



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

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

MEMBERS PRESENT

Albert Jones
Arno Proctor
Ben Whitehouse
Brandon Whiteman
Carl Flanagan
Charles Harris
Debra Stanley
Fred Morgan
Jeff Chang
John Hemken
John Murphy
Jorge Martinez
Joyce Wilson
Kathy Judkins
Kimberly Baxley
Lanny Mathis
Mark Paugh
Pat Reddish
Theresa Flick

MEMBERS ABSENT

Angie White
Darlene Goddard
Equilla Wheeler
Judy Houlios
Kevin Cunningham
Lewrissa Mainwaring
Pete Beasley
Ted Knight
Tiffany Wiggins

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
Kim Grey, Eckerd
Ana Hernandez, CSCLM
Angelica Venerio, CSCLM

Earl Beegle, CSCLM
Loy Peddie-Williams, CSCLM
Maria Coimbre, CSCLM
Myrna Serrano, CSCLM
Penny Spence, CSCLM
Valerie Hancock, CSCLM
Wendy Ross, CSCLM
Donnie Mitchell, Marion County Housing
and Finance
Katie Flury, Gray Robinson
Andrea Drzewiecki, Gray Robinson

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 11:33 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Kathy Judkins made a motion to approve the minutes from the September 7, 2022, meeting. Al Jones seconded the motion. Motion carried.

STAFF ACKNOWLEDGEMENT

Cory Weaver and Rusty Skinner acknowledged all the staff that volunteered time aiding the members of the Flagler Volusia community for the Hurricane Ian relief efforts.

DISCUSSION ITEMS

State Update

Rusty Skinner updated the board on the below items:

- Consortium members will change based on the recent mid-term election. As appointments are added to the Consortium by each county commission, he will meet with the new members to orient them on current events and CLM background.
- Kevin McDonald, an insurance agent in Marion County, has recently been appointed to the CareerSource Florida board. Upper management will be meeting with him and touring the 14th Street Career Center following the board meeting.
- Citrus County's House Representative Ralph Massullo has been appointed as chair of the State's Education and Workforce committee. Rusty Skinner and community partners will be meeting with Representative Massullo to discuss the status of House Bill 1507.

Lobbyist Update

Katie Flury and Andrea Drzewiecki with Gray Robinson provided an update regarding their activities meeting and working with key players that are involved in the State's evaluation of realigning the workforce boards. The State's consultant Ernst and Young plan to make their recommendations at the CareerSource Florida board meeting in February. Board members did not have any additional questions.

Workforce Issues that are Important to our Community and Workforce Housing

This committee had no other items to discuss.

The Heart of HR Conference

Dale French showcased the sponsorship packet with the board. The conference will be held at the Equestrian Center in March.

ACTION ITEMS

No action items.

PRESENTATIONS

Workforce Housing

Donnie Mitchell with Marion County Housing and Finance presented information about the programs available to community members, community partnerships, as well as the complexities and obstacles regarding workforce housing.

Agile Staffing

Dale French reviewed the benefits to staff and customers for implementing the program. Fred Morgan offered guidance and suggestions based on his experience with a cross training program.

LUNCH

CONSENT AGENDA

Performance and Monitoring – 11/8/2022

Annual Subrecipient Monitoring

CCIR Monitoring

Committee Chair Jeff Chang provided a summary of the committee activities.

Business and Economic Development – 11/9/2022

Targeted Sectors – Remove Hospitality

Targeted Sectors – Add Education

Cory Weaver provided a summary of the committee activities.

Career Center – 11/17/2022

United Healthcare Youth Build Sponsorship

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

Marketing and Outreach – 11/16/2022

No Action Items

Committee Chair Carl Flanagan provided a summary of the committee activities.

Executive Committee – 10/7/2022, 11/30/2022

Engagement with Gray Robinson

Recognition Program

Committee Chair Brandon Whiteman provided a summary of the committee activities.

Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:14 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, December 7, 2022 Performance and Monitoring - Tuesday, November 8, 2022

TOPIC/ISSUE:

Sub-recipient Monitoring – Eckerd Connects

BACKGROUND:

We are required to conduct monitoring of our sub-recipient youth provider annually. Our current provider is Eckerd Connects

POINTS OF CONSIDERATION:

The following report details the areas that were monitored and any issues found. The only issue that requires additional action is inclusion of a new certification statement regarding telecommunications in the contract modification and future contract boilerplates. Staff have completed this for future contracts.

STAFF RECOMMENDATIONS:

Accept the attached monitoring report from Powell and Jones for sub-recipient monitoring.

COMMITTEE ACTION:

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

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, December 7, 2022 Performance and Monitoring - Tuesday, November 8, 2022

TOPIC/ISSUE:

VR Career Counseling & Information Referral (CCIR) program monitoring

BACKGROUND:

Vocational Rehabilitation conducts annual monitoring of documentation submitted for reimbursement for the CCIR program. The monitoring report attached states that it is a quarterly report. However, it covers the period of October 2021 to October 2022. The most recent monitoring is attached.

POINTS OF CONSIDERATION:

There were no issues reported and no further action required.

STAFF RECOMMENDATIONS:

Accept the attached monitoring as issued.

COMMITTEE ACTION:

Al Jones made a motion to approve the CCIR monitoring report. Brandon Whiteman seconded the motion.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting – Wednesday, December 7, 2022
Business and Economic Development - Thursday, November 9, 2022**

TOPIC/ISSUE:

Removal of Hospitality as a targeted industry sector

BACKGROUND:

Hospitality was approved as a targeted sector by the board in 2019. At that time, both the local economy, and new training programs being planned by our training partners made the Hospitality sector one that offered several career pathways for individuals of varying skill levels. During the pandemic, the Hospitality industry suffered the most due to long running shutdowns and supply chain issues.

Area 10, 2022Q1							
	Current		5-Year Forecast				
Industry	Empl	Avg Ann Wages	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
Hospitality	15,904	\$23,043	16,652	6,042	8,232	2,378	2.8%

While demand has remained consistent in this sector, wages remain low.

POINTS OF CONSIDERATION:

With the formation of the Master Credential Committee at the State, training options in the Hospitality sector are no longer available on the Targeted Occupation Lists, including the American Hotel and Lodging Association and ServSafe Food and Beverage Management credentials we have traditionally offered through our Youth programs. Additionally, the Hospitality Apprenticeship originally planned at CF has been postponed due to the Pandemic.

STAFF RECOMMENDATIONS:

Approve the removal of Hospitality as a targeted sector

COMMITTEE ACTION:

Mark Paugh approved the removal of hospitality. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting – Wednesday, December 7, 2022
Business and Economic Development - Thursday, November 9, 2022**

TOPIC/ISSUE:

Addition of Education as a targeted industry sector

BACKGROUND:

In the last year there has been an increase in school enrollments resulting in a higher demand for talent in the Education sector. This, combined with the increase in wages and compensation for those in the Education industry make it an emerging targeted industry in our region.

Area 10, 2022Q1							
	Current		5-Year Forecast				
Industry	Empl	Avg Ann Wages	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
Educational Services	11,129	\$40,861	6,256	2,418	2,998	839	1.5%

The above chart reflects about a 5% increase in Total Demand and a 16% increase in Average Annual Wage compared to 2019. Employment Growth has increased by almost 70% for the same time period.

POINTS OF CONSIDERATION:

We have seen an increase in requests from our education partners to assist with finding talent, as well as assistance in training/certifying existing talent where needed. The Education industry offers many career pathways and provides growth for individuals of all skill levels.

STAFF RECOMMENDATIONS:

Approve the addition of Education as a targeted sector

COMMITTEE ACTION:

Phil Geist made a motion to approve the education sector. Mark Paugh seconded the motion. Motion carried.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting – Wednesday, December 7, 2022
Career Center - Thursday, November 17, 2022**

TOPIC/ISSUE:

United Healthcare Grant

BACKGROUND:

We recently applied for and were awarded a grant from the United Healthcare Community Plan to expand services within our YouthBuild program.

The award will be in the amount of \$99,750 to partially fund staff salaries, Mental Health and Substance Abuse Counseling, Penn Foster High School Diplomas (recently increased in cost), Outreach/Recruitment and Travel Assistance for students. This will help students to be more successful in the program and encourage completion.

POINTS OF CONSIDERATION:

Our current allotment of YouthBuild funding covers the necessities but does not provide for additional supports such as counseling and additional travel assistance for students.

STAFF RECOMMENDATIONS:

Approve acceptance of the United Healthcare grant in the amount of \$99,750

COMMITTEE ACTION:

David Benthusen made a motion to approve the acceptance of the grant. Tiffany Wiggins seconded the motion. Motion granted.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, December 7, 2022 Executive Committee - 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:

This item appeared before the Board of Directors as a consent agenda item. Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, December 7, 2022
Executive Committee - 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:

Fred Morgan made a motion to approve the recognition program. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Al Jones approved all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Carl Flanagan seconded the motion. Motion carried.