



CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

MINUTES

DATE: June 7, 2023
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Arno Proctor
Ben Whitehouse
Charles Harris
Debra Stanley
Fred Morgan
Jeff Chang
John Murphy
Jorge Martinez
Judy Houlios
Kathy Judkins
Kevin Cunningham
Lanny Mathis
Mark Paugh
Pat Reddish
Pete Beasley
Tanya Taylor
Theresa Flick

MEMBERS ABSENT

Brandon Whiteman
Angie White
Carl Flanagan
Darlene Goddard
Equilla Wheeler
John Hemken
Joyce Wilson
Kimberly Baxley
Lewrissa Johns
Ted Knight

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Larry Trowbridge, CSCLM
Cathy Galica, CSCLM
Laura Byrnes, CSCLM
Iris Pozo, CSCLM

Cira Schnettler, CSCLM
Jerry Flanders, CSCLM
Robert Stermer, Attorney
Kim Grey, Eckerd Connects

CALL TO ORDER

The meeting was called to order by Fred Morgan, Treasurer, at 11:31 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Kathy Judkins made a motion to approve the minutes from the March 8, 2023, meeting. Charles Harris seconded the motion. Motion carried.

PRESENTATION

DEO Annual Performance Review

Rusty Skinner explained that DEO provided the draft of the presentation late Monday afternoon. The presentation contained inaccurate information and will need a thorough review. The presentation has been moved to September.

RELATED PARTIES CONTRACT APPROVALS 2023-2024

Master Contracts Requiring 2/3rds Vote

1. Citrus County Chamber of Commerce
Deb Stanley made a motion to approve the Citrus County Chamber of Commerce contract. Kevin Cunningham, and John Murphy abstained due to a conflict. Carl Flanagan disclosed a conflict but was not present to abstain. Mark Paugh seconded the motion. Motion carried.
2. Levy County Schools
Kathy Judkins made a motion to approve the Levy County Schools contract. Tanya Taylor abstained due to a conflict. Charles Harris seconded the motion. Motion carried.
3. College of Central Florida
John Murphy made a motion to approve the College of Central Florida contract. Mark Paugh abstained due to a conflict. Deb Stanley seconded the motion. Motion carried.
4. Marion County School Board
Kathy Judkins made a motion to approve the Marion County School Board contract. Ben Whitehouse abstained due to a conflict. Pat Reddish seconded the motion. Motion carried.

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

5. Ancorp
Charles Harris made a motion to approve the Ancorp contract. Arno Proctor abstained due to a conflict. Pat Reddish seconded the motion. Motion carried.
6. Key Training Center
Mark Paugh made a motion to approve the Key Training Center contract. Theresa Flick abstained due to a conflict. Kathy Judkins seconded the motion. Motion carried.
7. A & M Manufacturing
John Murphy made a motion to approve the A & M Manufacturing contract. John Hemken disclosed a conflict but was not present to abstain. Pat Reddish seconded the motion. Motion carried.
8. Ocala Housing Authority
Charles Harris made a motion to approve the Ocala Housing Authority contract. Judy Houlios abstained due to a conflict. Kathy Judkins seconded the motion. Motion carried.

Contracts Not Requiring 2/3rds Vote – No Conflicts

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

Ben Whitehouse made a motion to approve all other contracts. Mark Paugh seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- The regional directors met with CareerSource Florida and DEO on May 24 and then CareerSource Florida hosted their board meeting on June 6 and 7. Several topics were discussed during both meetings:
 - System Improvements – There was discussion on how EmployFlorida is not user friendly, full registration is a lengthy process, and self-referrals do not add to the region's goals. These issues are under consideration for improvements.
 - Statewide Pricing – By obtaining improved pricing options for various items, the State has the potential to ensure consistent pricing that benefits all regions.
 - Department of Commerce – DEO will transition to the new title of Department of Commerce. Enterprise Florida will be absorbed through this new entity.
 - Budget – All regional budgets were approved at the CareerSource Florida meeting. Our allocation will stay as a 11% reduction.

Workforce Transition

Rusty Skinner explained that the map provided in the packet was suggested as an initial reference for discussion. The team appeared receptive to receiving input from the regions regarding potential locations and methods for regional collaboration. Along with local metrics there will be regional performance metrics. We will be hearing more on this in the upcoming months and how plans are moving forward.

Workforce Issues that are Important to our Community

There were no discussion items.

Financial Disclosure Forms / Annual Conflicts Reminder

Rusty Skinner reminded the board members of filing their financial disclosures by July 1 to avoid penalties.

ACTION ITEMS

2023/2024 Budget

Dale French reviewed the proposed preliminary budget. A decrease in funding was anticipated and overall, there is 11% reduction. John Murphy asked if operational expenses were being reviewed for efficiencies. Rusty Skinner explained that the lease for the current administrative office space at the College of Central Florida ends June 30, 2024. There is available space at the 14th Street Career Center. Administrative staff

would move to the 14th Street office resulting in significant savings in the next program year. Ben Whitehouse made a motion to approve the preliminary 2023-2024 budget. Kathy Judkins seconded the motion. Motion carried.

FWDA Dues

Mark Paugh made a motion to approve paying the FWDA dues out of unrestricted funds. Kathy Judkins seconded the motion. Motion carried.

CONSENT AGENDA

CEO Contract Review- 5-22-2023, 5/31/2023

CEO Contract Renewal

Attorney Bob Stermer stated that Rusty Skinner requested that his salary remain the same for the upcoming program year. He will receive the 3.5% one-time retention incentive that all staff may receive after the budget is finalized. Kathy Judkins made a motion to approve Rusty Skinner's 2023-2024 contract and retention incentive. Charles Harris seconded the motion. Motion carried.

Performance and Monitoring – 5/9/2023

Youth Build Monitoring Report

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

Business and Economic Development – 5/10/2023

No Action Items

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

Career Center – 5/18/2023

Training Provider Approvals

One Stop Operator Contract Approval (Documented under Executive)

Broadband Grant

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

Marketing and Outreach – 5/24/2023

Top Workplaces

In the absence of Committee Chair Carl Flanagan, Laura Byrnes provided a summary of the committee activities.

Executive Committee – 4/10/2023, 5/31/2023

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

Rusty Skinner provided a summary of the committee activities.

Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.

PUBLIC COMMENT

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting adjourned at 12:30 p.m.

APPROVED:

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	



RECORD OF ACTION/APPROVAL

Board Meeting Tuesday, 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:

Master Contracts Requiring 2/3rds Vote

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

LAST NAME—FIRST NAME—MIDDLE NAME Proctor Arno E.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 5393 SW 86th Place	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Ocala	COUNTY Marion
DATE ON WHICH VOTE OCCURRED 6/7/2023	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Arno Proctor, hereby disclose that on June 7, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

☐ inured to my special private gain or loss;

☐ inured to the special gain or loss of my business associate, _____ ;

☐ inured to the special gain or loss of my relative, _____ ;

aep ☒ inured to the special gain or loss of ANCORP, by whom I am retained; or

☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2023

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Whitehorse, Benjamin Paul</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>3901 SE 9th Avenue</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <i>Ocala</i>	COUNTY <i>Marion</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 6/7/2023		NAME OF POLITICAL SUBDIVISION:
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

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APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Benjamin Whitehouse, hereby disclose that on June 7, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of Marion County School Board, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Contract with Marion County School Board for training and facility usage. I am a current employee of the School Board

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2023

Date Filed



Signature

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Murphy John</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS <i>1624 N Meadowcrest Blvd</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Crystal River FL</i>		<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
COUNTY <i>Citrus</i>		NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 6/7/2023		MY POSITION IS:	
		<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, John Murphy, hereby disclose that on June 7, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____ , by
whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.


(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Board Member of Citrus County Chamber

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Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME Houlios, Judoth C		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 5720 SE 22 Place		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/7/2023		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Judith Houlios, hereby disclose that on June 7, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of Ocala Housing Authority, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am an employee of the Ocala Housing Authority

Employee of Ocala Housing Authority

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2023

Date Filed

Judith Houlios
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME Cunningham Kevin David		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board (CareerSource)
MAILING ADDRESS 2421 N. Lecanto Hwy		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY Lecanto FL	COUNTY Citrus	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 6/7/2023		NAME OF POLITICAL SUBDIVISION:
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kevin D. Cunningham, hereby disclose that on June 7, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

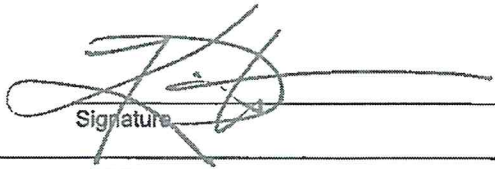
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Inured to the special gain or loss of Citrus County
Chamber of Commerce which whom I am a Board Member.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2023

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME PAUGH, Mark LEE		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 3001 SW College Rd, Marion		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
CITY Ocala	COUNTY	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 6/7/2023		MY POSITION IS <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mark Lee Pough, hereby disclose that on June 7, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of College of Central Florida, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Employee of CF

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2023

Date Filed

Mark Lee Pough
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Taylor, Tanya - Michelle</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>480 marshburn Drive Bronson, FL 32621</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>Bronson, FL</i>	COUNTY <i>Levy</i>
DATE ON WHICH VOTE OCCURRED 6/7/2023	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Tanya Taylor, hereby disclose that on June 7, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☒ inured to the special gain or loss of my business associate, Levy County Schools ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

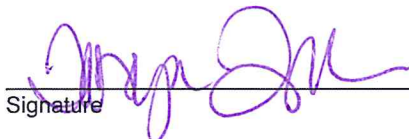
Levy County Schools employee

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2023

Date Filed

Signature



NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Flick, Theresa Darts</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS <i>11309 W. Amerindian Ave.</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Crystal River</i>	COUNTY <i>Citrus</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>6/7/2023</i>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Theresa Flick, hereby disclose that on June 7, 20 23:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☒ inured to the special gain or loss of Key Training Center, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Voting on a Master contract to provide OJT, CBT or Apprenticeship Training Opportunities services to Key Training Center

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/7/2023

Date Filed

Theresa Flick
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



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 budget. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

Ben Whitehouse made a motion to approve the preliminary 2023-2024 budget. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting
Tuesday, June 7, 2023**

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:

Mark Paugh made a motion to approve paying the FWDA dues out of unrestricted funds. Kathy Judkins seconded the motion. Motion carried.



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:

Kathy Judkins made a motion to approve Rusty Skinner's 2023-2024 contract and retention incentive. Charles Harris seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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 Jerry Flanders as the 2023 Workforce Champion. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.



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:

This item appeared on the board agenda as a consent agenda item. Mark Paugh made a motion to approve the Performance and Monitoring, Career Center, Marketing and Outreach, and Executive committee consent agenda items. John Murphy seconded the motion. Motion carried.