



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: May 31, 2023
PLACE: College of Central Florida, Enterprise Center
TIME: 9:30 a.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Charles Harris
Fred Morgan
Jeff Chang
Kimberly Baxley

MEMBERS ABSENT

Carl Flanagan
Pete Beasley

OTHER ATTENDEES

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

Iris Pozo, CSCLM
Cira Schnettler, CSCLM
Bob Stermer, Board Attorney

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 9:31 a.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 April 10, 2023, meeting. Charles Harris seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update/Workforce Transition/Educational Consortium

Rusty Skinner provided the following updates:

- The regional directors met with CareerSource Florida and DEO on May 24. Several topics were discussed:
 - System Improvements – There was discussion on how EmployFlorida is not user friendly, full registration is a lengthy process, and self-referrals do not add to the region's goals. These issues are under consideration for improvements.
 - Statewide Pricing – By obtaining improved pricing options for various items,

- the State has the potential to ensure consistent pricing that benefits all regions.
- Workforce Transition/Regional Planning Map – The map provided in the packet was suggested as an initial reference for discussion. The team appeared receptive to receiving input from the regions regarding potential locations and methods for regional collaboration. Along with local metrics there will be regional performance metrics. We will be hearing more on this in the upcoming months and how plans are moving forward.
 - Educational Consortium – This item is shelved until more guidance is received from the State.
 - Department of Commerce – DEO will transition to the new title of Department of Commerce. Enterprise Florida will be absorbed through this new entity.
 - Budget – The budget allocations have not been received timely from the State, causing delays.

Al Jones noted that these updates reflected positive outcomes from the feedback that was provided to the State's consultant from the regions during the realignment meetings.

Board Member Attendance

The Committee reviewed the list of board members with 50% or more unexcused and excused absences from board meetings and committees. The Committee agreed that these board members should receive a notice from the Chair regarding attendance and requesting their intent to continue their commitment to the board. It was also suggested that committee chairs remind their committee members at upcoming meetings about the importance of their input and regular attendance.

Workforce Issues that are Important to our Community

None

PUBLIC COMMENT

None

ACTION ITEMS

Training Provider Approval

Cory Weaver reviewed the eligibility of Withlacoochee Technical College and its programs to be added to the Area Targeted Occupation List.

Al Jones made a motion to approve the addition of the listed training programs provided through Withlacoochee Technical College. Fred Morgan seconded the motion. Motion carried.

Gray Robinson Contract Extension

Al Jones noted that Gray Robinson's services were instrumental during the realignment process, but that their services are no longer needed.

Al Jones made a motion to not renew the contract with Gray Robinson. Kim Baxley seconded the motion. Motion carried.

By-Laws Amendment - Term Limits

Al Jones made a motion to approve the amendment of the By-Laws for the addition of

terms limits. Kim Baxley seconded the motion. Motion carried.

Bank Statement Reconciliation Policy

Dale French stated that during a recent financial monitoring review the monitors noted that there was not a policy in place dictating the timeframe in which bank statements need to be reconciled.

Al Jones made a motion to accept the monthly statement reconciliation policy (Fin-10). Charles Harris seconded the motion. Motion carried.

Educational Assistance Policy

Charles Harris made a motion to approve the addition of certification costs to the existing CLM educational assistance policy. Kim Baxley seconded the motion. Motion carried.

Teleflex Policy

Dale French that the telework policy was approved last year and has been successful and received very well by staff. This modification will enhance the existing benefit.

Al Jones made a motion to approve the modification of the existing telework policy. Jeff Chang seconded the motion. Motion carried.

Emergency Paid Sick Leave

Dale French explained that the pandemic has winded down and there is minimal impact affecting staff. This policy is no longer needed.

Al Jones made a motion to retract OPS-84. Charles Harris seconded the motion. Motion carried.

One Stop Operator

Dale French explained that Southern Indiana Works was the only vendor to respond to the ITN.

Al Jones made a motion to approve the contract with Southern Indiana Works as One Stop Operator through sole source selection. Jeff Chang seconded the motion. Motion carried.

Annual Healthcare Renewal

Dale French reviewed the renewal rates from Florida Blue and United Healthcare, with Florida Blue providing the best rate.

Kim Baxley made a motion to accept the proposed annual healthcare renewal. Fred Morgan seconded the motion. Brandon Whiteman abstained due to a conflict. Motion carried.

Schedule of Operations

Charles Harris made a motion to approve the 2023-2024 Schedule of Operations. Kim Baxley seconded the motion. Motion carried.

Regional Planning

Al Jones made a motion to approve the procurement of of Insytanalytics for the

Regional Planning Partnership. Fred Morgan seconded the motion. Motion carried.

Independent Monitoring RFP

Dale French explained that the current contract for independent monitoring services expires on June 30, 2023.

Kim Baxley made a motion to approve the release of the Request for Proposals for independent monitoring services. Al Jones seconded the motion. Motion carried.

Workforce Champion

The Workforce Champion nominations were presented to the committee.

Al Jones made a motion to select the 2023 Workforce Champion to be announced after the June 7 board meeting. Charles Harris seconded the motion. Motion carried.

990

Al Jones made a motion to approve the Form 990 for program year 2021-2022. Kim Baxley seconded the motion. Motion carried.

Retention Incentives

Dale French explained that this would be a one-time retention incentive paid through unrestricted funds. This incentive is based solely on budgetary restrictions and not due to performance. This incentive will not be provided to those that resign between now and when the budget is finalized.

Kim Baxley made a motion to permit senior management to provide retention incentives to staff at a rate of 3%-5% of their annual salary. Al Jones seconded the motion. Motion carried.

2023/2024 Budget

Dale French reviewed the proposed budget. The final budget is expected in September 2023.

Al Jones made a motion to approve the draft 2023-24 budget. Charles Harris seconded the motion. Motion carried.

Severance Pay

Dale French explained that staffing reductions may need to occur as there is a 11% decrease in formula funding. Over the last three years total funding has been reduced by 30%. Management has taken a variety of approaches to minimize impact to staff and continues to review the organizational chart to ensure an efficient and balanced staffing model. This Action Item was a late addition to the packet. The Action Sheet will be included with these minutes.

Al Jones made a motion to approve the paid administrative leave and severance pay for any staff affected by reductions and to incorporate this policy into the employee handbook. Charles Harris seconded the motion. Motion carried.

PROJECT UPDATES

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:05 a.m.

APPROVED: _____



RECORD OF ACTION/APPROVAL

Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Severance pay

BACKGROUND:

We are looking at restructuring our staffing model due to budget concerns stemming from a projected 11% decrease in formula funding.

POINTS OF CONSIDERATION:

Staffing reductions may need to occur due to continued decline in funding and increased focus on business-driven services. Should reductions occur we would like to provide any affected staff with severance pay equal to four (4) weeks of their current wage. All severance pay will be provided in lump sum in the staff's final pay cycle.

- Full-time staff will receive an amount equal to 160 hours.
- Part-time staff will receive an amount equal to 96 hours (based on average hours worked for part-time positions).
- All staff impacted will be placed on administrative leave and paid through the end of the current pay period in which the reduction occurs.
- Severance payments will be made on the staff member's final pay statement.

STAFF RECOMMENDATIONS:

Approve paid administrative leave and severance pay for any staff affected by reductions as detailed above.

COMMITTEE ACTION:

Al Jones made a motion to approve the paid administrative leave and severance pay for any staff affected by reductions and to incorporate this policy into the employee handbook. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

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

LAST NAME—FIRST NAME—MIDDLE NAME Whiteman, Brandon	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS Ocala Marion	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 5/31/2023	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, Brandon Whiteman, hereby disclose that on May 31, 20 23 :

(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, Two Twelve Benefits ;
- 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:

I am member of the board and work for CSCLM's insurance broker, Two Twelve Benefits.

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.

05/31/2023

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.