



BOARD MEETING AGENDA

Wednesday, September 7, 2022 – 11:30 a.m.

College of Central Florida – Levy Campus – Conference Center
15390 US 19, Chiefland, FL 32626

Join Zoom Meeting: <https://us02web.zoom.us/j/89061721141>
Conference Line: 1 646 558 8656 Meeting ID: 890 6172 1141

Call to Order		B. Whiteman
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		B. Whiteman
Approval of Minutes, June 7, 2022	Pages 3 - 49	B. Whiteman
Board Member Introductions		B. Whiteman

LUNCH

DISCUSSION ITEMS

State Update		R. Skinner
Redesignation Criteria	Pages 50 - 55	R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Workforce Housing		R. Skinner

ACTION ITEMS

Budget 2022-2023	Pages 56 - 57	D. French
One Stop Operator	Pages 58 - 60	D. French

CONSENT AGENDA

<u>Performance and Monitoring – 8/9/2022</u>	Page 61	J. Chang
Monitoring Report		

<u>Business and Economic Development – 8/10/2022</u>		P. Beasley
No Action Items		

<u>Career Center – 8/18/2022</u>	Pages 62 - 64	C. Harris
ITA Waiver Extension		
OJT Reimbursement Cap		
LT3 Academy		
Rapid Response Policy		

OUR VISION STATEMENT

To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.



Marketing and Outreach – 8/17/2022
No Action Items

C. Flanagan

Executive Committee – 8/31/2022
Rapid Response Policy
2022 FWDA Summit Sponsorship
Collection of Demographic Data
Final Budget 2022-23
ITA Waiver Extension
NCBDC MOU Renewal
Performance Negotiations
Local Plan Updates

Pages 65 - 72

B. Whiteman /
R. Skinner

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2022 – 2023 MEETING SCHEDULE						
Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/9/2022	8/10/2022	8/18/2022	8/17/2022	8/31/2022	9/7/2022	CF Levy
11/8/2022	11/9/2022	11/17/2022	11/16/2022	11/30/2022	12/7/2022	CF Ocala
2/7/2023	2/8/2023	2/16/2023	2/22/2023	3/1/2023	3/8/2023	CF Lecanto
5/9/2023	5/10/2023	5/18/2023	5/24/2023	5/31/2023	6/7/2023	CF Ocala

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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

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

LAST NAME—FIRST NAME—MIDDLE NAME Proctor Arno E.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 5393 SW 86th Place	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 Ocala	COUNTY Marion
DATE ON WHICH VOTE OCCURRED 6/7/2022	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

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, 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 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 <i>Crystal River</i>	COUNTY <i>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, 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:

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME McElroy Christie Lynn	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 10640 SE CR 319	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 Trenton	COUNTY Gilchrist
DATE ON WHICH VOTE OCCURRED 6/7/2022	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, 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

Signature

Christie McElroy

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 Chang, Jeffrey James		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 3471 SW 10th Court		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<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	

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, 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.

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 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	

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, 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.

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

LAST NAME—FIRST NAME—MIDDLE NAME Judith Houlios		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 5720 SE 22 Place		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<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: Deputy Director	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

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, 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 CareerSource FL & 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 Cunningham Kevin David		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 2421 N Lecanto Hwy		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY Lecanto FL	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"/> APPOINTEE

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"/> APPOINTEE

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 <i>Flick Theresa Darts</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)</i>
MAILING ADDRESS <i>11309 W. Amerindian Ct.</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <i>Crystal River</i>	COUNTY <i>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.

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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:

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APPOINTED OFFICERS (continued)

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- 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.

DRAFT



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.

DRAFT



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.

Local Area Re-designation Checklist for States

July 22, 2021

Background – In general, WIOA allows the Governor to designate or re-designate local workforce development areas by continuing use of existing areas under WIA (initial and subsequent), for cause (fiscal, performance, or other substantial violations of WIOA), or by creating new local areas with local cooperation. This checklist assumes the third scenario, where the local governments in the existing local areas are engaged and cooperating with the State’s efforts to merge or divide the local areas. Since the State cannot compel local areas to merge as long as the local area meets criteria for subsequent designation, this checklist provides the required steps for voluntary re-designation and engagement strategies that ETA has observed to be helpful. The sequence proposed below may be helpful for planning purposes, however ETA acknowledges that the listed activities are not necessarily sequential. Please note that in instances where some local areas support re-designation and others do not, the State may consider whether it can attain its goals through the identification of planning regions that more closely adhere to regional economies.

Phase I: Policy Review and Data Analysis – The purpose of identifying local areas is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers¹. When the Governor determines that the existing local areas in the State no longer best serve this purpose, the State may pursue voluntary re-designation proceedings. The first step is to review state policies and the available data to inform the re-designation plan.

Phase II: Stakeholder Engagement – The WIOA regulations define consultation as “the process by which State and/or local stakeholders convene to discuss changes to the public workforce system and constitutes a robust conversation in which all parties are given an opportunity to share their thoughts and opinions².” The State should solicit local feedback and engagement early and throughout the life of the re-designation effort to increase cooperation and buy-in.

Phase III: Implementation – Once the State has analyzed the available data, drafted a local area re-designation plan, and gained the support of local stakeholders, the State may then proceed with the technical requirements for designating new local areas.

¹ 20 CFR 679.200

² 20 CFR 675.300

Phase I: Policy Review and Data Analysis				
Activity	Required	Suggested	Status	Citation
Review State policies for local area designation and appeals to ensure that they are WIOA compliant and current. This State policies must be reflected in the WIOA State Plan.		X		WIOA Section 106(b)(1) and 20 CFR 679.230 and 240
Stakeholders at the State level (State workforce development board, the state workforce agency, and staff to the Governor, etc.) must explore whether a given existing local area structure: <ul style="list-style-type: none"> • Is consistent with local labor market areas; • Has a common economic development area; and • Has the Federal and non-Federal resources, including appropriate education and training institutions, to administer activities under WIOA subtitle B, such as K-12, community colleges, quality training providers, and the infrastructure to adequately support a local area). 	X			20 CFR 679.240
State stakeholders should consider: <ul style="list-style-type: none"> • Commuting patterns; • Location quotients (or other industry cluster data); and • The costs and benefits of a potential reorganization including: <ul style="list-style-type: none"> ▪ Financial expenditures; ▪ Potential cost savings and other efficiencies; ▪ Relative administrative burden for maintaining current local area versus re-designating a new local area; and ▪ The State/local relationship and/or local appetite for re-designation. 		X		N/A
Phase II: Stakeholder Engagement				

Develop a draft plan or framework to facilitate local engagement.		X		N/A
Conduct meaningful outreach and consultation with the state board, local elected officials, and local board members (not just board staff).	X			WIOA Section 106(b)(1)(A) an 20 CFR 679.230
Solicit public comment from businesses, community-based organizations, training providers, economic development community, organized labor, and other key stakeholders.	X			20 CFR 679.230(c)
Conduct the re-designation effort in an open and transparent manner by: <ul style="list-style-type: none"> • Conducting public meetings; • Promoting meetings to stakeholders; • Scheduling meetings that are convenient to stakeholders; • Ensuring that meeting facilities are physically accessible; • Providing virtual engagement options (Zoom calls, dedicated e-mail box, etc.); • Documenting the engagement process and the input received. The State should be able to demonstrate where and how it addressed local feedback. 		X		N/A
The State must inform any local areas in a region that wish to merge that funding is available to facilitate the transition process. These funds could be used for the following helpful activities: <ul style="list-style-type: none"> • Convening sessions and conferences; • Renegotiation of contracts and agreements; and • Other activities associated with the re-designation as deemed appropriate by SWDB. 	X			20 CFR 679.280
Be prepared to outline how the proposed re-designation plan would impact local stakeholders (including existing local workforce development		X		N/A

boards and local elected officials) and address local concerns.				
Determine what may encourage local stakeholders to support merging (service efficiencies, cost savings, etc.) Here the State may find it helpful to run sample formula allocations under proposed new structure.		X		N/A
Determine what stakeholders have to lose (influence, contracts). How can the State assuage these concerns?		X		N/A
Phase III: Implementation				
Should it agree with a proposed merger of local areas, the SWDB must make its recommendation to re-designate the local areas to the Governor.	X			20 CFR 679.240(b)
The Governor may approve a request for re-designation at any time.	X			20 CFR 679.240(b)
If the Governor accepts the SWDB's recommendation, it must be reflected in the WIOA State Plan and otherwise communicated to the CEOs. Note: The requirements at 20 CFR 679.250-260 would not apply to the new local area.	X			20 CFR 679.230-240
<p>Once the Governor has designated one or more new local areas, the State and local areas must transition WIOA administration to the new CEO/LWDB in an orderly fashion. Critical activities include:</p> <ul style="list-style-type: none"> • The local elected official(s) in the new local area must establish a CEO agreement in accordance with State policy to reflect the new governance structure and determine the chief local elected official. • The CEO is responsible for the following activities and may include them in the new agreement regarding shared authority (if any): <ul style="list-style-type: none"> ○ Update LWDB bylaws; ○ Update LWDB member nomination process; 	X			20 CFR 679.310(e) and (g), 320, and 360

<ul style="list-style-type: none"> ○ Update LWDB membership to reflect the transition with attention to ensuring that board composition is representative of the entire local area; and ○ Ensure that any existing standing committees representative of the entire local area. 				
The board of the newly established local area must develop a local workforce development plan that reflects the changes to its governance structure and submit the plan to the State ³ .	X			20 CFR 679.550-560
The local board must ensure that there is at least one comprehensive AJC in each local area. The local board should consider the needs of all participants in the local when deciding where to locate AJCs, including affiliates.	X			20 CFR 662.110(c)
The State must reflect governance changes (outlined in the WIOA State Plan ICR) in its WIOA State Plan. Depending on the timing of these changes, the State should include them in its 2022 State Plan, or a subsequent modification.	X			20 CFR 676 Subpart A and WIOA State Plan ICR: https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/State-Plan-ICR.pdf
<p>The WIOA State Plan ICR requires the State to modify its plan to reflect the most up to date information regarding local area designation including the following:</p> <ul style="list-style-type: none"> • Identify the regions and the local workforce development areas designated in the State. • Describe the process used for (re)designating local areas. • Describe the process used for identifying regions under section 106(a) of WIOA. This must include a description of how the State 	X			20 CFR 676 Subpart A and WIOA State Plan ICR: https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/State-Plan-ICR.pdf

consulted with the local boards and chief elected officials in identifying the regions.				Plan-ICR.pdf
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RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022
Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

Updated 2022 Budget

BACKGROUND:

POINTS OF CONSIDERATION:

This budget is based on the following:

- Final carry forward funds from program year 2021.

STAFF RECOMMENDATIONS:

Approve updated 2022 Budget

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the final 2022-2023 budget. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

BUDGET - CSCLM																				
PY 2022(JULY 2022 - JUNE 2023)																				
8/31/2022	*	*	*	*	*	6/30/2023	3/31/2024	*	*	*	*	*	*	6/30/2023	*	6/30/2023	*	*	*	
ITA requirement: 35%	ADULT	YOUTH	TAA	DISL. WORKER	LVER	RURAL	Re-Entry Nav	YTH BUILD 4	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	RECOVERY NAVIGATOR	YOUTH BUILD 3	RAPID RESPONSE	RWB 6	REA	UN- RESTR	TOTAL
REVENUE																				
P.Y. 2022 CONTRACTS	1,208,208	1,150,624	8,059	586,007	-	62,500	-	844,712		117,879	22,668	1,762,874	60,000	-	-	-	7,026	98,286	-	5,928,843
CARRYFORWARD	191,650	165,848	-	339,986	20,642	-	95,967	-	67,763	-	11,109	232,649	189,327	101,121	254,232	37,952	-	57,573	395,448	2,161,268
INCENTIVES/SUPPLEMENTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFER	450,000	-	-	(450,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	1,849,858	1,316,472	8,059	475,993	20,642	62,500	95,967	844,712	67,763	117,879	33,777	1,995,523	249,327	101,121	254,232	37,952	7,026	155,859	395,448	8,090,111
EXPENDITURES																				
TOTAL ITA	40.60%																			
TRAINING:																				
ITA %	43%			25%																
ITA/TRAINING	100,000	-	3,595	23,000	-	24,768	-	-	-	-	-	-	-	-	-	-	-	-	-	151,363
OJT	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000
EMPLOYED WORKER	70,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,000
INTERNSHIPS	55,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55,000
TRAINING SUPPORT	10,000	-	-	2,000	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000
TRAINING STAFF	338,879	-	-	37,653	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	376,532
TOTAL TRAINING	653,879	-	3,595	62,653	-	25,768	-	-	-	-	-	-	-	-	-	-	-	-	-	745,895
OPERATING:																				
SUPPORTIVE SVS.	4,000	181,476	-	-	-	-	-	90,320	-	-	-	82,280	-	-	-	-	-	-	-	358,076
DIRECT CHARGE (STAFF)	-	-	-	-	-	-	57,628	-	19,758	-	-	432,577	92,740	39,040	-	26,392	-	57,791	-	725,926
ECKERD	15,000	584,524	-	30,000	-	-	-	88,883	-	-	-	-	-	-	27,658	-	-	-	-	746,065
DEO STAFF TRAVEL	-	-	-	-	279	-	-	-	-	3,000	3,566	-	-	-	-	-	-	-	-	6,845
OPERATING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32,180	32,180
TOTAL OPERATING	19,000	766,000	-	30,000	279	-	57,628	179,203	19,758	3,000	3,566	514,857	92,740	39,040	27,658	26,392	-	57,791	32,180	1,869,092
PROGRAM SUPPORT:																				
FACILITIES	23,468	78,695	211	20,938	10,469	-	9,134	5,410	492	74,971	17,425	72,020	13,561	5,410	6,956	2,529	7,026	16,301	-	365,017
PROGRAM	124,768	-	-	18,455	52	4,778	-	33,226	3,663	11,241	661	242,610	17,195	7,238	-	4,284	-	3,022	-	471,182
INFORMATION TECHNOLOGY	94,937	108,076	-	17,303	39	3,636	8,131	25,284	2,788	423	503	76,544	13,085	5,508	-	-	-	2,300	-	358,558
OUTREACH	66,642	75,865	-	12,146	28	2,552	-	17,748	1,957	6,005	353	53,731	9,185	3,867	-	-	-	1,614	-	251,694
BUSINESS	149,508	-	-	27,250	-	5,725	-	39,817	4,390	667	-	290,740	20,606	8,674	-	-	-	3,622	-	550,999
SELF SERVICES	116,217	132,301	-	21,182	-	4,450	-	30,951	3,413	515	-	93,701	16,018	6,743	-	-	-	2,815	-	428,309
CAREER SERVICES	201,780	-	-	36,777	-	7,727	-	53,739	5,925	900	-	392,392	27,811	11,707	-	-	-	4,888	-	743,646
TOTAL PROGRAM SUPPORT	777,310	394,937	211	154,051	10,588	28,868	17,265	206,176	22,627	94,724	18,943	1,221,738	117,460	49,148	6,956	6,813	7,026	34,564	-	3,169,405
TOTAL EXPENDITURES	1,450,189	1,160,937	3,806	246,704	10,867	54,635	74,893	385,379	42,385	97,724	22,509	1,736,595	210,200	88,188	34,614	33,205	7,026	92,355	32,180	5,784,391
ADMIN POOL	155,263	35,728	415	22,654	714	5,695	7,843	21,934	4,596	7,317	1,677	187,480	22,291	9,365	387	3,437	-	9,438	3,604	499,836
GENERAL POOL	59,170	13,616	158	8,634	272	2,170	2,989	8,359	1,751	2,788	639	71,448	8,495	3,569	147	1,310	-	3,597	1,373	190,486
TOTAL INDIRECT COST RATE	214,433	49,343	573	31,288	985	7,865	10,832	30,293	6,347	10,105	2,316	258,929	30,786	12,933	534	4,747	-	13,035	4,977	690,322
BALANCE	185,235	106,192	3,681	198,001	8,790	(0)	10,242	429,041	19,030	10,050	8,952	(0)	8,341	(0)	219,084	(0)	(0)	50,469	358,291	1,615,398
INDIRECT RATE CALCULATION																				IDCR %
DIRECT TOTAL COSTS	1,450,189	1,160,937	3,806	246,704	10,867	54,635	74,893	385,379	42,385	97,724	22,509	1,736,595	210,200	88,188	34,614	33,205	-	92,355	32,180	5,777,364
LESS: LEASES	(48,702)	(75,890)	(103)	(14,401)	(4,495)	(3,782)	(4,853)	(10,308)	(1,345)	(32,386)	(7,536)	(62,407)	(11,142)	(4,562)	(3,504)	(2,514)	-	(8,070)	-	(296,000)
SUBAWARD (ECKERDS)	(15,000)	(766,000)	-	(30,000)	-	-	-	(179,203)	-	-	-	-	-	-	(27,658)	-	-	-	-	(1,017,861)
TOTAL MTDC	1,386,487	319,046	3,703	202,303	6,372	50,854	70,040	195,868	41,040	65,338	14,973	1,674,188	199,058	83,625	3,452	30,691	-	84,285	32,180	4,463,503



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

One Stop Operator Contract

BACKGROUND:

Thomas P. Miller & Associates (TPMA) is our currently contracted One Stop Operator. WIOA requires LWDB's to competitively procure One Stop Operators. TPMA has held the contract for One Stop Operator services since 2017. Our contract has always included two TPMA staff members.

Since January 2020 five staff members assigned to our contract have left or retired from TPMA. This has required us to orient new staff members mid-contract during the last two and a half years. This has hampered our ability to refine their roles and responsibilities as the Operator and effectively carry out the work detailed in their scope of work.

POINTS OF CONSIDERATION:

We feel that the steady turnover of staff has significantly lessened the impact of the One Stop Operator role in our region. Annual monitoring conducted by our third-party monitor, Underwood Sloan & Associates, details the shortcomings of contractual performance. A copy of Underwood Sloan & Associates monitoring report is attached.

STAFF RECOMMENDATIONS:

Terminate the current One Stop Operator contract and temporarily designate CSCLM as the One Stop Operator through April 28, 2023.

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the recommendation that the termination of the One Stop Operator contract be presented to the full board. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

One Stop Operator Review

The monitoring included a review of the current contract between CSCLM and the One Stop Operator to ensure compliance with the contracted scope of work. Agreement PY-21-LOA-05, for Program Year 2021-2022, between CLMRWDB, d/b/a CSCLM, and Thomas P. Miller and Associates, Inc. (TPMA), as well as Modification Number 1 to the above agreement, includes requirements and deliverables for the contractor to adhere to within the scope of work.

CSCLM and USA met April 28, 2022, to discuss TPMA's scope of work, expectations, and recent deficiencies being experienced. Contract documentation with original scope of work and modification number 1, which added additional tasks and budget for strategic planning, were provided to USA. Contract documentation was retrieved from Atlas and CSCLM also provided email records, meeting attendance, and other requested information as needed to complete the review.

The following deficiencies/noncompliance issues were noted.

Scope of Work Deficiencies/Noncompliance Issues

Original contract scope of work:

1. Participate in existing meetings with Center Managers every 6 weeks to provide the ongoing support and technical assistance needed for Center Managers to embrace and implement tactical strategies required to meet performance goals.

CSCLM holds meetings with Center Managers once per week. Since July 1, 2021, TPMA has only attended three of these meetings: August 13, 2021, August 25, 2021, and September 29, 2021.

2. Memorandum of Understanding

Per the scope of work, TPMA will meet with CSCLM Board staff and the Career Center Partners to review and discuss the current Memorandum of Understanding (MOU). Based upon the collective feedback from this meeting, TPMA will develop and execute an updated MOU that accurately establishes the framework for providing services to employers, employees, jobseekers, and others needing workforce services in the CSCLM region. TPMA will ensure that the MOU is executed and implemented within the One-Stop career centers.

The review has found that these tasks have not occurred this program year.

3. Communication

Per the scope of work, TPMA proposed bi-weekly update calls with career center managers and monthly update calls with CSCLM Board staff and leadership to ensure transparency. TPMA will attend all Career Center Committee meetings in-person or via phone at the discretion of committee leadership.

The review has found that pro-active communications and updates have been minimal and not to the frequency outlined in the scope of work. Most communications are on a need basis instead of recurring status touchpoints.

4. Quarterly Reports/Updates

The scope of work calls for quarterly reports of the on-site reviews conducted of the One-Stop centers which identifies areas of strength, challenges and opportunities and provides recommendations to strengthen collaboration and integration of service delivery.

While the additional tasks for the preparation of the Strategic Plan were the focus of the second quarter, the review has found that TPMA has not provided any quarterly reports/updates for this program year, for the first or third quarters.

Modification No 1 scope of work:

5. Presentation of the Strategic Plan at the March 9, 2022, Full Board Meeting

TPMA did not provide the Final Strategic Plan by the deadline needed to present to the Full Board.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Performance and Monitoring Meeting, Tuesday, August 9, 2022

TOPIC/ISSUE:

Independent Monitoring

BACKGROUND:

Underwood Sloan and Associates conducts our annual programmatic, administrative and board monitoring. The attached report is a summary of observations, other non-compliance issues and findings.

POINTS OF CONSIDERATION:

Management has reviewed the report and does not have immediate concerns regarding any notations made by the monitor. No issues appear to be systemic and are easily remedied. The results will be used as a training tool for our staff.

STAFF RECOMMENDATIONS:

Accept the annual monitoring report as presented.

COMMITTEE ACTION:

Al Jones made a motion to accept the monitoring report. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Career Center Meeting, Thursday, August 18, 2022

TOPIC/ISSUE:

50% ITA allocation waiver request

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Approve the submission of the 2022 ITA allocation waiver extension request.

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to accept the waiver extension. Judy Houlios seconded the motion. Motion carried.
Executive -

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Career Center Meeting, Thursday, August 18, 2022

TOPIC/ISSUE:

OPS-69 On the Job Training

BACKGROUND:

Due to recent decreases in funding, and to ensure On the Job Training (OJT) is available to a diverse pool of candidates and businesses, a cap on funding for OJT has been updated in the above referenced policy.

POINTS OF CONSIDERATION:

The requested cap on OJT will allow for more training assistance to be provided to more individuals during this program year.

The cap is identified as:

- \$4,000 per candidate per contract (includes wages, training and all related costs).
 - Excludes OJTs funded through Welfare Transition funding for eligible candidates.

STAFF RECOMMENDATIONS:

Staff requests the approval of this update to OPS-69 to be implemented under our official policies and procedures.

COMMITTEE ACTION:

Jorge Martinez made a motion to approve the OJT reimbursement cap. Christie McElroy seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Career Center Meeting, Thursday, August 18, 2022

TOPIC/ISSUE:

Approval of LT3 Academy 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:

LT3 Academy has submitted the required documentation requesting the following apprenticeships.

Net Synergy Virtual Solutions Apprenticeship INJ
Uptown Standards of Pre-Apprenticeship for Technology and Innovation

STAFF RECOMMENDATIONS:

Acknowledge automatic approval of LT3 Academy as an approved training provider in LWDB 10 and approve the following programs based on local need:

Net Synergy Virtual Solutions Apprenticeship INJ
Uptown Standards of Pre-Apprenticeship for Technology and Innovation

COMMITTEE ACTION:

Tiffany Wiggins made a motion to approve the LT3 Academy as an approved training provider. Judy Houlios seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022
Executive Committee Meeting, Wednesday, August 31, 2022
Career Center Meeting, Thursday, August 18, 2022

TOPIC/ISSUE:

Rapid Response Program – OPS 08

BACKGROUND:

WIOA requires states to implement statewide Rapid Response activities to assist adversely affected employers and workers as quickly as possible following the announcement of a permanent closure, layoff, or natural or other disaster resulting in a mass job dislocation.

Rapid Response promotes economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs and preventing or minimizing the impacts of layoffs on workers, businesses, and communities. Rapid reemployment is a central tenant of Rapid Response and is accomplished by helping affected workers quickly transition to reemployment, minimizing the duration of unemployment, or averting layoffs whenever possible.

An additional requirement for our 2022 Local Plan requires that we provide information of our policy/procedures for Rapid Response.

POINTS OF CONSIDERATION:

This policy will provide guidance to CareerSource Citrus Levy Marion staff on policies and procedures for the Rapid Response Program following CareerSource Florida Administrative Policy 114 and Public Law 113-128, Section 134(c)(2), 20 Code of Federal Regulations (CFR), Part 639, 20 Code of Federal Regulations (CFR), Part 682 and the Training and Employment Guidance Letter (TEGL) 19-62

STAFF RECOMMENDATIONS:

Approve the Rapid Response Program Policy in accordance with the Workforce Innovation and Opportunity Act.

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve the Rapid Response Policy - OPS 08. Judy Houlios seconded the motion. Motion carried.

Executive – Fred Morgan made a motion to approve the Rapid Response Policy – OPS 08. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022
Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

2022 Workforce Professional Development Summit

BACKGROUND:

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

POINTS OF CONSIDERATION:

CLM support will enhance the quality of the Summit

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the \$5000 sponsorship for the 2022 Workforce Professional Development Summit. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

Collection of Demographic Information

BACKGROUND:

Federal regulations required the collection, recording and maintenance of demographic information about an individual's race/ethnicity, gender, disability status for every applicant and registrant. All career Centers must comply with the nondiscrimination and equal opportunity provisions regarding Collection of Demographic Information.

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 will not supersede existing policies but will act as a guide to help staff understand the process by which demographic information is collected for every job seeker.

STAFF RECOMMENDATIONS:

Approve the Collection of Demographic Information Policy (OPS-86) in accordance with WIOA regulations.

COMMITTEE ACTION:

Charles Harris made a motion to approve the Demographic Information Policy (OPS-86). Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

50% ITA allocation waiver request

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Approve the submission of the 2022 ITA allocation waiver extension request.

COMMITTEE ACTION:

Pete Beasley made a motion to approve submittal of the allocation waiver extension request. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

Memorandum of Understanding (MOU) with Nature Coast Business Development Council

BACKGROUND:

Last program year we entered into an MOU with the Nature Coast Business Development Council to maintain the Executive Director position as a CareerSource CLM employee. This was in an effort to provide a more competitive compensation package to hire the best talent. It also provides a direct linkage between workforce and economic development in Levy County and expands our reach in the business community.

POINTS OF CONSIDERATION:

The current MOU expires September 23, 2022. This position is currently budgeted in our 2022-2023 operational budget. This action will result in a modification to the original document contained in this packet.

STAFF RECOMMENDATIONS:

Extend the current MOU through June 30, 2023, with the same terms and conditions.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the extension of the current MOU with Nature Coast Business Development Council through June 30, 2023. Carl Flanagan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022
Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

Performance Negotiations

BACKGROUND:

Every two years the local workforce development boards are given the option to negotiate with the Department of Economic Opportunity their annual performance measures for the Adult, Dislocated Worker, Youth and Wagner Peyser programs. On August 16th, 2022, the DEO released proposed performance figures for the next two program years: 2022-2023 and 2023-2024. The regions were instructed to respond with acceptance or intent to negotiate by August 22, 2022 with all negotiations to take place prior to August 31, 2022. We have attached our proposed goals and DEO's response.

POINTS OF CONSIDERATION:

- For program year 22-23 we are proposing slight decreases in one Adult Measure and three DW measures. We feel that with ongoing impacts of the COVID-19 virus and reduced DW caseloads continue to impact performance. DEO accepted these proposals.
- For program year 23-24 all measures will remain the same as year one with a slight increase negotiated on the DW Employed 2nd Quarter After Exit.

STAFF RECOMMENDATIONS:

Approve performance negotiations based on the following charts for program years 22-23 and 23-24.

COMMITTEE ACTION:

Jeff Chang made a motion to accept the performance negotiations for program years 22-23 and 23-24. Carl Flanagan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

TOPIC/ISSUE:

2020 Local Workforce Services plan approval

BACKGROUND:

Local workforce development boards are required to submit a workforce services plan every four years. Our last plan was instituted in 2020 with a subsequent plan modification due by October 3, 2022. Plan modifications require local workforce boards to detail any updates or revisions to their full workforce services plans two years after publishing the original plan.

Once changes are approved the plan will be posted for public comment for a minimum of 14 days. A copy of the plan will be sent to all committee, board and consortium members for review and comment.

POINTS OF CONSIDERATION:

The following items have been updated in the plan modification:

- Updated Consortium member roster
- Updated CLM Board of Directors roster
- Acquired grants since full plan development – YouthBuild 2021
- Additional customer outreach at community partners
 - New Directions
 - Brother's Keeper
 - Community Home Project
 - Lowell Correctional Facility
- Updated marketing plan to include a focus on:
 - Digital marketing
 - Podcasts
 - Live broadcasts on Facebook Live for monthly business showcases
- Cooperative agreement with Nature Coast Business Development Council
- Rapid Response funding and staffing plan
- Development and implementation of the new strategic plan
- Addition of ITA and OJT spending caps

- Recovery Navigator funding and staffing plan

STAFF RECOMMENDATIONS:

Approve the local plan updates and approve release for public comment on September 5, 2022

COMMITTEE ACTION:

Charles Harris made a motion to approve the local plan updates and release for public comment. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION: