



**Executive Committee Meeting
AGENDA**

Friday, October 7, 2022 – 2:00 p.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/83833499252>

Phone No: 1-646-558-8656 (EST) Meeting ID: 838 3349 9252

Call to Order		B. Whiteman
Roll Call		C. Schnettler
Approval of Minutes, August 31, 2022	Pages 2 - 8	B. Whiteman

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner

PUBLIC COMMENT

ACTION ITEMS

Engagement with Gray Robinson	Pages 9 - 13	R. Skinner
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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

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.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: August 31, 2022
PLACE: College of Central Florida, Enterprise Center
TIME: 9:30 a.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Carl Flanagan
Charles Harris
Fred Morgan
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

Cira Schnettler, CSCLM
Bob Stermer, Board Attorney
Dr. Wilson, TPMA

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Cathy Galica, CSCLM

CALL TO ORDER

The meeting was called to order by Al Jones, Vice-Chair, at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Pete Beasley made a motion to approve the minutes from the June 1, 2022, meeting. Fred Morgan seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update

Rusty Skinner provided the following update:

- We are awaiting next steps for phase two from the State’s consultant on realignment. We will provide updates to the board if any new information is provided at the CareerSource Florida meeting in September.
- The CLM Consortium will be meeting on September 21. That committee plans to discuss the benefits of sending a letter to our legislative delegation and other state officials regarding matters of realignment that may impact our region.

Workforce Issues that are Important to our Community

Rusty Skinner stated that the following topics have been discussed by other committees and staff is researching ways within our scope of work to address the issues:

- Wage compression issues
- School to work transition
- Affordable workforce housing

This committee had no other items to discuss.

PUBLIC COMMENT

None

ACTION ITEMS

2022 FWDA Summit Sponsorship

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

Rapid Response Policy

Cathy Galica explained that we are already operating with rapid response procedures and are adding a formal policy outlining the procedures. Charles Harris added that this item was previously approved by the Career Center Committee as well. Fred Morgan made a motion to approve the Rapid Response Policy – OPS 08. Brandon Whiteman seconded the motion. Motion carried.

Collection of Demographic Data

Cathy Galica stated that although customers are not mandated to provide demographic information, the information is requested, and a policy is needed to reflect our current processes. Charles Harris made a motion to approve the Demographic Information Policy (OPS-86). Pete Beasley seconded the motion. Motion carried.

Final Budget 2022-23

Dale French reviewed the final budget and explained that the draft budget was provided at the June board meeting. The budget can only be finalized after all carryover funds are identified, which typically occurs about 45 days after the beginning of the program year. The final budget does not reflect any major changes from the draft budget. Some funds that were initially allocated to dislocated worker have been transferred to the adult category, which is allowed under WIOA rules. This transfer allows for more flexibility to use the funds for training and aligns with the demand for those services. Carl Flanagan made a motion to approve the final 2022-2023 budget. Jeff Chang seconded the motion. Motion carried.

ITA Waiver Extension

Dale French explained that a waiver extension has been requested and approved by the State for at least ten years. It is anticipated that we will meet the allocation goal. Pete Beasley made a motion to approve submittal of the allocation waiver extension request. Charles Harris seconded the motion. Motion carried.

NCBDC MOU Renewal

Dale French was happy to report that a productive successful relationship has been

built with the Nature Coast Business Development Council since the inception of the MOU. He recommends the renewal of the MOU through June 30, 2023. 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.

Performance Negotiations

Cory Weaver summarized the negotiations report and highlighted the items where negotiations took place and were approved. The Action Sheet for this item will be attached to these minutes. 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.

2022 Workforce Services Plan

Dale French stated that the plan is updated every two years and available for public comment for two weeks. The Action Sheet for this item will be attached to these minutes. Charles Harris made a motion to approve the local plan updates and release for public comment. Jeff Chang seconded the motion. Motion carried.

PROJECT UPDATES

House of Representatives Local Support Grant

Dale French explained that Representative Yvonne Hinson Hays recently attended a YouthBuild wall raising. She was tremendously impressed with the program. She shared that there was a support grant available through the State that might provide additional funds to enhance services for the YouthBuild program. The application for the grant has been submitted and we are awaiting a response.

One Stop Operator

Dale French advised the committee that the One Stop Operator, TPMA, had not been meeting their goals and did not deliver the Strategic Plan in a timely manner to be reviewed by the board of directors. Frequent turnover in their organization has had a negative impact leading to inconsistencies and a decrease in quality of performance. The Action Sheet for this item will be attached to these minutes. 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.

MATTERS FROM THE FLOOR

Al Jones recommended that all board members introduce themselves at the next board meeting since there are many new members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:33 a.m.

APPROVED: _____



RECORD OF ACTION/APPROVAL

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

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:



RECORD OF ACTION/APPROVAL

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:

Ryan Matthews | Ryan.Matthews@gray-robinson.com | T 850.577.9090
301 South Bronough Street, Suite 600, Tallahassee, Florida 32301 | F 850.577.3311

October 5, 2022

Mr. Rusty Skinner, Chief Executive Officer
CareerSource Citrus Levy Marion
3003 SW College Road, Suite 205
Ocala, FL 34474
Via email: rskinner@careersourceclm.com

Re: Engagement with GrayRobinson, P.A.

Dear Mr. Skinner:

Thank you very much for your interest in GrayRobinson, P.A. ("GrayRobinson" or "the Firm"). We appreciate the opportunity to provide governmental consulting services to CareerSource Citrus Levy Marion ("CareerSource"). The Firm is committed to providing the highest level of service in furtherance of your goals. This letter will describe the terms under which that representation will occur, disclose the Firm's reporting responsibilities under the law, and summarize the nature of government consulting services as compared to legal services.

Firm Contacts for Your Representation

You have asked that we represent CareerSource Citrus Levy Marion ("CareerSource") and the Citrus Levy Marion Workforce Development Consortium ("Consortium") before the State of Florida on issues related to the executive and legislative branches of government, including the Executive Office of the Governor's Office of Reimagining Education and Career Help (REACH) as well as the Department of Economic Opportunity. This work will include identification of priorities, formulation of strategy, research, communications with elected officials and staff, and reporting on the status of work specifically related to the reorganization/consolidation of workforce areas.

The entire team of GrayRobinson's lobbyists will be available to advance your interests. However, in order to ensure that your needs are efficiently and fully addressed, Angela Drzewiecki and Katie Flury will be the primary contacts for this representation. If they should ever be unavailable, I would encourage you to contact me, as I will serve as the secondary contact for this representation.

Fees, Costs and Terms

In exchange for these services, CareerSource has agreed to pay the Firm \$5,000 per month for a period of six (6) months beginning with an initial payment of \$5,000.00 on October 1, 2022 and on the first day of each month thereafter. All payments should be remitted to 301 East Pine Street #1400, Orlando, FL 32801 or via ACH transfer or other electronic transfer upon receipt of invoice. Documented, out-of-pocket costs directly attributable to the performance of this work will be billed in addition to the monthly retainer, and these costs may include travel and other expenses incurred on

CareerSource's behalf. Both CareerSource and the Firm have the right to terminate this contract with or without cause with thirty (30) days' notice given.

Lobbyist Registration

Florida law requires that GrayRobinson's lobbyists must register with the state prior to engaging in lobbying activity. Lobbyist registrations are effective when they are received by the state, and lobbying may not occur prior to proper registration. The registration and fee cycle is a calendar year beginning January 1 and ending December 31. Therefore, CareerSource consents for the firm's lobbyists to register to represent CareerSource, and CareerSource agrees to reimburse the Firm for the cost of lobbyist registrations.

Lobbyist registration fees are:

- **Legislature:** \$20 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.
- **Executive:** \$25 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.

Similarly, local governments, before which we may need to appear on your behalf, may also have their own lobbying registration and/or reporting requirements. GrayRobinson will comply with any such jurisdictional ordinances or policies, and will not commence any representation in those jurisdictions until all necessary disclosures or authorizations are filed. You agree to facilitate any required registrations with appropriate paperwork, documentation, and payment of costs associated with such compliance.

Compensation Reporting

Florida law requires that the fees and costs invoiced by Gray Robinson for lobbying services are reportable to the state on a quarterly basis to both the Florida Legislature and the Florida Commission on Ethics. Therefore, CareerSource consents to the quarterly disclosure of compensation paid or owed to GrayRobinson for lobbying activity as required by Chapter 2005-359, Laws of Florida. Such consent is granted so that GrayRobinson may file the specified quarterly reports, disclosing only the information required by Chapter 2005-359, Laws of Florida, and shall remain in effect as long as any GrayRobinson lawyer or non-lawyer lobbyist serves as the client's registered representative before the Legislature and any executive branch agency.

Unless you direct otherwise, the Firm will attribute and report 50% of our fees and reimbursements as legislative branch lobbying fees, and 50% of our fees and reimbursements as executive branch lobbying fees, subject to periodic adjustment by us to reflect our best professional judgment regarding allocation of our efforts associated with this representation.

Confidentiality

In order to ensure the candor and trust in our relationship that forms the basis of effective representation, it is the policy of the Firm to keep strictly confidential all information about your interests and strategies. Because information is our stock in trade and because advancing your interests may depend on it, we ask that you also keep confidential any information we may share with you regarding political strategy, insight, information, or analysis.

Distinguishing Between Lobbying and Legal Services; Conflicts

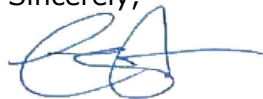
GrayRobinson offers not only legal services but also lobbying services. The Florida Bar treats legal services differently than non-legal services, which includes lobbying and consulting. It is important to understand the distinction between those services relative to conflicts, and the scope of this representation. *This lobbyist engagement does not create an attorney/client relationship between you and our firm.* If legal services are required by CareerSource, we will enter into a separate engagement.

Both lobbyists and lawyers must avoid conflict of interest. Lawyers may not accept a legal client adverse to another legal client in a legal matter, and our lobbyists will decline to accept a lobbying client involved in legal action against an existing legal or lobbying client of the Firm. However, legal services and lobbying are separate and distinct services for the purposes of evaluating conflicts, and, because lobbying frequently involves advocating for potential changes to existing law within the legislative branch or application of the law by the executive branch, the positions advanced on behalf of lobbying clients may or may not differ from legal positions taken on behalf of clients in judicial proceedings. In some instances, lobbying clients may not have a legal conflict, but they may be marketplace competitors or they may take inconsistent positions on one or more lobbying issues. We will bring any such situations to your attention immediately upon discovery and we likewise ask you to contact us immediately if you have similar concerns at any time. Whenever conditions merit, we will implement and maintain an "ethics wall" to maintain complete separation of information, strategy, and personnel associated with the affected lobbying clients.

Under the scope of representation outlined above we know of no lobbying conflicts with our current lobbying clients, and we have discussed our plan for protecting your interest from marketplace competitors via an ethics wall. If you ever have a concern about a perceived or potential conflict, or any other issue we ask that you alert us immediately so we can address it in a mutually acceptable fashion. We will do the same.

I believe the above reflects our understanding. If it does, please sign this agreement and return it to me. I appreciate your attention to this matter and look forward to working with you. Please never hesitate to contact me if we can assist you in any way.

Sincerely,



Ryan Matthews

For: CareerSource Citrus Levy Marion

Date

Attached: Additional Understanding Regarding Representation
Privacy Policy

Additional Understanding Regarding Representation

Payment of Invoices

In the event that our invoices are not timely paid, or that payment terms satisfactory to us are not established, we reserve the right to renegotiate the terms of this engagement and/or to pursue our other remedies, including the right to charge you interest of 1½% per month for any invoice which has not been paid within 30 days of the date the invoice is mailed or emailed to you. We also reserve the right to withdraw as your counsel in the event you fail to honor your agreement with respect to our legal fees or for any just reason as permitted or required under the Florida Code of Professional Responsibility or as permitted by the rules of courts of the State of Florida. In the event of our withdrawal, you will promptly pay for all services rendered by us prior to the date of withdrawal.

Electronic Data

This will serve as our disclosure that the Firm does presently and will continue to maintain confidential and privileged information in electronic form. This practice will be followed in our work on this matter. The Firm does take measures that it understands to be reasonable and consistent with current business practices to protect that information.

Outcome or Result

We will strive to do our best to meet your needs in this and other any matter we subsequently undertake for you. Either at the commencement, or during the course of our representation, we may express opinions or beliefs concerning the litigation or various courses of action and the results that might be anticipated. Any such statement made by any attorney, consultant or employee of our Firm is intended to be an expression of opinion only, based on information available to us at the time, and should not be construed as a promise or guarantee. We cannot and do not make any representations, warranties or guarantees concerning the outcome of this or any representation we undertake. We will give you our best advice, render opinions, and seek to obtain the desired result. In this regard, it is most important that we communicate regularly.

File Retention

Following the termination of the representation/engagement, any otherwise nonpublic information you have supplied to the Firm (unless previously removed or destroyed by specific request) will be retained by us and kept confidential in accordance with applicable rules of professional conduct, and the Firm reserves the right to send such materials to off-site storage at any time. Any retrieval of material once the file is closed may incur an expense for which you will be responsible. The Firm's retention policy provides that we retain stored and closed files for a period of ten (10) years after which they may be destroyed. Thus, if there are any documents which you need from those we possess, we recommend that you obtain them at the conclusion of our work on this matter. Failure to do so will waive and indemnify the Firm from any liability for the destruction of materials.

PRIVACY POLICY

Attorneys, like other professionals who advise on personal financial matters, are now required by a new federal law to inform their clients of their policies regarding privacy of client information. Attorneys have been, and continue to be, bound by professional standards of confidentiality that are even more stringent than those required by this new law. Therefore, we have always protected your right to privacy and do not take lightly the confidence you place in us.

In the course of providing our clients with financial and tax planning and preparation services, employment counseling, bankruptcy activities, certain real estate services, and other certain financial services, we receive significant personal financial information about you either from you or with your authorization. If you are a current or former client of GrayRobinson, P.A. you should know that all information that we receive about you is held in extreme confidence, and is not released to any person or entity outside of this law firm, except as agreed upon by you, or as required under applicable law.

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions regarding this matter. Your privacy, our professional ethics, and the ability to provide you with quality legal services are very important to us.