



College of Central Florida
Enterprise Center, Building 42
3003 SW College Rd, Suite 206
Ocala, FL 34474

Executive Committee Meeting

AGENDA

Wednesday, November 30, 2022 – 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/89423613632>

Phone No: 1-646-558-8656 (EST) Meeting ID: 894 2361 3632

Call to Order		B. Whiteman
Roll Call		C. Schnettler
Approval of Minutes, August 31, 2022	Pages 2 - 4	B. Whiteman

DISCUSSION ITEMS

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

PUBLIC COMMENT

ACTION ITEMS

Recognition Program	Pages 5 - 9	S. Litzinger
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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: October 7, 2022
PLACE: College of Central Florida, Enterprise Center
TIME: 2:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Bob Stermer, Board Attorney

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 2:00 p.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the August 31, 2022, meeting. Charles Harris seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update

Rusty Skinner provided the following update:

- We are assisting CareerSource Flagler Volusia with Hurricane Ian recovery efforts. We have deployed a team of staff and the mobile unit to the Daytona area.
- Ernst and Young has held two meetings with board members and community partners. Rusty Skinner thanked board members that have participated.

Workforce Issues that are Important to our Community

This committee had no items to discuss.

PUBLIC COMMENT

None

ACTION ITEMS

Engagement with Gray Robinson

Rusty Skinner explained that the Consortium has discussed options for hiring a lobbyist to represent our region as realignment developments occur. Carl Flanagan asked about the out-of-pocket expenses that will be billed in addition to the monthly retainer. Rusty Skinner explained that he is confident this will not be an issue or lead to an exorbitant amount of charges. The Action Sheet will be attached to these minutes.

Al Jones made a motion to approve the contract with Gray Robinson. Pete Beasley seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:21 p.m.

APPROVED: _____



RECORD OF ACTION/APPROVAL

Executive Committee Meeting Friday, October 7, 2022

TOPIC/ISSUE:

Engagement of lobbyist

BACKGROUND:

As the realignment process moves forward, it is important that our area's position regarding any future workforce footprint be conveyed to the REACH Office and Ernst and Young. Additionally, it is important that we be able to respond to matters as they are shaping in this process.

While staff have connections with our local legislative delegation to keep them informed, it is critical that the position of our Board and Consortium be effectively communicated to the REACH Office and that our approach be positioned to gain our goal of maintaining our current area, or influencing the development of a new area which is favorable to our three counties.

In collaboration with the Consortium Chair, Commissioner Zalak, several calls have been made to firms that could be our representative in this process.

POINTS OF CONSIDERATION:

The firm of Gray-Robinson has a team with relationships to key agencies in the process and their approach is compatible to the management team's.

STAFF RECOMMENDATIONS:

Staff recommends entering into the agreement presented by Gray-Robinson, using unrestricted funds.

COMMITTEE ACTION:

Al Jones made a motion to approve the contract with Gray Robinson. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee Meeting Wednesday, November 30, 2022

TOPIC/ISSUE:

Recognition program

BACKGROUND:

We have had several staff recognition programs in the past. Staff recognition is key in retaining and recognizing the exceptional work done by staff and needs to evolve with changes in the workforce. We have recently looked at ways to update our program based on staff input gauging importance across a broad demographic.

POINTS OF CONSIDERATION:

A committee of staff members from all areas of the organization was formed to discuss what is important to staff and what areas of our business should be looked at when recognizing staff. The attached plan is a culmination of their ideas creating four distinct levels of recognition.

STAFF RECOMMENDATIONS:

Approve the draft recognition plan to be instituted prior to the new program year.

COMMITTEE ACTION:

BOARD ACTION:

Champions Award (Manager's Award)

The Champions Award was established with the purpose of honoring frontline CSCLM staff who demonstrate traits and characteristics worthy of emulation. Recipients of this award serve as teachers, role models and a confidante to their peers as we prepare the workforce of today for the economic structure of tomorrow.

Process

- This award is linked to the yearly Summit Champions Award nominee process.
- This is the “top” and most “prestigious” recognition award in R10 each year.
- Any “non-supervisory” staff member is eligible for nomination – any role is eligible.
- Each Center Manager or Center Supervisor will be part of a two-person team who will select and nominate one representative per year. Office combinations are...
 - Ocala – 14th St/Talent Center
 - Lecanto/Chiefland
- This totals 2 nominees per year.
- The nominee must qualify by satisfying the following criteria:
 - Not be a supervisor or manager.
 - Have been employed for a minimum of six months.
 - Be Tier 1 certified and up to date on continuing education requirements.
- R10 will recognize a single champion each year (from among the 2 nominees).
- In advance of the state summit, the Region 10 workforce board will pick the yearly winner based on review of a submitted nomination form and a short 5 minute presentation from each of the nominating Center Managers (the presentations are optional based on the desires of board members).
- The winner will represent Region 10 in the Champions event at the summit that year.
- Runners Up receive a \$100 gift card and a nice certificate (or desk plaque).
- The yearly Champion receives a nice display award and a \$250 gift card and is recognized at the Next All Staff meeting.
- DEO staff are eligible to win. If selected CSCLM will donate the \$250/\$100 to the charity of their choice.
- The Nomination Form includes the following qualifying questions...
 - Provide reason(s) for Nomination (pick one or more categories):
 - Enhancements to overall performance
 - Effectiveness within Workforce System
 - Customer Service skills
 - Innovation
 - Peer Leadership
 - Epitomizes the Board/One Stop mission
 - Community Involvements
 - Projects relating to workforce issues.
 - Please provide specific examples of actions or activities the nominee has exhibited to justify the nomination
- A selected Champion cannot be nominated again for five (5) years.
- Nominees who are not selected as the Champion can be renominated again without limitation.

MVP Awards (Peer to Peer)

Peer-to-peer recognition is the act of acknowledging another employee's skills, contributions, and abilities. It provides "peer-to-peer" recognition to staff members who go over and above in their service to customers, colleagues and/or CSCLM.

Process

- This award comes from a staff member's colleagues and is awarded once each quarter at each office based on peer nominating and voting. The awards by quarter are:
 - QI (July to Sep): **Team Player Award** – You offer your skills, knowledge, expertise, and back-up to your colleagues regularly. Your actions hold the team together.
 - **This award is intended to recognize and encourage collaboration.**
 - QII (Oct to Dec): **Top Problem Solver Award** – You are Mr./Mrs. Fix-it. You find a way to solve problems and make things work.
 - **This award is intended to recognize and encourage creative thinking and problem solving.**
 - Q III (Jan to Mar): **Living by Our Values Award** – You integrate CSCLM's values into everything you do, acting as a leader and team anchor during challenging or uncertain times.
 - **This award is intended to recognize and encourage a passion for service and putting customers first.**
 - Q IV (Apr to Jun): **Positivity Award** – Your smile, positive spirit and "we can do this ethic" inspires our office and helps us be our best as a team.
 - **This award is intended to recognize and encourage regionwide positivity and optimistic attitudes.**

Note: Awards can be permanent or could be changed year to year.

- The individual award offices are:
 - Ocala – 14th St
 - Enterprise/Talent Center
 - Lecanto/Chiefland
- Any staff member can nominate any staff member.
- During the last week of each quarter – staff nominate and vote online for an in-office colleague who they believe qualifies for that quarter's award.
- The nomination and voting process will be conducted using an online format.
- All nomination/votes must include a short justifying narrative.
- A staff member may only win this award once per year.
- Nominating and voting is voluntary. If no one is nominated by their colleagues at an office – the award is not in play for that quarter.
- Any ties in voting simply result in co-winners.
- Votes can be identified or anonymous based on individual preference.
- The winner in each office receives a framed certificate and/or other appropriate form of award and is recognized at the next Quarterly All Staff Meeting.

Quality Assurance Award (DEO Monitoring)

Quality Assurance (QA) ensures that CSCLM processes and services meet or exceed established DEO standards. Effective regions, offices and teams minimize negative QA findings and issues. This award recognizes the hard work invested by staff in ensuring outstanding DEO monitoring outcomes.

Process

- This award is based on the specific outcomes which result from the QA monitoring conducted by DEO in May/June of each year.
- It is awarded by program.
- Programs Teams include:
 - WIOA
 - WT/SNAP
 - WP – Career Services (includes Resource Room and Phone Unit)
 - WP - Business Services (includes Talent Center)
- The team with the lowest combination of Findings and Other Non-Compliance Issues receives this award each year.
- Ties create Dual Winners.
- DEO reports on these totals at the exit interview. These figures determine the winner.
- Staff who work in and/or support the winning program are treated to a “celebration event” with senior management.
- The nature of the celebration event is at the discretion of senior management.
- Additionally, all staff who work in and support the program are recognized at the next All Staff Meeting.

Benchmark Awards

This award recognizes staff members for years of service to CSCLM and its customers. It celebrates the tenure of employees who have worked with CSCLM for a considerable amount of time.

Process

- Recognition is provided in the following work anniversary increments...
 - **Five years** - It is the stage of expertise. Employees are confident and expert in their areas. They value their work but also wonder about better opportunities elsewhere.
 - **Ten Years** - It is the stage of belonging. Employees feel a sense of ownership in the company. However, they want to solidify their role in the company.
 - **Fifteen Years** - It is the stage of commitment. Employees have settled in and may make the job their career.
 - **Twenty years** - Employees have seen the ups and downs of the company and are considered to be veterans. They prove to be good mentors.
 - **Twenty-five years** - It is a significant milestone in an employee's career. It signifies triumph and is a time to celebrate all the previous accomplishments.
- Recognition will also be awarded for any Certifications received i.e. Tier 1, CPRW, SHRM, anything that would be workforce related.
- Anniversary pins will be awarded at each All Staff meeting for those staff members who have reached the time threshold since the previous All Staff OR once a year at the December All Staff.