



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: June 7, 2022
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Angie White
Arno Proctor
Carl Flanagan
Christie McElroy
Darlene Goddard
Debra Stanley
Fred Morgan
Jeff Chang
John Murphy
Joyce Wilson
Judy Houlios
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Lanny Mathis
Mark Paugh
Pat Reddish
Pete Beasley
Theresa Flick
Tiffany Wiggins

MEMBERS ABSENT

Brandon Whiteman
Charles Harris
Equilla Wheeler
John Hemken
Jorge Martinez
Lewrissa Mainwaring
Ted Knight.

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Larry Trowbridge, CSCLM
Cathy Galica, CSCLM
Laura Byrnes, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney
Patrick Gillen, TPMA
Ben Whitehouse, MCPS

CALL TO ORDER

Kim Baxley, Chair, attended the meeting by phone, which was not conducive to chairing the meeting. The meeting was called to order by Fred Morgan, Treasurer, 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 March 9, 2022, meeting. Deb Stanley seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Fred Morgan introduced new member Joyce Wilson. Joyce Wilson will be representing the Nature Coast Business Development Council.

RELATED PARTIES CONTRACT APPROVALS 2022-2023

Master Contracts Requiring 2/3rds Vote

1. Citrus County Chamber of Commerce
Kathy Judkins made a motion to approve the Citrus County Chamber of Commerce contract. Carl Flanagan, Kevin Cunningham, and John Murphy abstained due to a conflict. Mark Paugh seconded the motion. Motion carried.
2. Levy County Schools
Carl Flanagan made a motion to approve the Levy County Schools contract. Christie McElroy abstained due to a conflict. Kathy Judkins seconded the motion. Motion carried.
3. College of Central Florida
Pat Reddish made a motion to approve the College of Central Florida contract. Mark Paugh abstained due to a conflict. Deb Stanley seconded the motion. Motion carried.

Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities

4. Ancorp
Deb Stanley made a motion to approve the Ancorp contract. Arno Proctor abstained due to a conflict. Carl Flanagan seconded the motion. Motion carried.
5. Key Training Center
Kathy Judkins made a motion to approve the Key Training Center contract. Theresa Flick abstained due to a conflict. Mark Paugh seconded the motion. Motion carried.
6. Lockheed Martin
Carl Flanagan made a motion to approve the Lockheed Martin contract. Jeff Chang abstained due to a conflict. Fred Morgan seconded the motion. Motion carried.
7. A & M Manufacturing
Al Jones made a motion to approve the A & M Manufacturing contract. John Hemken disclosed a conflict but was not present to abstain. Kathy Judkins seconded the motion. Motion carried.
8. Ocala Housing Authority
Deb Stanley made a motion to approve the Ocala Housing Authority contract. Judy Houlios abstained due to a conflict. Kathy Judkins seconded the motion. Motion carried.

Contracts Not Requiring 2/3rds Vote – No Conflicts

9. Marion County School Board
10. Ocala Metro Chamber and Economic Partnership
11. Eckerd Connects - Youth Services Contracting
12. Thomas P. Miller and Associates
13. Underwood and Sloan
14. Powell and Jones – Joint Auditing
15. Powell and Jones – Subrecipient Monitoring
16. CD Staffing
17. Region 6 Financial Services Agreement

Al Jones made a motion to approve all other contracts. Deb Stanley seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner summarized the Monitoring report. He noted that the monitors found three areas in financial disclosures and board governance that had other non-compliance issues (ONI).

- Board members not filing financial disclosures timely
- Board members not completing board orientation and annual training timely
- Board governing documents not disclosing the length of retention for minutes of actions taken by the Board

Letter Grades

Rusty Skinner explained that the State has released the criteria and formula for issuing letter grades to the workforce boards. The report prompted several concerns. CLM leadership drafted a response outlining concerns and suggestions for standards in implementation. Carl Flanagan agreed with the concerns of the management team.

Workforce Issues that are Important to our Community

There were no discussion items

Financial Disclosure Forms / Annual Conflicts Reminder

Rusty Skinner reminded the board members of filing their financial disclosures by July 1 to avoid penalties.

ACTION ITEMS

Strategic Plan

Dale French explained that all suggestions have been integrated into the plan since the last board meeting, which has also been presented to all the committees. The plan will be implemented beginning July 1, 2022. Theresa Flick made a motion to approve the Strategic Plan. Arno Proctor seconded the motion. Motion carried.

Schedule of Operations

Al Jones made a motion to approve the 2022-2023 Schedule of Operations. Carl Flanagan seconded the motion. Motion carried.

2022/2023 Budget

Dale French reviewed the proposed preliminary budget. A decrease in funding was

anticipated. To offset this expected decrease measures were taken. There was a freeze in hiring non-essential positions and switching healthcare providers came with a significant savings. Deb Stanley made a motion to approve the preliminary 2022-2023 budget. Mark Paugh seconded the motion. Motion carried.

Targeted Occupation List

Carl Flanagan made a motion to approve the targeted occupation list providers and programs. Al Jones seconded the motion. Motion carried.

CONSENT AGENDA

Nominating Committee 5/4/2022

Affirmation of Chair

Nomination of Vice Chair

Nomination of Treasurer

Rusty Skinner reviewed the affirmation of Brandon Whiteman as Chair, as well as the nominations of Al Jones as Vice Chair and Fred Morgan as Treasurer. He asked if there were any other nominations. No other nominations were presented.

Deb Stanley made a motion to accept the affirmation of Chair and nominations for Vice Chair and Treasurer. Darlene Goddard seconded the motion. Motion carried.

CEO Contract Review- 5/11/2022

CEO Contract Renewal

Fred Morgan stated that Rusty Skinner requested that his salary remain the same for the upcoming program year. Deb Stanley made a motion to approve Rusty Skinner's 2022-2023 contract. Mark Paugh seconded the motion. Motion carried.

Performance and Monitoring – 5/10/2022

DOE 2021 Monitoring Report

Subrecipient Monitor

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

Business and Economic Development – 5/12/2022

No Action Items

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

Career Center – 5/19/2022

Learning Alliance Apprenticeship

Background Check Contractor

Job Search Readiness OPS-07

In the absence of Committee Chair Charles Harris, Larry Trowbridge provided a summary of the committee activities.

Marketing and Outreach – 5/25/2022

No Action Items

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

Executive Committee – 6/1/2022

2022-2023 Annual Benefits Renewal

Administrative Plan

Youth Build Grant Award

2022/2023 Budget

Staff Increases

Rusty Skinner provided a summary of the committee activities.

Mark Paugh made a motion to approve the Performance and Monitoring, Career Center and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Kathy Judkins shared that SECO will be donating a drone to CLM communications department to further their media efforts.

Mark Paugh announced that funding was approved for their new nursing building.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:21 p.m.

APPROVED:

CareerSource CLM - All Contracts July 1, 2022 - June 30, 2023

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
Master Contracts Requiring 2/3rds Vote						
1	Citrus County Chamber of Commerce	Employer outreach and job development services	\$ 20,000.00		C	John Murphy, Carl Flanagan, Kevin Cunningham
2	Levy County Schools	Training services and facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed.	\$ 10,000.00		C	Christie McElroy
3	College of Central Florida	Staff training services and facility usage and rental fees. This is a blanket approval but to not exceed. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage.	\$ 400,000.00		C	Mark Paugh
Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities						
4	ANCORP	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Arno Proctor
5	Key Training Center	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Theresa Flick
6	Lockheed Martin	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Jeff Chang
7	A&M Manufacturing	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	John Hemken
8	Ocala Housing Authority	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Judy Houlios
Contracts Not Requiring 2/3rds Vote						
9	Ocala Metro Chamber & Economic Partnership (CEP)	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00		C	
10	Marion County School Board	Staff training services and facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at MTC.	\$ 50,000.00		C	
11	Eckerd Connects	WIOA youth services provider, supportive services costs providing services to youth in all three counties	\$ 1,017,861.00		S	
12	Thomas P. Miller and Associates	One Stop Operator Contract	\$ 85,000.00		S	
13	Underwood and Sloan	Internal monitoring	\$ 50,000.00		C	
14	Powell and Jones	Joint auditing (Financial)	\$ 16,500.00		C	
15	Powell and Jones	Subrecipient monitoring	\$ 3,800.00		C	
16	CD Staffing	Payroll for PWE/PWI agreements	30% Mark up		C	
17	Region 6	Financial Services Agreement	\$ 55,000.00		C	



RECORD OF ACTION/APPROVAL

Board Meeting Tuesday, June 7, 2022

TOPIC/ISSUE:

Approval of 2022-2023 contracts

BACKGROUND:

POINTS OF CONSIDERATION:

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

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**CareerSource Citrus Levy Marion
Board Contract Approvals - June 7, 2022
PY 2022-23 Contracts**

Board Members	Attended	Master Contracts							
		1	2	3	4	5	6	7	8
Al Jones	1	1	1	1	1	1	1	1	1
Angie White	2	1	1	1	1	1	1	1	1
Arno Proctor	3	1	1	1	Abstain	1	1	1	1
Carl Flanagan	4	Abstain	1	1	1	1	1	1	1
Christie McElroy	5	1	Abstain	1	1	1	1	1	1
Darlene Goddard	6	1	1	1	1	1	1	1	1
Debra Stanley	7	1	1	1	1	1	1	1	1
Fred Morgan	8	1	1	1	1	1	1	1	1
Jeff Chang	9	1	1	1	1	1	Abstain	1	1
John Murphy	10	Abstain	1	1	1	1	1	1	1
Joyce Wilson	11	1	1	1	1	1	1	1	1
Judy Haulios	12	1	1	1	1	1	1	1	Abstain
Kathy Judkins	13	1	1	1	1	1	1	1	1
Kevin Cunningham	14	Abstain	1	1	1	1	1	1	1
Kimberly Baxley	15	1	1	1	1	1	1	1	1
Mark Paugh	16	1	1	Abstain	1	1	1	1	1
Nelson Mathis, Jr.	17	1	1	1	1	1	1	1	1
Pat Reddish	18	1	1	1	1	1	1	1	1
Pete Beasley	19	1	1	1	1	1	1	1	1
Theresa Flick	20	1	1	1	1	Abstain	1	1	1
Tiffany Wiggins	21	1	1	1	1	1	1	1	1
Brandon Whiteman	Did not attend								
Charles Harris	Did not attend								
Equilla Wheeler	Did not attend								
John Hemken	Did not attend								
Jorge Martinez	Did not attend								
Lewrissa Mainwaring	Did not attend								
Ted Knight	Did not attend								
Total Votes		18	20	20	20	20	20	21	20
Total # of Board Members Attending at Time of Vote		21	21	21	21	21	21	21	21
% Board Members Approving without Abstention		86%	95%	95%	95%	95%	95%	100%	95%

CERTIFICATION:

DATE: 6/20/22


Kim Baxley, Board Chair

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Arno E Proctor, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- asp inured to the special gain or loss of ANCORP, by _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

OJT and Custom Business Training

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2022

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Flanagan Carl Douglas</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>16155 West Pinedale Circle</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY <i>Crystal River Citrus</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED <i>6/7/2022</i>	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Carl Douglas Flanagan, hereby disclose that on June 7, 2022 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Citrus County Chamber of Commerce, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am a Life Director of the Citrus County Chamber of Commerce

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

June 7, 2022
Date Filed

Carl Douglas Flanagan
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Christie McElroy, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Levy County School District ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The CareerSource Board was voting on monies provided for Levy County School District support. As an employee of Levy County School District, this was a conflict for me to vote.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2022

Date Filed

Christie McElroy
Signature

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Jeffrey Chang, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Lockheed Martin, by whom I am retained; or
- inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

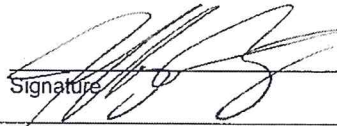
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

\$20,000 Grant for On-the Job Training, Custom Business Training, Apprenticeships

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

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LAST NAME—FIRST NAME—MIDDLE NAME John Murphy		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 9807 E Lake Tahoe Dr		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Inverness	COUNTY Citrus	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/7/2022		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

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Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

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A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, John Murphy, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)


- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Citrus County Chamber of Commerce, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Annual contract with the Citrus County Chamber of Commerce of which I am a board member

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2022
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Judith Houlios, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Ocala Housing Authority, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Board Member of CareerSourceFLM & employee of Ocala Housing Authority

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2022
Date Filed

Judith Houlios
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Cunningham Kevin David</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)</i>
MAILING ADDRESS <i>2421 N Lecanto Hwy</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>Lecanto FL Citrus</i>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED <i>6/7/2022</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kevin D Cunningham, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

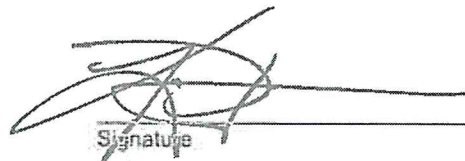
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Master Contract for funding Citrus County Chamber of Commerce of which I am a Life Time Board Member.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2022

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Paugh, Mark Lee</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>3001 SW College Rd, Marion</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>Ocala</i>	COUNTY <i>Marion</i>
DATE ON WHICH VOTE OCCURRED <i>6/7/2021</i>	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mark Lee Paugh, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of College of Central Florida, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Contract for leased office space

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/22
Date Filed

Mark Lee Paugh
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Flick Theresa Darts	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 11309 W. Amerindian Ct.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Crystal River Citrus	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 6/7/2022	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Theresa Flick, hereby disclose that on June 7, 20 22 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Key Training Center, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

OJT + custom business training, apprenticeships contract with my employer (Key Training Center) was brought to Board for vote. I am a CLM CareerSource Board member.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2022
Date Filed

Theresa Flick
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



RECORD OF ACTION/APPROVAL

Board Meeting Tuesday, June 7, 2022

TOPIC/ISSUE:

Strategic Plan

BACKGROUND:

Our last strategic planning took place in 2015. We began the process of developing an updated strategic plan in October 2021. We felt it was important to begin strategizing on how to best accomplish the goals set forth in the REACH act, created through HB1507.

POINTS OF CONSIDERATION:

Community input sessions took place in the three-county region in the latter part of 2021. Additional follow up sessions took place in December 2021 for those partners that had additional input or were unable to attend the first sessions. The input gathering efforts concluded with a meeting with the board of directors on February 9, 2022, to review a draft plan and garner final input with a goal of presenting the final plan to the full board at the March 9, 2022 meeting. The planning schedule was as follows:

October 19-22, 2021 – First stakeholder meetings in each county
December 14-16, 2021 – Follow up stakeholder meetings in each county
February 9, 2022 – Strategic Planning session – CLM Board of Directors
March 9, 2022 – Rollout of final plan

STAFF RECOMMENDATIONS:

Approve the new strategic plan as presented.

BOARD ACTION:

Theresa Flick made a motion to approve the Strategic Plan. Arno Proctor seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting Tuesday, June 7, 2022

TOPIC/ISSUE:

Subgrantee Agreement Compliance- Schedule of Operations

BACKGROUND:

The Subgrantee Agreement calls for certain approvals by the Board.

g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one- stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily-accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown

POINTS OF CONSIDERATION:

Requires the Board to set hours of operation and official dates of closure. Holiday schedule should be either federal, state or county schedule. Board can give prior approval to deviations to the schedule.

CLM has 10 holiday closures, the same number as the federal schedule, except that instead of Washington's Birthday and Columbus Day, CLM has the Friday after Thanksgiving and Christmas Eve.

In addition, CLM offices/centers close four (4) times per year for staff training. For hours of operation, CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm.

STAFF RECOMMENDATIONS:

Adopt the Federal Holiday Schedule, with the following deviation: substitute the Friday after Thanksgiving and Christmas Eve for Washington's Birthday and Columbus Day, Christmas Day will be observed on Monday, December 26, 2022.

Approve CEO designating up to four (4) staff training days per year, providing the Board and DEO at least two weeks advanced notice with the notice posted on each office and on the website and through social media.

Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm.

BOARD ACTION:

Al Jones made a motion to approve the 2022-2023 Schedule of Operations. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Executive Meeting - Wednesday, June 1, 2022

TOPIC/ISSUE:

Draft 2022 Budget

BACKGROUND:

POINTS OF CONSIDERATION:

This budget is based on the following:

- Estimated carry forward funds from current year grants.
- Estimated funds for RESEA, Disabled Veterans and Supplemental Nutrition Assistance grants.

STAFF RECOMMENDATIONS:

Approve draft 2022 Budget

COMMITTEE ACTION:

Al Jones made a motion to approve the draft 2022-2023 budget. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to approve the preliminary 2022-2023 budget. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting Tuesday, June 7, 2022

TOPIC/ISSUE:

Training Provider/Program Certification for PY 2022-2024

BACKGROUND:

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and DEO State policy guidance #90, all training providers are required to recertify their eligibility to provide training services as well as provide performance information for the programs they wish to have included on our Area Targeted Occupation List (ATOL). Final certification must occur prior to June 30, 2022, in order for a school to be eligible to receive WIOA/WT funding for mutually participating customers for program year beginning July 1, 2022. Approval of training providers and programs is required by the board.

POINTS OF CONSIDERATION:

The attached spreadsheet is a compilation of the current training providers requiring recertification. Some providers have a future date of recertification based on the original application date. They have been included for approval of continued for the next program year. Programs have been recommended to be Approved, or Not Approved based on program performance requirements (OPS-28) and relation of the program to a targeted sector.

STAFF RECOMMENDATIONS:

Approve Targeted Occupation List per the approved programs and providers recommended on the attached list.

BOARD ACTION:

Carl Flanagan made a motion to approve the targeted occupation list providers and programs. Al Jones seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Nominating Committee - Wednesday, May 4, 2022

TOPIC/ISSUE:

Affirmation of Chair – Brandon Whiteman
Program years: July 2022 – June 2023 and July 2023 – June 2024

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

John Murphy made a motion to affirm Brandon Whiteman as Chair for the 2022-2023 and 2023-2024 program years. Charles Harris seconded the motion. Motion Carried.

BOARD ACTION:

Deb Stanley made a motion to accept the affirmation of Chair and nominations for Vice Chair and Treasurer. Darlene Goddard seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Nominating Committee - Wednesday, May 4, 2022

TOPIC/ISSUE:

Nomination of Vice Chair

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

John Murphy made a motion to accept Al Jones as the nominee for Vice-Chair for the 2022-2023 and 2023-2024 program years. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to accept the affirmation of Chair and nominations for Vice Chair and Treasurer. Darlene Goddard seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Nominating Committee - Wednesday, May 4, 2022

TOPIC/ISSUE:

Nomination of Treasurer

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Charles Harris made a motion to accept the nomination of the Fred Morgan as the Treasurer. John Murphy seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to accept the affirmation of Chair and nominations for Vice Chair and Treasurer. Darlene Goddard seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
CEO Review Committee - Wednesday, May 11, 2022

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2022 – 2023

BACKGROUND:

CEO Salary History		
Year	Salary	Increase
2016 - 17	\$ 120,000.19	3%
2017 - 18	\$ 123,600.26	3%
2018 - 19	\$ 127,308.00	3%
2019 - 20	\$133,036.86	4.5 %
2020 - 21	\$137,027.97	3%
2021 - 22	\$137,027.97	0%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Brandon Whiteman made a motion to approve Rusty Skinner's contract beginning on July 1, 2022 with the same terms in the contract that were granted last year, leaving compensation items as is. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to approve Rusty Skinner's 2022-2023 contract. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022 Performance and Monitoring Committee - Tuesday, May 10, 2022

TOPIC/ISSUE:

Department of Education Monitoring Report (Ticket to Work)

BACKGROUND:

We are annually monitored by the Department of Education (DOE) for purposes of maintaining in good standing for Ticket to Work program affiliation. We received the results of this monitoring on February 11, 2022 as conducted by DOE for the period of January 1, 2021 through November 30, 2021.

POINTS OF CONSIDERATION:

As shown in the report our risk rating is 20 and considered low. There were no issues reported for the period.

STAFF RECOMMENDATIONS:

Accept the monitoring report as issued by DOE on February 11, 2022.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the DEO monitoring report. Arno Proctor seconded the motion. Motion carried

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022 Performance and Monitoring Committee - Tuesday, May 10, 2022

TOPIC/ISSUE:

Approve Powell & Jones as subrecipient monitor.

BACKGROUND:

Pursuant to the Workforce Innovation and Opportunity Act all local workforce development boards are required to procure a firm to conduct subrecipient monitoring of CareerSource CLM funding. Powell & Jones submitted a proposal for a new agreement. They were the only company submitting a proposal.

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. They have done a good job in the monitoring and have been responsive to CSCLM requests. The contract will be in effect for UP TO five program years and will be negotiated annually.

STAFF RECOMMENDATIONS:

Requesting approval to contract with Powell & Jones as a Sole Source.

COMMITTEE ACTION:

Arno Proctor made a motion to approve a five-year contract with Powell and Jones as a sole source. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Career Center Meeting - Thursday, May 19, 2022

TOPIC/ISSUE:

Approval of Learning Alliance Corporation as an eligible training provider AND approval of training programs/apprenticeships.

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*. In accordance with 20 CFR ss 680.470, registered apprenticeship programs are given automatic approval status on local workforce development board's eligible provider training list.

POINTS OF CONSIDERATION:

Learning Alliance Corporation has submitted the required documentation requesting the following apprenticeships.

Telecommunications Technician
Cyber Security Technician
Multimedia Producer
Digital Marketer
Database Technician
Computer Support Specialist

STAFF RECOMMENDATIONS:

Acknowledge automatic approval of Learning Alliance Corporation as an approved training provider in LWDB 10 and approve the following programs based on local need:

Telecommunications Technician
Cyber Security Technician
Multimedia Producer
Digital Marketer
Database Technician
Computer Support Specialist

COMMITTEE ACTION:

David Benthussen made a motion to approve Learning Alliance Corporation as a training provider and approved the six recommended programs. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Career Center Meeting - Thursday, May 19, 2022

TOPIC/ISSUE:

Approve CastleBranch as Level I Background Check contractor

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. An RFQ was sent out to bids. CastleBranch was the only submission.

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.
- Cost has been quoted at \$25.10 per background check.

STAFF RECOMMENDATIONS:

Requesting approval of contract for CastleBranch to provide Level I background checks to support the PWE and PI programs.

COMMITTEE ACTION:

David Benthussen made a motion to approve the sole source contract for Level 1 background checks. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Career Center Meeting - Thursday, May 19, 2022

TOPIC/ISSUE:

Job Search/Job Readiness (JSJR) – OPS 07

BACKGROUND:

The job search/job readiness assistance activity is a core activity designed to assist Welfare Transition participants with seeking and finding employment to become self-sufficient.

JSJR is the activity that includes the act of seeking or obtaining employment, as well as learning how to seek employment. Preparing for employment is also part of this activity.

While we adhere to this practice in our Centers, we have not had a written policy and we feel the addition will enhance consistency in our workforce system.

POINTS OF CONSIDERATION:

This policy to provide guidance to Welfare Transition Staff on policies and procedures for assigning and tracking participation in this activity following 45 CFR 261.60-62; 45 CFR 262; section 445.010 F.S. and Florida's Work Verification Plan.

STAFF RECOMMENDATIONS:

Approve the Job Search/Job Readiness Policy (OPS-07), in accordance with Welfare Transition Program regulations.

COMMITTEE ACTION:

David Benthussen made a motion to approve the Job Search/Job Readiness Policy (OPS-07). Lanny Mathis seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Executive Meeting - Monday, May 16, 2022

TOPIC/ISSUE:

Annual benefits renewal.

BACKGROUND:

The annual health insurance renewals are July 1, 2022. Renewal rates were received through Benefit Advisors.

Initially, Florida Blue presented renewal rates that average a 12% increase over last year. After some negotiating, they were able to bring the increase down to 4% over last year. United Health Care presented several options comparable to the plans offered by FL Blue. The United Health Care Plans presented a decrease in premiums for employee only and family plans between 19.4% and 32.86%. Compared to the renewal, the savings are closer to 20%. A spreadsheet detailing the comparison in plans is attached.

POINTS OF CONSIDERATION:

Ancillary Benefits

- Company paid Principal Dental plan- rates decreased by 5.2% (\$89 per month / \$1,075 Annual decrease)
- Company paid Principal Group Life -rates remain the same
- Company paid Principal Short-Term disability rates -decreased by 5.8% (\$77 per month / \$926 annual decrease)
- Voluntary Life- rates remain the same
- Company paid Principal dependent Life - rates remain the same
- Principal Voluntary Vision plan -rates remain the same.

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with United Health Care Level Funded Plans (4) options listed below:

1. HE2000Rx10i8021 HSA – we recommend that the company offer \$360.00 one-time contribution to the HSA. The monthly company share of the premium plus the HSA contribution will be \$563.32. \$0.00 cost to the employee.
2. P5000i8021– Monthly rate of \$567.30 This plan will be used as the baseline employer contribution amount for the remaining plans. This plan will be offered at \$0.00 cost to the employee.

3. PROE100010i8021–We recommend the company pay the baseline amount of \$567.30. Monthly employee contribution will be \$115.63
4. E500i10021– We recommend the company pay the baseline amount of \$567.30. Monthly employee contribution \$188.12

All of the UHC plans have nationwide coverage, and no primary physician has to be assigned. With Florida Blue, there is a true HMO and PPO difference, and you have to provide a Primary's name with the HMO plans.

Also recommend continuing with all Principal plans as currently contracted – with the decrease changes as shown on the attached spreadsheet.

COMMITTEE ACTION:

Rusty Skinner and Dale French reviewed the new proposed benefit plan and the cost savings for the employees as well as the company. Charles Harris made a motion to approve the proposed plan. Brandon Whiteman with Two Twelve Benefits declared a conflict and abstained from the vote. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Executive Meeting - Wednesday, June 1, 2022

TOPIC/ISSUE:

Administrative Plan

BACKGROUND:

An administrative plan is a vital component of operation for each Local Workforce Development Board (LWDB) providing the structure and format in which the LWDB will carry out its administrative functions.

POINTS OF CONSIDERATION:

Our last Administrative Plan was revised in 2019. This revision was needed to update on job titles and minor changes in processes.

STAFF RECOMMENDATIONS:

Approve the revised Administrative Plan as presented.

COMMITTEE ACTION:

Al Jones made a motion to accept the updates to the Administrative Plan. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Executive Meeting - Wednesday, June 1, 2022

TOPIC/ISSUE:

YouthBuild grant award

BACKGROUND:

We were notified on April 27, 2022 that our grant application for the next round of YouthBuild funding had been approved.

POINTS OF CONSIDERATION:

This grant cycle includes funding for 48 participants and will result in the construction of four (4) homes through our partnership with Habitat for Humanity. The grant includes a four-month planning period, 24 months of performance and 12 months of follow-up. The official begin date of the grant is May 2, 2022. Funding in the amount of \$844,712.00 has been approved.

STAFF RECOMMENDATIONS:

Accept funding in the amount of \$844,712.00.

COMMITTEE ACTION:

Pete Beasley made a motion to accept the grant award. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting - Tuesday, June 7, 2022
Executive Meeting - Wednesday, June 1, 2022

TOPIC/ISSUE:

CLM Staff Increases

BACKGROUND:

The last Cost of Living Adjustment (COLA) provided to staff was approved at the June 3, 2020, board meeting. This increase was a 3% increase for all staff. Staff increases in previous years have been considered, but not acted upon due to rising costs of healthcare benefits. These additional costs were absorbed by the organization in lieu of staff increases.

POINTS OF CONSIDERATION:

1. We have changed healthcare providers for the upcoming program year and have realized significant cost savings to staff as well as the organization.
2. Cost of living expenses have raised exponentially the last several years.

STAFF RECOMMENDATIONS:

Approve a 3% increase for all staff effective July 1, 2022, dependent on available funding in the finalized budget.

COMMITTEE ACTION:

Charles Harris made a motion to approve the 3% cost of living increase for staff pay pending the final budget. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, and Executive committee consent agenda items. Kathy Judkins seconded the motion. Motion carried.