



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: March 8, 2023

PLACE: College of Central Florida, Citrus Campus

TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Angie White
Ben Whitehouse
Brandon Whiteman
Carl Flanagan
Charles Harris
Darlene Goddard
Fred Morgan
Jeff Chang
John Murphy
Jorge Martinez
Joyce Wilson
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Lanny Mathis
Mark Paugh
Pat Reddish
Pete Beasley
Tanya Taylor
Theresa Flick

MEMBERS ABSENT

Arno Proctor
Debra Stanley
Equilla Wheeler
John Hemken
Judy Houlios
Lewrissa Johns
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

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, 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 December 7, 2022, meeting. Kathy Judkins seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBER

Brandon Whiteman introduced new member, Tanya Taylor to the board.

DISCUSSION ITEMS

State Update

Rusty Skinner updated the board on the below item:

The State's consultant Ernst and Young made recommendations in their presentation to CareerSource Florida to create efficiencies and across the workforce system. The timeline for the Florida Wins program has been moved up. There will also be more efforts to create regional planning.

Workforce Issues that are Important to our Community and Workforce Housing

Theresa Flick advised the board that effective March 1, a bill was put into place by the federal government that would no longer allow for businesses to pay below minimum wage. This will significantly impact the disabled population who work in these programs with businesses. Rusty Skinner asked if that population could utilize vocation rehab services. Theresa Flick stated that the process is not expedient.

ACTION ITEMS

Financial Audit Report

Richard Powell reviewed the audit report. He noted there were no findings or areas of concern. Al Jones made a motion to approve the financial audit report. Theresa Flick seconded the motion. Motion carried.

LUNCH

CONSENT AGENDA

Performance and Monitoring – 2/7/2023

Monitoring Report

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

Business and Economic Development – 2/8/2023

No Action Items

Committee Chair Pete Beasley provided a summary of the committee activities.

Career Center – 2/16/2023

Provider Approvals

One Stop Operator ITN Release

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

Marketing and Outreach – 2/22/2023

No Action Items

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

Executive Committee – 3/1/2023

OPS-26

Provider Approvals

One Stop Operator ITN Release

Budget Updates

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

Kevin Cunningham made a motion to approve all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Charles Harris seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:24 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 8, 2023**

TOPIC/ISSUE:

Program year 2021 (7/1/21-6/30/22) Audit Report

BACKGROUND:

CLM's audit was conducted by Powell and Jones, CPA

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approved the Audit Report for 2021

COMMITTEE ACTION:

BOARD ACTION:

Al Jones made a motion to approve the financial audit report. Theresa Flick seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 8, 2023
Performance and Monitoring Committee, Tuesday, February 7, 2022

TOPIC/ISSUE:

Acceptance of 2021-2022 monitoring close-out

BACKGROUND:

State programmatic and finance monitoring occurred April 25, 2022 through April 29, 2022. We have submitted our responses to the monitoring for DEO's review and approval.

POINTS OF CONSIDERATION:

We received a close-out letter dated January 31, 2023 accepting our responses and officially closing the last programmatic monitoring review.

STAFF RECOMMENDATIONS:

Accept the final report and close-out letter.

COMMITTEE ACTION:

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

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Kevin Cunningham made a motion to approve all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 8, 2023
Career Center Committee Meeting, Tuesday, February 7, 2023

TOPIC/ISSUE:

Approval of FleetForce Truck Driving School as an eligible training provider AND approval of Commercial Truck Driving training programs in partnership with the College of Central Florida.

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*.

POINTS OF CONSIDERATION:

FleetForce Truck Driving School has submitted the required documentation requesting Commercial Truck Driving training program listed on the ATOL.

STAFF RECOMMENDATIONS:

Approve FleetForce Truck Driving School as an approved training provider in LWDB 10 and approve the CDL program in partnership with the College of Central Florida based on local need and add the Commercial Truck Driving. Also list Commercial Truck Driving training program as an approved program for the College of Central Florida.

COMMITTEE ACTION:

David Benthussen made a motion to approve FleetForce Driving School as a training provider and to add the CDL program in partnership with CF to the ATOL. Lanny Mathis seconded the motion. Motion carried.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Kevin Cunningham made a motion to approve all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 8, 2023
Career Center Committee Meeting, Tuesday, February 7, 2023

TOPIC/ISSUE:

Release of the Invitation to Negotiate (ITN) for One Stop Operator services.

BACKGROUND:

Pursuant to the Workforce Innovation and Opportunity Act all local workforce development boards are required to procure a One Stop Operator as defined in the WIOA Final Regulations section 678.600 through 678.635. CareerSource will not compete under an ITN, therefore we will release an ITN to procure services.

POINTS OF CONSIDERATION:

Procurement standards require that all service provider contracts are opened for bid at minimum every four years. This ITN will solicit proposals for the execution of the determined roles and responsibilities of the One Stop Operator as defined and approved by the Executive Committee and full board. The awarded contract will be for a one (1) year term renewable up to three terms.

The ITN is scheduled for Public Notice on March 9th and 10th, 2023. Other relevant dates are:

- ITN Release: March 13, 2023
- Expression of Interest due: March 23, 2023
- ITN full submission due: April 27, 2023

STAFF RECOMMENDATIONS:

Requesting approval for authority to release the One Stop Operator ITN on March 13, 2023 after the appropriate Public Notice period of March 9th and 10th.

COMMITTEE ACTION:

Lanny Mathis made a motion to approve the release of the One Stop Operator ITN. Pat Reddish seconded the motion. Motion carried.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Kevin Cunningham made a motion to approve all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 8, 2023
Executive Meeting, Wednesday, March 1, 2023
Career Center Committee Meeting, Tuesday, February 7, 2023

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COMMITTEE ACTION:

Career Center

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Executive

Fred Morgan made a motion to approve FleetForce Driving School as a training provider and to add the CDL program in partnership with CF to the ATOL. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

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RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 8, 2023

Consortium Meeting, Wednesday, March 1, 2023

Executive Committee Meeting, Wednesday, March 1, 2023

Career Center Committee Meeting, Tuesday, February 7, 2023

TOPIC/ISSUE:

Release of the Invitation to Negotiate (ITN) for One Stop Operator services.

BACKGROUND:

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COMMITTEE ACTION:

Career Center

Lanny Mathis made a motion to approve the release of the One Stop Operator ITN. Pat Reddish seconded the motion. Motion carried.

Executive

Carl Flanagan made a motion to approve the release of the One Stop Operator ITN. Pete Beasley seconded the motion. Motion carried.

Consortium

Commissioner Finegan made a motion to approve the release of the One Stop Operator ITN. Commissioner Hodge seconded the motion. Motion carried.

BOARD ACTION:

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RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, March 8, 2023
Executive Meeting, Wednesday, March 1, 2023**

TOPIC/ISSUE:

Amendments to OPS-26 WIOA Eligibility Services Information

BACKGROUND:

CareerSource Florida provided additional criteria and updates to the Administrative Policy 122 Adult and Dislocated Worker Program Eligibility. We have updated our current policy OPS-26 to align with eligibility requirements set for in Admin 122.

POINTS OF CONSIDERATION:

This policy will include additional criteria not stated in previous policies such as more defined definitions on eligible customers such as "General Announcement of closure, Unlikely to Return, General Economic Conditions.

STAFF RECOMMENDATIONS:

Approve the WIOA Eligibility Services Information Policy (OPS-26) in accordance with WIOA regulations.

COMMITTEE ACTION:

Fred Morgan made a motion to approve OPS-26. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Kevin Cunningham made a motion to approve all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 8, 2023
Consortium Meeting, Wednesday, March 1, 2023
Executive Meeting, Wednesday, March 1, 2023

TOPIC/ISSUE:

Budget/Expenditure summary report for period 7/1/22-12/31/22

BACKGROUND:

The budget is updated for changes in revenue and expenditure. The attachment is a summary of the budget and actual expenditure.

POINTS OF CONSIDERATION:

The report provides the status of spending for planning purposes.

STAFF RECOMMENDATIONS:

Approve the Budget/Expenditure report.

COMMITTEE ACTION:

Executive

Charles Harris made a motion to approve the budget updates. Al Jones seconded the motion. Motion carried.

Consortium

Commissioner Hodge made a motion approve the budget updates. Commissioner Finegan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared before the Board of Directors as a consent agenda item. Kevin Cunningham made a motion to approve all consent agenda items from the Performance and Monitoring Committee, Business and Economic Development Committee, Career Center Committee, and Executive Committee. Charles Harris seconded the motion. Motion carried.