



BOARD MEETING REVISED AGENDA
Wednesday, June 7, 2023 – 11:30 a.m.
College of Central Florida – Marion Campus – Webber Center
3001 SW College Road, Ocala, FL 34474

Join Zoom Meeting: <https://us02web.zoom.us/j/83425853236>
Conference Line: 1 646 558 8656 Meeting ID: 834 2585 3236

Call to Order	B. Whiteman
Invocation and Pledge of Allegiance	R. Stermer
Roll Call	C. Schnettler
Public Comment	B. Whiteman
Approval of Minutes, March 8, 2023	B. Whiteman
Pages	4 - 14

PRESENTATION

DEO Annual Performance Review

APPROVAL OF CONTRACTS 2023-2024

Master Contracts Requiring 2/3rds Vote

1. Citrus County Chamber of Commerce
2. Levy County Schools
3. College of Central Florida
4. Marion County School Board

Pages 15 - 16

B. Whiteman /
R. Skinner

**Master Contracts Requiring 2/3rds Vote - OJT, CBT, or
Apprenticeship Training Opportunities**

5. Ancorp
6. Key Training Center
7. A & M Manufacturing
8. Ocala Housing Authority

Contracts Not Requiring 2/3rds Vote

9. Ocala Metro Chamber and Economic Partnership
10. Eckerd Connects
11. Powell and Jones – Joint Auditing
12. Powell and Jones – Subrecipient Monitoring
13. CD Staffing
14. Region 6 Financial Services Agreement
15. Castle Branch

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.*



DISCUSSION ITEMS

State Update		R. Skinner
Workforce Transition	Pages 17 - 24	R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Financial Disclosure Forms / Annual Conflicts Reminder		R. Skinner

ACTION ITEMS

2023/2024 Budget	Pages 25 - 27	D. French
FWDA Dues	Pages 28 - 29	R. Skinner

CONSENT AGENDA

<u>CEO Contract Review – 5-22-2023, 5/31/2023</u>	Page 30 - 36	B. Whiteman
CEO Contract Renewal		
<u>Performance and Monitoring – 5/9/2023</u>	Page 37	J. Chang
Youth Build Monitoring Report		
<u>Business and Economic Development – 5/10/2023</u>		P. Beasley
No Action Items		
<u>Career Center – 5/18/2023</u>	Page 38 - 40	C. Harris
Training Provider Approvals		
One Stop Operator Contract Approval (Documented under Executive)		
Broadband Grant		
<u>Marketing and Outreach – 5/24/2023</u>	Page 41 - 42	L. Byrnes
Top Workplaces		
<u>Executive Committee – 4/10/2023, 5/31/2023</u>	Page 43 - 61	B. Whiteman / R. Skinner
Area Recertification		
Direct Service Provider		
Training Provider Approval		
Gray Robinson Contract Extension		
By-Laws Amendment - Term Limits		
Bank Statement Reconciliation Policy		
Educational Assistance Policy		
Teleflex Policy		
Emergency Paid Sick Leave		
One Stop Operator		
Annual Healthcare Renewal		
Schedule of Operations		

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Regional Planning
Independent Monitoring RFP
Workforce Champion
990
Retention Incentives
Severance Pay

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH

OUR VISION STATEMENT

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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

TOPIC/ISSUE:

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BACKGROUND:

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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:

Career Center

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.

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:

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 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:

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.

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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:

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:

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

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.



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 7, 2023

TOPIC/ISSUE:

Approval of 2023-2024 contracts

BACKGROUND:

POINTS OF CONSIDERATION:

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

CareerSource CLM - All Contracts July 1, 2023 - June 30, 2024

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote				
1	Citrus County Chamber of Commerce	Employer outreach and job development services	\$ 20,000.00		C	John Murphy, Carl Flanagan, Kevin Cunningham
2	Levy County Schools	Training services and facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed.	\$ 10,000.00		C	Tanya Taylor
3	College of Central Florida	Staff training services and facility usage and rental fees. This is a blanket approval but to not exceed. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage.	\$ 400,000.00		C	Mark Paugh
4	Marion County School Board	Staff training services and facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at MTC.	\$ 50,000.00		C	Ben Whitehouse
		Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities				
5	ANCORP	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Arno Proctor
6	Key Training Center	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Theresa Flick
7	A&M Manufacturing	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	John Hemken
8	Ocala Housing Authority	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Judy Houlios
		Contracts Not Requiring 2/3rds Vote				
9	Ocala Metro Chamber & Economic Partnership (CEP)	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00		C	
10	Eckerd Connects	WIOA youth services provider, supportive services costs providing services to youth in all three counties	\$ 1,196,555.00		S	
11	Powell and Jones	Joint auditing (Financial)	\$ 16,500.00		C	
12	Powell and Jones	Subrecipient monitoring	\$ 3,800.00		C	
13	CD Staffing	Payroll for PWE/PWI agreements	30% Mark up		C	
14	Region 6	Financial Services Agreement	\$ 55,000.00		C	
15	Castle Branch	Background Checks	\$25.10 per check		C	

System-wide Improvements

Background

In February 2023, the CareerSource Florida Board of Directors directed the CareerSource Florida professional team and the Florida Department of Economic Opportunity, in collaboration with the Governor's Reimagining Education and Career Help (REACH) Office and local workforce development boards, to develop a plan for specific system-wide improvements for consistency, improved customer experience and efficiencies to include, but may not be limited to, technology, administration, fiscal, procurement/contracts and programmatic policies.

The 2021 REACH Act further instructs the state workforce development board to:

- Eliminate multiple layers of administrative entities to improve coordination of the workforce development system.
- Establish consistent eligibility standards across the state to improve the accountability of workforce-related programs.
- Provide greater flexibility in the allocation of resources to maximize the funds directed to training and business services.

Revisions to the REACH Act included in Florida Senate Bill 240, which was recently signed into law, requires the state workforce development board to require administrative cost arrangements among planning regions, implement consistent contract and procurement policies and procedures, require the use of a state-established template for contracts or other method for ensuring all contract mechanisms follow standards established by the state workforce development board and leverage buying power to achieve cost savings for fringe benefits, including, but not limited to, health insurance, life insurance and retirement.

Schedule of CareerSource Florida Board of Directors Meetings

To demonstrate continuous progress on this pillar of the new Florida Workforce System Transformation Plan, consistent communications with the CareerSource Florida Board of Directors will be required to include but not limited to static reports included in agenda packets, verbal reports at board or council meetings, and specific action items presented to board and/or councils for actions.

Board and council meetings follow a typical cadence from year to year as indicated below. For a description of each council, see the [CareerSource Florida Finance Council Charter](#) and the [CareerSource Florida Strategic Policy and Performance Council Charter](#).

Schedule

Date	Meetings	Notes for Consideration
June 2023	Finance Council Strategic Policy and Performance Council CareerSource Florida Board of Directors	2023-2024 fiscal year budget brought for review for approval
September 2023	Finance Council Strategic Policy and Performance Council CareerSource Florida Board of Directors	
December 2023	Finance Council Strategic Policy and Performance Council CareerSource Florida Board of Directors	
February 2024	Finance Council Strategic Policy and Performance Council CareerSource Florida Board of Directors	WIOA 2024-2028 State Plan brought to the state workforce development board for discussion, review and approval
June 2024	Finance Council Strategic Policy and Performance Council CareerSource Florida Board of Directors	2024-2025 fiscal year budget review and approval

Policies are developed by CareerSource Florida and the Florida Department of Economic Opportunity using the [Policy-Development-Framework.pdf \(careersourceflorida.com\)](https://careersourceflorida.com/policy-development-framework.pdf) and are typically brought to either the Strategic Policy and Performance Council or Finance Council for action prior to bringing to the board of directors for approval.

Proposed System-wide Improvements

Ernst & Young (EY) was contracted to conduct background research and stakeholder engagement that ultimately supported development of the Florida Workforce System Transformation Plan approved by the CareerSource Florida Board of Directors in February 2023. EY reports relevant to System-wide Improvements include:

- [Future-State-Options-Report.pdf \(careersourceflorida.com\)](https://careersourceflorida.com/future-state-options-report.pdf) – This report includes the final recommendations from EY. This report informed the final plan approved by the CareerSource Florida Board of Directors.
- [Stakeholder Engagement Summary Report \(careersourceflorida.com\)](https://careersourceflorida.com/stakeholder-engagement-summary-report.pdf) – This report is a collection of the findings resulting from various stakeholder

engagement sessions held in Fall 2022 through Spring 2023. Stakeholders engaged included local workforce development board members and their staff, partners, employers and state leaders.

- [Organizational-and-Operational-Research-Report.pdf \(careersourceflorida.com\)](#)
– This report is a summary of organizational and operational elements gathered from local workforce development board websites, local WIOA plans, and cost allocation plans. It shows a high-level look at the variability in service and offerings among the 24 current local workforce development boards. Because the information in this report was gathered through static sources, it is highly recommended that the vendor for implementation work conduct in-depth interviews with each area to validate, refine and add to the information gathered in this report.

These reports can be used to identify potential system-wide improvements. Additional sources should include the CareerSource Florida professional team, Department of Economic Opportunity's Workforce Services and Finance divisions, the Florida Workforce Development Association, and partners at the Department of Education including the Division of Career and Adult Education, Florida College System, Division of Vocational Rehabilitation, Division of Blind Services, and the Department of Children and Families Economic Self-Sufficiency division.

Organization

Proposed initiatives should be organized within the following matrices:

Category	Description
Policy	Policy initiatives that are either at the strategic (intent, purpose, goal) or administrative (operations, implementation, and performance/monitoring requirements). Some improvements may only require policies, and some may need to be supported by policies yet be in another category.
Process	Define processes at either state, regional, or local levels that achieve the objectives in the Workforce Transformation Plan.
Technology/Tools	Implementation of standard technology or tools at either state or regional levels

Improvements in the above categories should be identified by their specific impact.

Impact	Description
Cost Savings	These initiatives will result in cost savings for either the state or local workforce development areas. Specific cost savings should be analyzed and measured for these initiatives.
Customer experience	These initiatives will result in an improved experience for either job seekers or businesses. The specific improvements should be described.

Efficiency	Initiatives with this impact will result in efficiencies at either the state or local levels through decreased staff time, removal of unnecessary processes or other areas.
Performance	The performance impact of any initiative should be identified. Metrics include but are not limited to WIOA performance indicators, letter grades and services to businesses as well as the number of participants served by program or type of service received.

Initiatives should also be designated a responsible party based on primary responsibility or function. Responsible parties include the CareerSource Florida Professional Team, Department of Economic Opportunity, Local Workforce Development Area, Regional Planning Area, or the REACH Office. Other responsible parties may be designated if appropriate.

Workforce Innovation and Opportunity Act (WIOA) Regional Planning Areas Summary

In February 2023, the CareerSource Florida Board of Directors approved the [Reimagining Florida's Workforce System: A Three-Pillar Plan for Transformation](#) action item directing the CareerSource Florida Professional Team to develop recommendations to the Governor for the designation of regional planning areas made up of two or more local workforce development areas to further improve workforce system alignment with larger economic development areas to support economic mobility, growth and prosperity. The Workforce Innovation and Opportunity Act (WIOA) establishes requirements for planning regions, also known as regional planning areas, which are further defined within the 2021 Reimagining Education and Career Help (REACH) Act and revisions enacted in 2023 with the passing of Florida Senate Bill 240, which was signed into law by Governor Ron DeSantis on May 15.

Requirements for Planning Areas

- Regional Planning Areas must include, at a minimum, two contiguous local workforce development areas within Florida.
- Regional Planning Areas may not break up existing local workforce development areas.
- Regional Planning Areas shall have relevant relationships as evidenced by population centers, commuting patterns, industrial composition, location quotients, labor force conditions and geographic boundaries.
- Chief Local Elected Officials (CLEOs) in a new regional planning area MUST participate in the regional planning process that results in the preparation of a regional WIOA plan that provides a description of activities that result in the:
 - Establishment of regional service strategies using cooperative service delivery agreements that include but are not limited to:
 - Consistent eligibility standards and enrollment processes.
 - Common training and coordination of supportive service offerings.
 - Common technology tools and sharing of data within tools outside of Employ Florida.
 - Development and implementation of sector strategies for in-demand sectors or occupations.
 - Collection and analysis of regional labor market data.
 - Coordination of administrative cost arrangements including the pooling of funds for administrative costs.
 - Coordination of supportive services.
 - Coordination of services with regional economic development services and providers.

- Establishment of agreement concerning how the regional planning area will collectively negotiate performance for the local workforce development areas or the planning region.

Source Data for Decision Making

Source data needed to designate a regional planning area may be found in the following reports completed as part of CareerSource Florida's Phase II Alignment Evaluation initiative conducted by Ernst & Young (EY) in September 2022-March 2023.

[Future State Options](#) – This report includes multiple options for the realignment of Florida's local workforce development areas. The state workforce development board chose to proceed with the option for twenty-one local workforce development areas. The report additionally includes data-supported options that consist of 16 or 19 local workforce development areas, which may be the basis for regional planning areas.

[Background Research and Analysis Report](#) – This report includes all the background data used to develop the options in the Future State Options report. This data may be used to designate regional planning areas beyond the potential new local workforce development area options presented to the state workforce development board in February 2023.

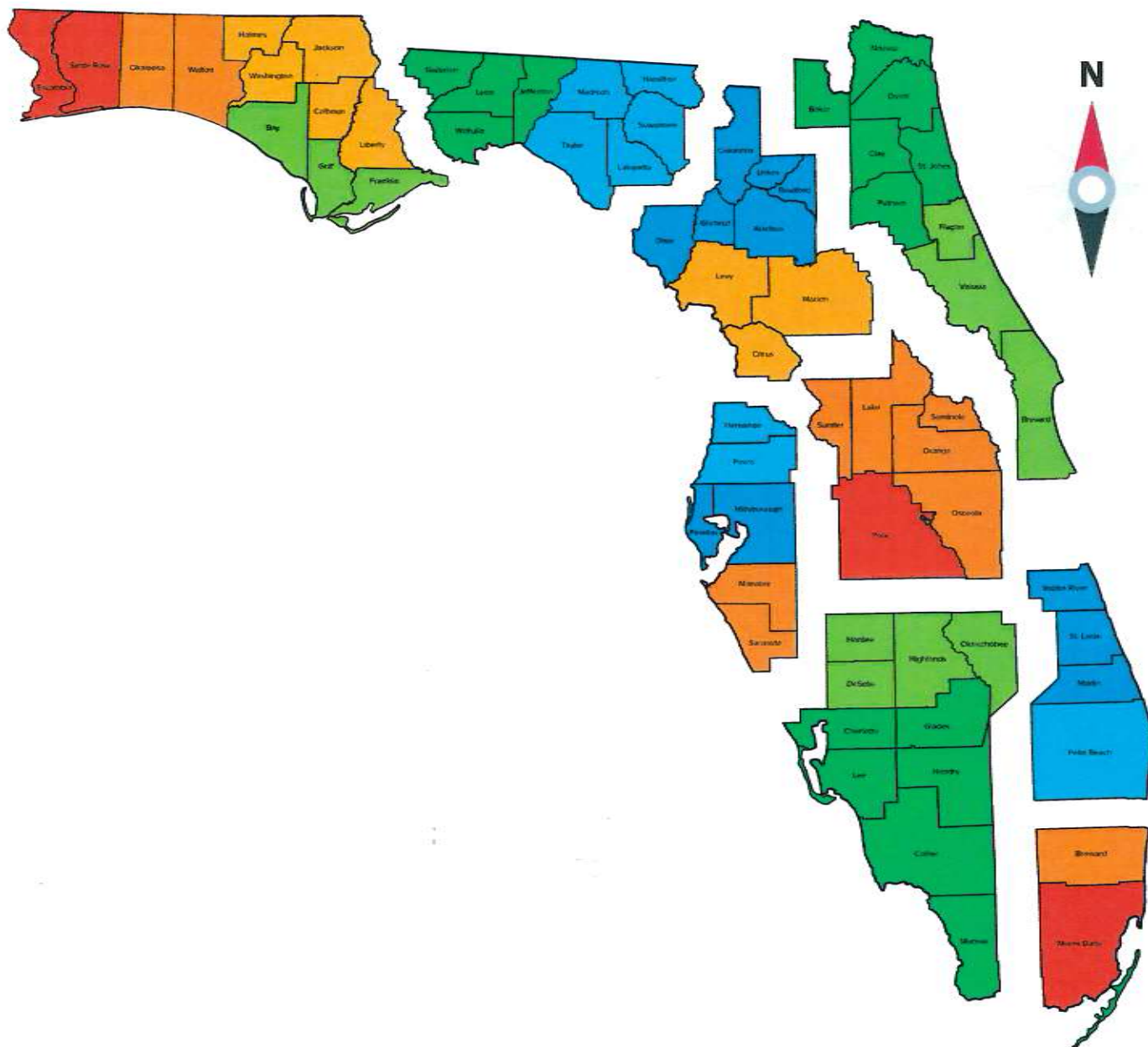
Additional Maps for Consideration – In addition to the options detailed in the Future State Options report, there are existing structures in Florida that may be consulted for future regional planning areas including [Florida Regional Planning Councils](#), [Florida Economic Development Regions](#) and [Designated Rural Areas of Opportunity](#).

Next Steps

Below is a draft implementation timeline for designation of Regional Planning Areas.

Date	Event	Description
May 2023	Partners Council Meeting	Notify LWDB CEOs/EDs that Regional Planning Area Policy is being drafted for September 2023 Board Meeting. Provide a summary of what will be in the policy. Share discussion starter maps and foundational data from EY.
Summer 2023	Policy Development/ Implementation Planning	Continued development of policy to incorporate requirements from WIOA, REACH, state workforce development board, Florida Department of Economic Opportunity (DEO). Collaborate with local workforce development board leaders through a stakeholder workgroup. Target regional planning areas identified and impacted areas notified. Will require vendor to assist in identification of regional planning areas.

September 2023	Board Meeting	Regional Planning Area Policy presented to state workforce development board for approval. Draft map of planned regional planning areas presented to board with plan for implementation.
December 2023	Board Meeting	Request for initial regional planning area designation submitted to state workforce development board for approval and recommendation to Governor. Initial regional planning areas to include local workforce development areas not impacted by consolidation or alignment actions.
February 2024	Board Meeting	2024-2028 WIOA State Plan presented to state workforce development board for approval prior to submission to USDOL.
March 2024	WIOA State Plan Submission	Plan submitted for public comment, then to USDOL for review and approval. Initial designated regional planning areas and all 21 newly designated local workforce development areas included in plan.
April - May 2024	Performance Negotiations	New regional planning areas will negotiate performance as a region in addition to local workforce development area negotiations.
Fall 2024	Local/Regional Plan Submission	DEO creates local and regional planning instructions per policy and newly designated regional planning areas and local workforce development areas develop plans.
March 2025	WIOA State Plan Modification Submitted	Additional planning areas designated and included in a WIOA State Plan modification to USDOL.
March 2026	WIOA Two-Year Modification Submitted	Required two-year modification submitted to USDOL with remaining regional planning areas designated.
April - May 2026	Performance Negotiations	New regional planning areas will negotiate performance as a region in addition to local workforce development area negotiations.





RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Draft program year 2023 Budget (7/1/23-6/30/24)

BACKGROUND:

2022 vs. 2023 Funding Comparison			
	2022	2023	% Change
Adult	1,208,208	1,162,150	-4.00%
Dislocated	925,993	574,175	-38.00%
Youth	1,150,624	1,121,786	-3.00%
Welfare Transition	1,762,874	1,547,640	-12.00%
Wagner Peyser	117,879	193,475	64.00%

Total:	5,165,578	4,599,226	-11%
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POINTS OF CONSIDERATION:

This budget is based preliminary allocations and estimated carryforwards.

STAFF RECOMMENDATIONS:

Approve draft 2023 Budget.

COMMITTEE ACTION:

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

BOARD ACTION:

Functional Budget Comparison

ATTACHMENT 2		
FUNCTIONAL BUDGET		
	7/1/2022- 6/30/2023	7/1/2023- 6/30/2024
Direct charge staff	788,737	652,363
Operational Expenses	559,500	367,523
ITA Training	403,536	180,595
OJT	25,000	50,000
Training staff	394,532	337,654
Internships	50,000	30,000
Employed worker	25,000	50,000
Eckerd contract	831,145	818,236
Eckerd participant	181,476	181,476
Carryforward: YouthBuild 4, Adult, DW, Youth, Vet Services, Reentry Navigator, Recovery Navigator, SNAP, WT, RESEA	2,214,332	787,055
Program Support	3,167,648	2,762,970
Indirect Costs	<u>692,079</u>	<u>670,381</u>
Total Budget	9,332,985	6,888,253

BUDGET - CSCLM																			
PY 2023(JULY 2023 - JUNE 2024)																			
5/31/2023	*	*	9/30/23	*	12/31/23	3/31/2024	*	*	9/30/23	12/31/23		9/30/23	12/31/23	6/30/23	*	9/30/23	*		
ITA requirement: 35%	ADULT	YOUTH	TAA	DISL. WORKER	LVER	Re-Entry Nav	YTH BUILD 4	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	RECOVERY NAVIGATOR	RAPID RESPONSE	RWB 6	REA	UN- RESTR	TOTAL	
REVENUE																			
P.Y. 2023 CONTRACTS	1,162,150	1,121,786	-	574,175	-	86,000	406,453		193,475	43,000	1,547,640	105,000	-	68,000	5,977	-	-	5,313,656	
CARRYFORWARD	241,642	97,937	22,900	153,491	28,858	7,457	-	67,763	-	-	156,492	81,889	32,258	-	-	174,513	432,865	1,498,065	
INCENTIVES/SUPPLEMENTAL	-	-	-	98,532	-	-	-	-	-	-	-	-	-	-	-	-	-	98,532	
TRANSFER	300,000	-	-	(300,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	1,703,792	1,219,723	22,900	526,198	28,858	93,457	406,453	67,763	193,475	43,000	1,704,132	186,889	32,258	68,000	5,977	174,513	432,865	6,910,253	
EXPENDITURES																			
TOTAL ITA	36.03%																		
TRAINING:																			
ITA %	35%			41%															
ITA/TRAINING	175,000	-	3,595	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	180,595	
OJT	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	
EMPLOYED WORKER	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	
INTERNSHIPS	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	
TRAINING SUPPORT	20,000	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	22,000	
TRAINING STAFF	168,827	-	-	168,827	-	-	-	-	-	-	-	-	-	-	-	-	-	337,654	
TOTAL TRAINING	493,827	-	3,595	172,827	-	-	-	-	-	-	-	-	-	-	-	-	-	670,249	
OPERATING:																			
SUPPORTIVE SVS.	80,000	181,476	-	3,000	-	-	196,843	-	-	-	24,500	-	-	-	-	-	-	485,819	
DIRECT CHARGE (STAFF)	100,000	-	-	-	-	60,522	-	19,758	-	-	304,611	78,226	6,448	25,000	-	57,798	-	652,363	
ECKERD	20,000	584,524	-	20,000	-	-	193,712	-	-	-	-	-	-	-	-	-	-	818,236	
DEO STAFF TRAVEL	-	-	-	-	2,000	-	-	-	3,000	6,000	-	-	-	-	-	-	-	11,000	
OPERATING	-	-	-	-	2,000	-	-	-	10,000	8,000	-	-	-	-	-	-	32,180	52,180	
TOTAL OPERATING	200,000	766,000	-	23,000	4,000	60,522	390,555	19,758	13,000	14,000	329,111	78,226	6,448	25,000	-	57,798	32,180	2,019,598	
PROGRAM SUPPORT:																			
FACILITIES	27,799	78,047	1,251	27,799	9,938	9,938	9,243	3,475	70,124	19,877	72,348	10,008	973	2,502	5,977	9,938	-	359,238	-
PROGRAM	108,094	119,338	-	31,069	623	-	-	3,078	13,635	-	112,119	12,187	1,005	3,895	-	1,548	-	406,591	-
INFORMATION TECHNOLOGY	101,942	112,546	-	29,301	588	8,892	-	2,903	1,910	2,057	105,738	11,494	947	3,673	-	1,460	-	383,452	-
OUTREACH	71,801	79,270	-	20,637	414	-	-	2,045	7,608	1,449	74,475	8,095	667	2,587	-	1,028	-	270,078	-
BUSINESS	144,829	-	-	41,627	-	-	-	4,124	15,347	-	310,116	16,329	1,346	5,218	-	2,075	-	541,011	-
SELF SERVICES	78,429	-	-	22,542	-	-	-	2,233	8,311	-	167,938	8,843	729	2,826	-	1,123	-	292,975	-
CAREER SERVICES	136,427	-	-	39,212	-	-	-	3,885	14,457	-	292,125	15,382	1,268	4,916	-	1,954	-	509,625	-
TOTAL PROGRAM SUPPORT	669,321	389,201	1,251	212,188	11,563	18,831	9,243	21,743	131,392	23,382	1,134,861	82,337	6,935	25,617	5,977	19,127	-	2,762,970	
TOTAL EXPENDITURES	1,363,148	1,155,201	4,846	408,015	15,563	79,353	399,798	41,501	144,392	37,382	1,463,972	160,563	13,383	50,617	5,977	76,925	32,180	5,452,817	
ADMIN POOL	157,869	38,219	522	44,189	1,350	8,763	(1,890)	4,747	13,704	3,452	172,333	18,539	1,538	5,878	-	8,767	3,934	481,913	Admin %
GENERAL POOL	61,740	14,947	204	17,282	528	3,427	(739)	1,856	5,359	1,350	67,397	7,250	602	2,299	-	3,429	1,538	188,469	7.87%
TOTAL INDIRECT COST RATE	219,608	53,165	726	61,471	1,878	12,190	(2,629)	6,603	19,063	4,801	239,730	25,790	2,140	8,177	-	12,195	5,472	670,381	
BALANCE	121,035	11,357	17,328	56,712	11,417	1,914	9,283	19,659	30,019	816	431	537	16,736	9,206	0	85,392	395,213	787,055	
INDIRECT RATE CALCULATION																			IDCR %
DIRECT TOTAL COSTS	1,363,148	1,155,201	4,846	408,015	15,563	79,353	399,798	41,501	144,392	37,382	1,463,972	160,563	13,383	50,617	-	76,925	32,180	5,446,840	17.00%
LESS: LEASES	(51,705)	(76,554)	(574)	(23,525)	(4,520)	(7,667)	(24,702)	(2,672)	(32,287)	(9,147)	(54,203)	(8,902)	(800)	(2,534)	-	(5,209)	-	(305,000)	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBAWARD (ECKERDS)	(20,000)	(766,000)	-	(23,000)	-	-	(390,555)	-	-	-	-	-	-	-	-	-	-	(1,199,555)	
TOTAL MTDC	1,291,443	312,647	4,272	361,489	11,043	71,685	(15,458)	38,830	112,105	28,235	1,409,769	151,661	12,583	48,084	-	71,717	32,180	3,942,285	



RECORD OF ACTION/APPROVAL

Board Meeting Tuesday, June 7, 2022

TOPIC/ISSUE:

FWDA Dues

BACKGROUND:

Membership to the Florida Workforce Development Association promotes collaboration, convening and sharing of best practices between member workforce boards.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve paying \$5000.00 from unrestricted funds for FWDA dues.

BOARD ACTION:



INVOICE

Mail check to:
Florida Workforce Development Association
Attn: Brian Bauer
584 NW University Blvd., suite 100
Port St. Lucie, Florida 34986

DATE: 6/7/2023

FOR: FWDA DUES

Bill To:
Rusty Skinner - LWDB 10

Please return a completed copy of this invoice with the check

DESCRIPTION	AMOUNT
CareerSource Citrus Levy Marion - Dues for Program Year 2023-24 <u>Please indicate amounts that are coming from restricted and unrestricted funds.</u>	
Restricted funds:	\$ _____
Unrestricted funds:	\$ _____
Amount due:	\$5,000
TOTAL	\$ 5,000.00

Make check payable to:
Florida Workforce Development Association

Payment Term:
60 days from date of invoice

If you have any questions concerning this invoice, please email Brian Bauer: bbauer@careersourcerc.com

THANK YOU!



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
CEO Review Committee, Wednesday, May 31, 2023
CEO Review Committee, Monday, May 22, 2023

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2023 – 2024

BACKGROUND:

CEO Salary History		
Year	Salary	Increase
2016 - 17	\$ 120,000.19	3%
2017 - 18	\$ 123,600.26	3%
2018 - 19	\$ 127,308.00	3%
2019 - 20	\$ 133,036.86	4.5 %
2020 - 21	\$ 137,027.97	3%
2021 - 22	\$ 137,027.97	0%
2022 - 23	\$ 137,027.97	0%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

May 22, 2023: Brandon Whiteman made a motion to table the decision on approving the contract renewal until after the upcoming Executive meeting on May 31, when more budget information may be available. Kim Baxley seconded the motion. Motion carried.
May 31, 2023: Al Jones made a motion to approve Rusty Skinner's contract for the 2023-2024 program year, and also approved the retention incentive intended for all staff. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the _____ day of _____, 2023 by and between the CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC., a private, not for profit corporation within the State of Florida (hereinafter referred to as "CLMRWDB"), and THOMAS EDWARD SKINNER, JR. (hereinafter referred to as "SKINNER"), to serve as Chief Executive Officer.

1. Employment. CLMRWDB hereby employs SKINNER as Chief Executive Officer of CLMRWDB, to present recommendations to CLMRWDB and to follow its direction and SKINNER hereby accepts said employment.

2. No Limitation on Duties. The above is intended to provide a general framework of professional requirements and not intended by either party to be a limiting description.

3. Compensation. CLMRWDB agrees to pay SKINNER a base salary of One Hundred Thirty-Seven Thousand Twenty-Eight Dollars (\$137,028.00) per year, effective July 1, 2023, payable in bi-weekly installments. CLMRWDB shall be responsible for paying the employer's share of FICA and Medicare taxes and shall withhold from SKINNER the employee contribution for the above as well as an amount for federal income tax. CLMRWDB shall make payment of the above taxes on SKINNER'S behalf to the appropriate agencies. CLMRWDB shall provide worker's compensation insurance and pay unemployment insurance coverage for SKINNER.

4. Benefits. CLMRWDB agrees to provide SKINNER benefits and working conditions in accordance with CLMRWDB Personnel Policies, except for the following:

- (a) Life Insurance. Provided SKINNER is able to qualify, CLMRWDB shall provide SKINNER with term life insurance in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00), with his wife, Susan M. Skinner, named as primary beneficiary and his children, Bridget May Scrogam and Ian Edward Skinner, named as equal alternate beneficiaries.
- (b) Leave. SKINNER shall be authorized personal leave in accordance with CLMRWDB personnel policies. Leave taken in excess of ten (10) consecutive business days (excluding holidays) must be approved by the Executive Committee. All other leave provisions shall be in accordance with CLMRWDB Personnel Policies.

5. Expenses. CLMRWDB shall reimburse SKINNER for such expenses as he incurs as part of his duties while out of town in accordance with per diem rates and travel policies established by CLMRWDB for its employees.

6. Effective Date and Duration. This Contract shall be effective the 1st day of July, 2023, and shall be in effect until midnight June 30, 2024.

7. Modifications and Amendments. This Contract may be modified or amended from time to time by a writing signed by both parties.

8. Termination and Severance Pay. The parties agree that this Contract may be terminated by either party by giving thirty (30) days written notice. In the event the Contract is terminated by CLMRWDB for any reason other than for misconduct (as the term “misconduct” is hereinafter defined), SKINNER shall receive as severance pay Fifty-Two Thousand Seven Hundred Three Dollars (\$52,703.00). If SKINNER terminates this Contract, no severance pay shall be paid. The term “misconduct” as used herein: irrespective of whether the misconduct occurs at the workplace or during working hours, includes, but is not limited to, the following, which may not be construed in pari materia with each other:

- (a) Conduct demonstrating conscious disregard of CLMRWDB’s interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which CLMRWDB expects of its employee.
- (b) Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent or shows an intentional and substantial disregard of CLMRWDB’s interests or of SKINNER’s duties and obligations to CLMRWDB.
- (c) Chronic absenteeism or tardiness in deliberate violation of a known policy of CLMRWDB or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence.
- (d) A willful and deliberate violation of a standard or regulation of the State of Florida by SKINNER if, at any time, CLMRWDB is deemed to be an employer licensed or certified by the State of Florida, which violation would cause CLMRWDB to be sanctioned or have its license or certification suspended by the State of Florida.
- (d) Solicitation or acceptance of anything of value to SKINNER, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that official action or judgment of SKINNER would be influenced thereby.
- (e) Directly or indirectly purchasing, renting, or leasing any realty, goods, or services for CLMRWDB from any business entity of which SKINNER or SKINNER’s spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer’s or employee’s spouse or child, or any combination of them, has a material interest. Nor shall SKINNER acting in a private capacity, rent, lease, or sell any realty, goods, or services to CLMRWDB.

- (f) Accepting any compensation, payment, or thing of value when SKINNER knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which SKINNER was expected to participate in his official capacity.
- (g) Corruptly using or attempting to use SKINNER's official position or any property or resource which may be within his trust, or perform his official duties, to secure a special privilege, benefit, or exemption for himself or others.
- (h) Having or holding any employment or contractual relationship with any business entity or any agency which is doing business with CLMRWDB, nor shall SKINNER have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties.
- (I) Disclosing or using information not available to members of the general public and gained by reason of SKINNER's official position, except for information relating exclusively to governmental practices, for SKINNER's personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- (j) A violation of any of CLMRWDB's rules, unless SKINNER can demonstrate that:
 - 1. He did not know, and could not reasonably know, of the rule's requirements;
 - 2. The rule is not lawful or not reasonably related to the job environment and performance; or
 - 3. The rule is not fairly or consistently enforced.
- (k) A good faith determination by CLMRWDB that SKINNER has committed a material breach of any covenant, provision, term, condition, or undertaking contained in this Contract.
- (l) Commission by SKINNER of a felony or a crime involving moral turpitude.
- (m) Commission by SKINNER of any act which exposes CLMRWDB or any officer of CLMRWDB to any criminal liability for such act.
- (n) Any negligence or misconduct in the performance of SKINNER's duties that results in any detriment to CLMRWDB.

9. Outside Consulting. The parties recognize that SKINNER has special expertise in Workforce Development, which expertise is of value to the Workforce Development

Community. The parties further understand that SKINNER's expertise is enhanced by exposure to problems encountered by others and by exposure to the problems encountered by allied and associated entities. Accordingly, subject to the requirements of Section 8 of this Agreement, the parties agree that SKINNER may accept consulting engagements from outside entities and accept compensation directly from the same. SKINNER agrees that such compensation shall not constitute salary and that he shall be solely responsible for making payment of all taxes on any income he receives as the result of consulting activities.

SKINNER agrees prior to accepting any consulting assignment he shall provide the CLMRWDB Executive Committee with a memorandum disclosing the entity seeking consulting services and with a description of the nature of the services to be provided and an estimate of the total time required to complete the engagement. If there is any objection from any Executive Committee member, SKINNER agrees to turn down the engagement. CLMRWDB shall not be liable for damages in the event of such an objection. SKINNER agrees he shall not provide consulting services to any entity which has a contract to provide services to CLMRWDB or which would otherwise constitute a conflict of interest under CLMRWDB's personnel policies. SKINNER further agrees that he shall take paid leave time for any consulting services provided during normal working hours (i.e., 8:00 a.m. to 5:00 p.m.) which services exceed one (1) hour in duration during normal working hours. SKINNER covenants and agrees that he shall not accept any consulting engagement which would interfere with his ability to successfully complete the duties assigned to him by the CLMRWDB Board.

10. Special Evaluation Criteria and Specific Goals. From time-to-time CLMRWDB may provide SKINNER with any special evaluation criteria or specific goals which CLMRWDB expects to be accomplished. CLMRWDB may consider SKINNER's performance in performing in accordance with such special evaluation criteria or in accomplishing such specific goals in evaluating his job performance.

11. Extension. This contract may be extended beyond the term indicated herein, under the same terms and conditions, by written agreement between the parties, provided that such an extension is for the purpose of finalizing future contractual terms. Such negotiations should begin no later than 60 days prior to the end of this Contract. The terms agreed upon during such an extension shall be retroactive to the date on which this contract was extended. This contract supersedes and cancels any extension agreement entered into by the parties prior to its effective date.

Dated:

**Citrus Levy Marion Regional Workforce
Development Board, Inc.**

Witnesses as to CLMRWDB:

By: _____
Brandon Whiteman
Chair

Witnesses as to SKINNER:

Thomas Edward Skinner, Jr.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Performance and Monitoring Committee, Tuesday, May 9, 2023

TOPIC/ISSUE:

Acceptance of the Department of Labor (DOL) YouthBuild monitoring report.

BACKGROUND:

Eric Dent (federal project officer) conducted monitoring on the 2019 YB grant from December 5 through December 9. An exit conference was held on January 20, 2023.

POINTS OF CONSIDERATION:

The final report revealed no Non-compliance issues or Findings. No other issues were reported. DOL staff thanked our staff for running a quality and transparent program. No further action is required.

STAFF RECOMMENDATIONS:

Accept the monitoring report as submitted to us from the DOL.

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Career Center Committee, Thursday, May 18, 2023

TOPIC/ISSUE:

Approval of the addition of the College of Central Florida training programs to the Area Targeted Occupation List.

BACKGROUND:

All education entities that wish programs 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:

the College of Central Florida has submitted the required documentation requesting the following training programs listed on the ATOL:

Fiber Optics Technician
Fiber Optics Specialist in Testing and Maintenance
Fiber Optics Splicing Specialist

STAFF RECOMMENDATIONS:

Approve the addition of the above-listed training programs to the ATOL under the College of Central Florida which has been previously approved as an eligible training provider.

COMMITTEE ACTION:

Lanny Mathis made a motion to approve the nursing and fiber optics training programs. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Career Center Committee, Thursday, May 18, 2023

TOPIC/ISSUE:

Approval of Galen College of Nursing (Gainesville Campus) as an eligible training provider AND approval of training programs.

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:

Galen College of Nursing (Gainesville Campus) has submitted the required documentation requesting the following training programs listed on the ATOL:

Associate Degree in Nursing Program, Two-Year Option
Associate Degree in Nursing Program, LPN/LVN to ADN Bridge Option
Baccalaureate Degree in Nursing Program, Prelicensure Option
Practical Nursing Program, 4-quarter Option

STAFF RECOMMENDATIONS:

Approve Galen College of Nursing (Gainesville Campus) as an approved training provider in LWDB 10 and add the above listed training programs to the ATOL.

COMMITTEE ACTION:

Lanny Mathis made a motion to approve the nursing and fiber optics training programs. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Career Center Committee, Thursday, May 18, 2023

TOPIC/ISSUE:

Building Pathways to Infrastructure Jobs Grant Program

BACKGROUND:

The Department of Labor has released a notice of funding for grants designed to develop industry sector partnerships and training tracks for individuals in H1-B occupations. Grant applications are due by July 7, 2023. Grants may be awarded for several infrastructure occupations including broadband installation. Proposals may be for targeted demographics or rural areas.

POINTS OF CONSIDERATION:

We feel this grant is appropriate for Levy County and the surrounding areas (including parts of workforce regions 6 & 7) through regional planning and partnership.

This grant would be a partnership between three workforce regions, College of Central Florida, Central Florida Electric, and several contractors, contracted training providers and educational institutions in the other regions.

The grant is for a duration of five (5) years.

CSCLM will be taking acting as the lead agency for the grant and will heading up the proposal development.

STAFF RECOMMENDATIONS:

Proceed with grant proposal development with CSCLM as the lead agency for the grant.

COMMITTEE ACTION:

Jorge Martinez made a motion to approve proceeding with grant development. Lanny Mathis seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023 Marketing Committee, Wednesday, May 24, 2023

TOPIC/ISSUE:

Top Workplaces Project

BACKGROUND:

Top Workplaces is a free employer-recognition program designed to help bolster businesses' efforts to recruit and retain the right talent.

Based solely on employee feedback, captured by a research-backed employee engagement survey, the program helps organizations measure, shape, and showcase their culture to build a sustainable competitive edge. In addition to helping businesses get noticed and strengthen employer brand, Top Workplaces provides participating organizations with deeper culture insights, employee comments, and statements for important demographics such as DEI.

Directed by the Outreach Committee to explore the viability of Top Workplaces for the CLM region, staff met with the team from Energage (Top Workplaces) and representatives from the Ocala Human Resources Management Association, OHRMA, which is a chapter of the Society of Human Resource Managers (SHRM). A research study funded by the SHRM Foundation shows award-winning organizations excel at recruitment and retention.

POINTS OF CONSIDERATION:

- Participating organizations in our region need 35 or more employees.
- It was determined that Top Workplaces does not conflict with the "Best of" and "Readers' Choice" recognition programs conducted by area media that have members of the community/customers vote for their favorite businesses in a variety of categories. Those programs typically serve as a revenue-generating source for the outlet by charging businesses to get on the ballot and/or for promotional ads.
- Top Workplaces partners with media in major metropolitan areas - in Florida its Orlando, Jacksonville, Miami, Tampa, and Sarasota – to promote the program, host awards events, and provide additional advertising and coverage. Depending on the outlet, it can be used as a revenue source, such as by charging a license fee for the awards badge which Top Workplaces provides for free. Because the CLM Market Service Area is not considered a major metro we are exploring whether CareerSource CLM could serve as Top Workplaces convener.

- OHRMA representatives expressed interest in the program and have been provided with more information. Next step is setting up a meeting with Energage to meet with their board and/or membership.
- The process is confidential; only those businesses named as Top Workplaces will be identified. However, insights are available to all participating organizations regardless of whether they are named a Top Workplace.
- While each participating organization receives workplace cultural benchmarks at no charge, businesses have the option to obtain further fee-based products/guidance from Energage.

STAFF RECOMMENDATIONS:

Direct staff to pursue partnership with Energage to bring Top Workplaces to the region as a strategy to further assist businesses find, hire, and retain employees. In addition to outreach, the program could include, but is not limited to, recognition events showcasing the area's Top Workplaces.

COMMITTEE ACTION:

John Murphy made a motion to move ahead with the Energage program. Kathy Judkins seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Consortium Meeting, Friday, April 14, 2023
Executive Meeting, Monday, April 10, 2023

TOPIC/ISSUE:

Area Re-designation; Board Certification

BACKGROUND:

WOA requires each workforce development area and Board to be recertified every two years.

POINTS OF CONSIDERATION:

The re-designation must be approved by the Consortium and the local Director.

STAFF RECOMMENDATIONS:

Request approval to sign the certification and submit it and the Board information to the Consortium for their approval.

COMMITTEE ACTION:

Executive Meeting - Al Jones made a motion to approve the recertification request for signatures. Jeff Chang seconded the motion. Motion carried.

Consortium Meeting - Commissioner Hodge made a motion to approve the recertification request for signatures. Commissioner Finegan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Consortium Meeting, Friday, April 14, 2023
Executive Meeting, Monday, April 10, 2023

TOPIC/ISSUE:

Direct Service Provider Extension

BACKGROUND:

The Citrus Levy Marion Regional Workforce Development Board currently acts as the direct service provider for services made available through the One Stop career centers. We have been granted the ability to be the service provider (in lieu of contracting a provider) through a waiver granted by the governor through CareerSource Florida. This waiver must be renewed every three years and maintained through submission of an annual report at the beginning of each program year.

We have reached the end of the previous extension periods. A full waiver submission is required for program year beginning July 1, 2023.

POINTS OF CONSIDERATION:

The following request details the reasoning and aspects of our business that are positively impacted by direct service provision by the Citrus Levy Marion Regional Workforce Development Board.

STAFF RECOMMENDATIONS:

Approve submission of the attached Direct Services Provider Extension Request.

COMMITTEE ACTION:

Executive Meeting - Al Jones made a motion to approve the extension request for signatures. Pete Beasley seconded the motion. Motion carried.

Consortium Meeting - Commissioner Finegan made a motion to approve the extension request for signatures. Commissioner Hodge seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Approval of the addition of the Withlacoochee Technical College to the Eligible Training Provider List and add training programs to the Area Targeted Occupation List.

BACKGROUND:

All education entities that wish programs 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:

Withlacoochee Technical College has submitted the required documentation requesting the following training programs listed on the ATOL:

Applied CyberSecurity
Applied Information Technology
Automotive Service Technology
Correctional Officer
Crossover from Correctional Officer to Law Enforcement Officer
Crossover from Law Enforcement Officer to Correctional Officer
Electricity
Florida Law Enforcement Academy
Heating, Ventilation, Air-Condition/Refrigeration
Medical Assisting
Network Systems Administration
Nursing Assistant (Articulated)
Practical Nursing
Welding Technology

STAFF RECOMMENDATIONS:

Approve the addition of the above-listed training programs to the ATOL under Withlacoochee Technical College and approve them as an eligible training provider.

COMMITTEE ACTION:

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.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Lobbyist Contract

BACKGROUND:

We engaged GR to assist us during the state Realignment process. It was felt that we needed very specific services to promote our remaining as a workforce region of Citrus Levy and Marion Counties. FWDA, the state workforce association, has a lobbyist that provides "system" lobbying services. They do not represent individual region issues, so that was the primary reason that we chose GR.

The contract for the year ending June 30 was at a rate of \$5,000 per month plus expenses such as lobbyist registration and travel.

The proposed renewal would be for monitoring services and limited assistance and is at the reduced rate of \$2,000 per month plus expenses as note above.

Lobbying expenses cannot be charged to our federal grants so, like the current contract, funding would need to come from our Unrestricted funds.

POINTS OF CONSIDERATION:

While there are two phases remaining in Realignment- system improvements and regional planning, neither of these pose a threat to our local area.

STAFF RECOMMENDATIONS:

-

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023**

TOPIC/ISSUE:

By-Laws Amendment

BACKGROUND:

The REACH Act limits board member terms to eight consecutive years.

POINTS OF CONSIDERATION:

The term limitation is not currently in the By-Laws. This amendment brings our By-Laws into compliance with State law.

STAFF RECOMMENDATIONS:

Approve amendment.

COMMITTEE ACTION:

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.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Monthly Statement Reconciliation

BACKGROUND:

During the 2021-2022 DEO Financial Monitoring, it was noted under Technical Assistance CSCLM should include a time frame by which monthly bank reconciliations are to be completed for financial consistency and accountability. This was not considered a finding or non-compliance issue.

POINTS OF CONSIDERATION:

This policy will not supersede existing policies but will provide an overview of procedures and expectations CSCLM staff will use for thorough and consistent reconciliation of all bank statements and activity.

STAFF RECOMMENDATIONS:

Approve Monthly Statement Reconciliation (FIN-10) in accordance with Technical Assistance suggestion posed by DEO.

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Educational Assistance

BACKGROUND:

Our current educational assistance policy only includes tuition reimbursement for traditional degree programs that are relevant to an employee's job duties.

Specialized credentials are a valuable asset to the organization and provisions should be made to allow staff to pursue certification in specialty areas to enhance the effectiveness and efficiency of the organization.

POINTS OF CONSIDERATION:

- A. CLMRWDB will reimburse One Hundred Percent (100%) of all training, preparatory, or tuition costs and application and testing fees associated with certification programs that are:
 - 1. Professional designations that require continued education to maintain such designation.
 - 2. Occupationally or industry relevant to the employee's job duties or projected future work assignment.
 - 3. Provided by an institution of higher education, school system or another training provider that is recognized or endorsed by the certifying body.
- B. Reimbursement of costs shall be limited to those costs associated with attainment of the knowledge and required processes necessary to obtain certification.
 - 1. Ongoing re-certification costs may be reimbursed as long as the certification remains relevant to the employee's position or future work assignment and are approved by the Chief Executive Officer (CEO) or Executive Vice President (EVP) dependent on funding availability.
 - 2. Professional membership fees (annual or otherwise) will not be considered for reimbursement unless approved in advance by the CEO or EVP and are directly related to the execution of the employee's job duties, future work assignments and/or provide direct benefit to CLMRWDB.

STAFF RECOMMENDATIONS:

Approve the addition of certification costs to our existing educational assistance policy.

COMMITTEE ACTION:

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.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Staff telework flex days

BACKGROUND:

Telework flex days were added as a benefit to all CSCLM staff in June of 2021. This benefit has proven to be successful and very helpful to staff while allowing more flexibility to our business model. The first iteration of this policy required staff to use Telework in 8-hour increments. This was designed to avoid issues with commute times, lunch periods, etc. We now wish to further improve the policy by allowing staff to use Telework in 4-hour increments under a structured scheduling pattern.

POINTS OF CONSIDERATION:

- Telework hours may be taken in 4-hour increments to cover the work hours of 8:00am to 12:00pm or 1:00pm to 5:00pm
- Commuting time between in-office and telework hours is unpaid and will occur during the employee's unpaid lunch break.
- When Telework hours are combined with in-office hours the employee's unpaid lunch break must be taken between the hours of 12:00pm and 1:00pm.

STAFF RECOMMENDATIONS:

Approve modification of the existing Telework policy to allow use of Telework hours in 4-hour increments.

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Emergency Paid Sick Leave Elimination

BACKGROUND:

The Family First Coronavirus Response Act (FFCRA) and the American Rescue Plan Act of 2021 had authorized certain employers to provide paid sick leave to individuals affected by Covid-19. This benefit could be applied to any employee that could not work due to being a caregiver for a sick family member, personal illness and side effects from receiving an approved vaccine.

CSCLM opted to offer emergency paid sick leave to staff under this policy modeled closely after the FFCRA sick leave allowance.

POINTS OF CONSIDERATION:

As health mandates and precautions wind down from the pandemic we feel this additional benefit is no longer needed. We would like to retract **OPS-84 Supplemental Guidance** that authorized the use of emergency paid sick leave. This retraction would be effective on July 1, 2023.

STAFF RECOMMENDATIONS:

Retract **OPS-84 Supplemental Guidance** that permitted additional emergency paid sick leave for staff members.

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023
Career Center Committee, Thursday, May 18, 2023

TOPIC/ISSUE:

One Stop Operator Procurement and Contracting

BACKGROUND:

Procurement of a One Stop Operator is a requirement under the Workforce Innovation and Opportunity Act. Since the termination of the OSO contract with Thomas P. Miller & Associates in November 2022, CareerSource has been acting as the One Stop Operator until such time the REACH Act and Realignment had been finalized. An ITN was issued on March 9, 2023, with Expression of Interest due on March 23, 2023. Due to no response, the ITN was re-issued April 6, 2023. Southern Indiana Works responded with the Expression of Interest on 4/12/23 and proposal on May 4, 2023. There were no other responses received.

POINTS OF CONSIDERATION:

Tony Waterson, President & CEO of Southern Indiana Works and Kristen Barry, Consultant to Southern Indiana Works have 25 years' combined experience in workforce development. Tony and Kristen have also served in this role previously for CSCLM. This will provide an existing knowledge of the region, the three career centers and many of the staff members.

STAFF RECOMMENDATIONS:

Approve the sole source selection of Southern Indiana Works to provide One Stop Operator duties for CareerSource CLM beginning July 1, 2023, through June 30, 2024 with a renewal review each year up to June 30, 2027.

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve the contract with Southern Indiana Works as One Stop Operator. Lanny Mathis seconded the motion. Motion carried.

Executive – 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.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Annual benefits renewal.

BACKGROUND:

The annual health insurance renewal is July 1, 2023. Renewal rates were received through Two-Twelve Benefits.

Florida Blue presented rates that average a 5.04% decrease in comparison with PY21 when we last had FB as a provider. We feel that these rates are reasonable based on an increase of 49% presented by our current carrier United Healthcare.

The base contribution toward each employee's benefits will be increased from \$567.30 (UHC Base Contribution) to \$571.17 with Florida Blue. This is a 0.68% increase in the employer funded part.

All plan costs over the baseline employer contribution amount will be paid by the employee. The baseline contribution amount is variable based on the premium increases and has been calculated to keep plan costs/value fair across all plans.

POINTS OF CONSIDERATION:

- The company paid Principal Dental plan rates stayed the same.
- Company paid Principal Group Life Rates Increased by 10.9% (\$139.20 Annual Cost Increase) the renewal is calling for a 10.9% increase due to the following:
 - a) *Demo Change – Lost (3) enrolled lives, gender ratio changed by 4%, natural aging of the group.*
 - b) *6% Risk Adjustment, meaning current rates do not match the current risk of the group.*
 - c) *The last 2 years the full increases on the Life have been waived.*
- Company paid Principal Short-Term disability rates stay the same.
- The company paid Principal dependent Life rates stay the same.
- The company paid Principal Vision plan rates stay the same.

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed below:

1. 128/129 HSA –The monthly company share of the premium will be \$590.70. This plan will be offered at \$0.00 cost to the employee.
2. Blue Options 5302 – a PPO plan with a monthly rate of \$571.17. This plan will be used as the baseline employer contribution amount for the remaining plans. This plan will be offered at \$0.00 cost to the employee.
3. Blue Care 47 – an HMO plan. We recommend the company pay the baseline amount of \$571.17. Monthly employee contribution will be \$189.10.
4. Blue Care 60 – an HMO plan. We recommend the company pay the baseline amount of \$571.17. Monthly employee contribution will be \$267.03.
5. Blue Options 3566 – a PPO plan. We recommend the company pay the baseline amount of \$571.17. Monthly employee contribution will be \$121.91.
6. Continue with all Principal plans as currently contracted – minor changes as shown on the attached spreadsheet.

COMMITTEE ACTION:

Kim Baxley made a motion to accept the proposed annual healthcare renewal. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Subgrantee Agreement Compliance- Schedule of Operations

BACKGROUND:

The Subgrantee Agreement calls for certain approvals by the Board.

g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one- stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown

POINTS OF CONSIDERATION:

Requires the Board to set hours of operation and official dates of closure. Holiday schedule should be either federal, state or county schedule. Board can give prior approval to deviations to the schedule.

CLM has 11 holiday closures, the same number as the federal schedule, except that instead of Washington's Birthday and Columbus Day, CLM has the Friday after thanksgiving and Christmas Eve.

In addition, CLM offices/centers close four (4) times per year for staff training. For hours of operation, CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm.

STAFF RECOMMENDATIONS:

Adopt the Federal Holiday Schedule, with the following deviation: substitute the Friday after Thanksgiving and Christmas Eve for Washington's Birthday and Columbus Day.

Approve CEO designating up to four (4) staff training days per year, providing the Board and DEO at least two weeks advanced notice with the notice posted on each office and on the website and through social media.

Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm.

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Regional Planning Partnership Procurement

BACKGROUND:

The Ernst & Young report to CareerSource Florida makes a recommendation that local workforce boards look to regional planning involving two or more local workforce boards. The regional planning partnership is a collaboration with the Citrus County Chamber for building a talent stream to support its economic development goals to local business and government leaders. A release of a request for proposal to procure an organization to assist in this process on 4/6/2023. The RFP closed on 4/14/2023. Two proposals were received.

Staff met on 4/21/2023 to review and score each proposal. The initial review and scoring resulted in the following.

Regional Planning RFP	
Scoring Matrix Results - Max Points = 60	
Company	Aggregate Score
Insytanalytics	49.83
Lightcast	27.67

POINTS OF CONSIDERATION:

Based on scoring the overall scoring matrix, Insytanalytics met all the requirements and a meeting via Zoom was held on 5/4/2023. The cost for the regional planning study is \$24,000 plus \$2,000 for travel.

STAFF RECOMMENDATIONS:

Approve the procurement of Insytanalytics for the Regional Planning Partnership.

COMMITTEE ACTION:

Al Jones made a motion to approve the procurement of of Insytanalytics for the Regional Planning Partnership. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Independent Monitoring Services RFP

BACKGROUND:

In our effort to maintain consistent transparency, we wish to maintain a 3rd party to monitor programmatic, administrative and board governance areas. This monitoring will include a review of our general business practices, organizational structure and authority, business services, service delivery and participant eligibility, support services administration and contracting and procurement. The current contract with Underwood Sloan and Associates expires 6/30/2023. We will need to put forth a Request for Proposals (RFP) for competitive procurement of an outside monitoring firm to conduct these services. This firm will provide a full report of their review to the Executive Committee and Board. Our intent is to conduct ongoing reviews bi-annually and annually.

POINTS OF CONSIDERATION:

This RFP will solicit proposals for a new contractor to provide these additional services to our existing internal monitoring processes.

STAFF RECOMMENDATIONS:

Approve release of a Request for Proposals for Independent Monitoring Services.

COMMITTEE ACTION:

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.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Workforce Champion Nomination

BACKGROUND:

Our recognition program underwent several changes as a result of last year's employee survey. One of those changes was for the Executive Committee/Board to make the final selection of our Workforce Champion that will be recognized during the 2023 Workforce Professional Summit in Orlando Florida September 18-20.

POINTS OF CONSIDERATION:

Our center managers have nominated two staff members and have recorded their nominations for the review by the Executive Committee.

STAFF RECOMMENDATIONS:

Executive Committee members are asked to make a selection from the two presentations provided.

COMMITTEE ACTION:

Al Jones made a motion to select @A 2023 Workforce Champion. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023**

TOPIC/ISSUE:

Form 990 Return of Organization Exempt from Income Tax for program year 7/1/21-6/30/22.

BACKGROUND:

POINTS OF CONSIDERATION:

Form 990 was completed by our auditors Powell and Jones, CPAs after the financial statements were audited.

STAFF RECOMMENDATIONS:

Approve Form 990

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
Executive Committee, Wednesday, May 31, 2023

TOPIC/ISSUE:

Staff Retention Incentives

BACKGROUND:

It is customary that we try to give all employees a minimum of 3% cost of living adjustment each program year. However, we received an overall budget reduction of 11% this program year restricting our ability to increase payroll costs.

POINTS OF CONSIDERATION:

We would like to provide all CLM staff with a one-time retention incentive equivalent to 3% of their current annual salary. This incentive would be paid from our current balance of unrestricted funds and will only be done so after final budget figures are received from the State, a final budget is developed, and it is decided by the CEO and EVP that proceeding with the incentives is feasible at that time. This is anticipated to occur in mid to late July or August. The expected cost of incentives is \$79,094.00.

STAFF RECOMMENDATIONS:

Permit sr. management to provide retention incentives to staff at a rate of 3% of their annual salary.

COMMITTEE ACTION:

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.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 7, 2023
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: