive Committee – 3/2/2022

Welfare Transition Career Coach

Re-entry Navigator

Staffing Firm

Background Investigations

ICDS Renewal

National Training Renewal

Agile Workforce Staffing Plan

Brandon Whiteman and Rusty Skinner provided a summary of the committee activities.

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:44 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 9, 2022
Executive Committee, Wednesday, March 2, 2022
Career Center Committee, Thursday, February 17, 2022

TOPIC/ISSUE:

Career Development Coach

BACKGROUND:

In a recent meeting with our Welfare Transition (WT) and Supplemental Nutritional Assistance Program (SNAP) team, they identified the need to increase efforts on placement and retention.

HB1507 directly attaches performance within the WT program to each LWDB's 'letter grade'. We feel we need to be proactive in bolstering staffing that will support positive outcomes of the program.

We are seeking approval to hire one full time Career Development Coach who will work with existing case managers and WT participants to increase focus on Employability Skills, Soft Skills and Work preparation with the WT and SNAP population to support them in job attainment and retention.

POINTS OF CONSIDERATION:

Addition of this position is contingent on sustained funding of the current SNAP program. At this time, we have experienced funding reduction and have moved SNAP costs to WT funding. The position will only be added once budgets are confirmed and appropriate funding is made available.

STAFF RECOMMENDATIONS:

Approve addition of a Career Development Coach to the WT/SNAP team upon funding availability.

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve the Career Coach position contingent on funding. Christie McElroy seconded the motion. Motion carried.

Executive - Ted Knight made a motion to approve the Career Coach position contingent on funding. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 9, 2022
Executive Committee, Wednesday, March 2, 2022
Career Center Committee, Thursday, February 17, 2022

TOPIC/ISSUE:

Re-entry Navigator position

BACKGROUND:

We have recently received funding from the DEO to add a Re-entry Navigator position. This position would be tasked with working with creating and maintaining linkages between correctional institutions and the workforce community, engage community partners to service returning citizens and build additional capacity within the workforce system to better serve justice-involved citizens.

POINTS OF CONSIDERATION:

Funding in the amount of \$175,000 was received to cover a two program year period.

STAFF RECOMMENDATIONS:

Approve the addition of a Re-entry Navigator position

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve the funding allocation for the position and move staff costs to the new funding source. Judy Houlios seconded the motion. Motion carried.

Executive - Ted Knight made a motion to approve the funding allocation for the position and move staff costs to the new funding source. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 9, 2022
Executive Committee, Wednesday, March 2, 2022
Career Center Committee, Thursday, February 17, 2022

TOPIC/ISSUE:

Staffing Firm Collaboration Meeting

BACKGROUND:

In the past we have had co-location agreements with staffing firms within our career centers. We feel that re-engagement of the staffing industry in our centers will be beneficial not only for us, but to the staffing firm(s) that are selected to co-locate. This approach with jointly drive additional foot traffic into our offices.

POINTS OF CONSIDERATION:

At this time, we feel that a meeting with representatives from the staffing industry will better equip us to develop a competitive Request for Proposals (RFP) that will be used to select a firm or firms should we move forward after the collaboration meeting.

STAFF RECOMMENDATIONS:

Approve the release of an announcement/invitation for a collaboration meeting to determine the best approach to an RFP.

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve outreach efforts to staffing firms. Lanny Mathis seconded the motion. Motion carried.

Executive - Ted Knight made a motion to approve outreach efforts to staffing firms. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 9, 2022 Executive Committee, Wednesday, March 2, 2022

TOPIC/ISSUE:

Level I Background Checks Request for Quote (RFQ)

BACKGROUND:

It is our current procedure to conduct a Level I background check on individuals enrolled in our Paid Work Experience (PWE) and Paid Internship (PI) programs. Ballard Investigations, the company we previously used to conduct background checks, dissolved in 2021 and is no longer in operation. It was determined that we should re-procure a service to provide this service to those enrolling in Experiential Learning.

POINTS OF CONSIDERATION:

- Certain criminal convictions might prohibit a candidate from entering into a work-based learning agreement with an employer.
- A Level I Background check will offer a screening tool to help ensure candidates are placed in the appropriate training position.

STAFF RECOMMENDATIONS:

Approve the release of an RFQ to solicit quotes from companies that offer Level I background checks to support the PWE and PI programs.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the release of the RFQ to receive quotes for background check services. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 9, 2022 Executive Committee, Wednesday, March 2, 2022

TOPIC/ISSUE:

Training Provider renewal for Interstate Commercial Driving School (ICDS)

BACKGROUND:

ICDS has submitted a renewal application for continued provider eligibility for one program they wish to add to our Area Targeted Occupation List (ATOL). The program is:

- Commercial Motor Vehicle Class A Driving Program

POINTS OF CONSIDERATION:

Pursuant to local policy *OPS-28 Area Targeted Occupation List and Training Provider Selection* the approval of providers and programs will be based on several sets of criteria – primarily: All programs must operate a minimum of 12 months, must maintain acceptable performance thresholds for outcomes based on enrollments, completions and employment after training and must meet reporting requirements to the Florida Educational and Training Placement Information Program (FETPIP). This provider is licensed with the State of Florida and has reported a 97% completion rate with a 62% placement performance with an average wage of \$60,000 per year. Provider has a history of good performance prior to the pandemic and trains in a high demand occupation.

STAFF RECOMMENDATIONS:

Approve renewal of Interstate Commercial Driving School as a training provider for CMV Class A Driving Program contingent upon a probationary review at 12 months.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the renewal of ICDS as a training provided contingent upon a probationary review in 12 months. Ted Knight seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 9, 2022 Executive Committee, Wednesday, March 2, 2022

TOPIC/ISSUE:

Training Provider renewal for National Training

BACKGROUND:

National Training has submitted a renewal application for continued provider eligibility for one program they wish to add to our Area Targeted Occupation List (ATOL). The program is:

- CDL NOW

POINTS OF CONSIDERATION:

Pursuant to local policy *OPS-28 Area Targeted Occupation List and Training Provider Selection* the approval of providers and programs will be based on several sets of criteria – primarily: All programs must operate a minimum of 12 months, must maintain acceptable performance thresholds for outcomes based on enrollments, completions and employment after training and must meet reporting requirements to the Florida Educational and Training Placement Information Program (FETPIP). The CDL NOW meets CareerSource performance measures based on reported numbers.

STAFF RECOMMENDATIONS:

Approve renewal of National Training as a training provider for CDL NOW.

COMMITTEE ACTION:

Charles Harris made a motion to approve National Training as a training provider. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 9, 2022 Executive Committee, Wednesday, March 2, 2022

TOPIC/ISSUE:

Agile Workforce Staffing Plan

BACKGROUND:

We are looking at ways to increase cross-program participation among our customer base while maximizing performance as we begin to see plans forming in response to HB1507. HB1507 describes a 'no wrong door' method of access for individuals seeking services. This approach requires a staffing pattern that is highly adaptable within all of our various funding streams and services. The attached Agile Workforce Staffing Plan addresses these needs by encouraging additional professional development within our own staff.

POINTS OF CONSIDERATION:

The Agile Workforce Staffing Plan will allow for increased services and a more holistic approach to serving our customers.

STAFF RECOMMENDATIONS:

Approve moving forward with implementation of the Agile Workforce Staffing Plan

COMMITTEE ACTION:

Brandon Whiteman made a motion to approve the staffing plan. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve all consent agenda items. Kevin Cunningham seconded the motion. Motion carried.