



BOARD MEETING AGENDA
Wednesday, December 13, 2023 – 11:30 a.m.
College of Central Florida – Marion Campus
3001 SW College Road, Ocala, FL 34474

Join Zoom Meeting: <https://us02web.zoom.us/j/86470809509>
Conference Line: 1 646 558 8656 Meeting ID: 864 7080 9509

Call to Order		B. Whiteman
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		B. Whiteman
Approval of Minutes, September 27, 2023	Pages 3 - 17	B. Whiteman

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner

ACTION ITEMS

None

CONSENT AGENDA

<u>Performance and Monitoring – 11/7/2023</u>	Page 18	J. Chang
Subrecipient Monitoring		

<u>Business and Economic Development – 11/8/2023</u>		P. Beasley
No Action Items		

<u>Marketing and Outreach – 11/15/2023</u>		A. Jones
No Action Items		

<u>Career Center – 11/16/2023</u>	Pages 19 - 20	C. Harris
Disaster Recovery Dislocated Worker Grants		
Lecanto Lease Renewal		

<u>Executive Committee – 12/6/2023</u>	Pages 21 - 51	B. Whiteman / R. Skinner
Position Reclassification		
QLM Contract		
MOU – Nature Coast Business Development Council		

OUR VISION STATEMENT

To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.

By-Laws Amendment
Budget updates: Broadband grant, NDWG, Hope Florida
BDC Wage Review

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: September 27, 2023
PLACE: College of Central Florida, Levy Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Angela Juaristic
Arno Proctor
Ben Whitehouse
Carl Flanagan
Charles Harris
Darlene Goddard
Debra Stanley
Fred Morgan
Jeff Chang
John Hemken
John Murphy
Jorge Martinez
Kathy Judkins
Kevin Cunningham
Kevin Sheilley
Lanny Mathis
Larry White
Mark Paugh
Pat Reddish
Pete Beasley
Staci Bertrand
Theresa Flick

MEMBERS ABSENT

Albert Jones
Angie White
Brandon Whiteman
Equilla Wheeler
Joyce Wilson
Kimberly Baxley
Tanya Taylor

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Robert Stermer, Attorney
Tony Waterson, S. Indiana Works
Kristen Barry, S. Indiana Works
Dr. Josh Shapiro, Insytanalytics

CALL TO ORDER

In the absence of Board Chair Brandon Whiteman, the meeting was called to order by Darlene Goddard, Board Member, at 11:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Deb Stanley made a motion to approve the minutes from the June 7, 2023, meeting. Charles Harris seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

During the introductions, it was inadvertently noted that new member, Staci Bertrand, represents Levy County on the board. She represents Citrus County on the board.

PRESENTATIONS

Regional Planning

Dr. Josh Shapiro gave a presentation, that included data on commuter patterns for the CLM region, as well as occupational and industry trends. He then shared how this data would be beneficial in identifying other counties in Florida that would complement our region for regional planning. He completed his presentation with the recommendation to engage LWDA 6, 7, and 9 in regional planning efforts.

One Stop Operator

Tony Waterson and Kristen Barry introduced themselves as the contracted One Stop Operator. They shared their background knowledge of our region and their experiences throughout Florida. They shared the types of services they will be providing and will be visiting the region quarterly. They plan to meet with front line staff and work with community partners to spur collaboration.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- CareerSource Florida held their quarterly meeting at the 2023 Workforce Professionals Development Summit last week. Three policies were released that were adopted at the meeting :
 - Strategic Planning Areas and Strategic Policy – We will work towards meeting the policy requirements by engaging recommended LWDA's in planning efforts.
 - Educational and Industry Consortiums – A summary sheet was provided to the board members with recommendations on the creation of the Consortium by restructuring the Business and Economic Development committee. This topic will be discussed further at the December board meeting.
 - Eligible Training Providers List Requirements - Region directors have been advocating for this policy. This new policy will streamline the process and create efficiencies.

Workforce Issues that are Important to our Community

There were no discussion items.

ACTION ITEMS

2023/2024 Budget

Dale French reviewed the 2023-2024 budget, noting there has been a 30% decrease in federal funding over the last three years. Deb Stanley made a motion to approve the final 2023-2024 Budget. Dr. Mark Paugh seconded the motion. Motion carried.

Regional Planning

Charles Harris made a motion to accept Dr. Shapiro's recommendation of engaging with LWDA 6, 7, and 9 to seek their elected officials' approvals and notify the Governor of their intention. Deb Stanley seconded the motion. Motion carried.

Broadband Grant

Dale French was happy to announce that we were awarded a \$1.73 million grant to assist with developing training and delivering a talent pipeline for broadband services to rural areas in our region. He commended the CLM team that worked on the grant submission and their success on receiving the award.

Kathy Judkins made a motion to accept the grant. Charles Harris seconded the motion. Motion carried.

Broadband Grant Subrecipients

As the lead agency for the grant, we will partner with other agencies for services within the scope of work. Sub-recipient agreements will be created with these agencies and funding allocated.

Kevin Shelley made a motion to approve subrecipient agreements with CareerSource North Florida and CareerSource Florida Crown. Carl Flanagan seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 8/15/2023

Independent Monitoring Contract

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

Business and Economic Development – 8/16/2023

No Action Items

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

Career Center – 8/24/2023

No Action Items

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

Nominating – 8/24/2023

Appointment of Vice-Chair

Rusty Skinner provided a summary of the committee activities. Noting that Carl Flanagan has accepted the role as Vice Chair for the remainder of the 2023-2024 program year and act as Chair of the board from July 2024 - June 2026.

Marketing and Outreach – 8/30/2023

No Action Items

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

Executive Committee – 9/13/2023

Severance Pay

Summit Sponsorship

Independent Monitoring Contract

ITA waiver

Dislocated Worker Fund Transfer

Final Budget

Disaster Response Funding – This item was pulled from the executive agenda as the State changed an already existing funding stream to be allocated for disaster response.

Rusty Skinner provided a summary of the committee activities.

Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.

PUBLIC COMMENT

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Deb Stanley shared that she recently attended the Workforce Professionals Development Summit and found the experience to be quite beneficial. Carl Flanagan and Darlene Goddard also attended the Summit and agreed with her sentiments. It was also noted that several staff members held workshops at Summit. Their workshops were well attended, and participants were engaged in the topics. Their contributions were acknowledged.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:47 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Executive Committee, Wednesday, September 13, 2023

TOPIC/ISSUE:

2023-2024 Budget

BACKGROUND:

The draft budget was previously approved at the June Executive and Board meetings.

POINTS OF CONSIDERATION:

This budget reflects final rollover funds for all grants.

This budget includes the proposed transfer of DW to AD funding.

STAFF RECOMMENDATIONS:

Approve the final 2023-2024 budget.

COMMITTEE ACTION:

Fred Morgan made a motion to accept the final 2023-2024 Budget. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to accept the final 2023-2024 Budget. Dr. Mark Paugh seconded the motion. Motion carried.

CONSORTIUM ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 27, 2023

TOPIC/ISSUE:

Regional Planning

BACKGROUND:

Dr. Shapiro has presented his study regarding factors that the Board and our Consortium members should consider in requesting a regional planning area be designated that involves CareerSource Citrus Levy Maron

Three other current local workforce boards have expressed interest in partnering with CSCLM in regional planning. They are LWDA 6, 7 and 9

POINTS OF CONSIDERATION:

Dr. Shapiro's study supports engaging LWDA 6, 7 and 9.

STAFF RECOMMENDATIONS:

Endorse recommending to our Consortium that we regionally plan with LWDA 6, 7 and 9.

Approve sending Dr. Shapiro's report to those boards with a request that they seek their elected official approval to regionally plan together and that their CLEO notify the Governor of this desire.

BOARD ACTION:

Charles Harris made a motion to accept Dr. Shapiro's recommendation of engaging with LWDA 6, 7, and 9 to seek their elected officials' approvals and notify the Governor of their intention. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 27, 2023

TOPIC/ISSUE:

Building Pathways to Infrastructure Jobs Grant

BACKGROUND:

We applied for grant funding (July 6, 2023) to assist with developing training programs and delivering a talent pipeline creation to support federal and state efforts in bringing broadband services to rural areas across America.

POINTS OF CONSIDERATION:

We received notice on September 25, 2023 that we were awarded the grant funding in the amount \$1.73 million dollars that will span a five year performance period and will allow us to regionally plan and coordinate training services to support talent pipeline development for broadband infrastructure activities in Levy County and the counties in workforce regions 6 (CareerSource North Florida) and 7 (CareerSource Florida Crown) to the north of us. Budget attached.

STAFF RECOMMENDATIONS:

Accept the funding award in the amount of \$1.73 million.

BOARD ACTION:

Kathy Judkins made a motion to accept the grant. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 27, 2023

TOPIC/ISSUE:

Building Pathways to Infrastructure Jobs Grant – Subrecipients

BACKGROUND:

We will be the lead agency for the Building Pathways to Infrastructure Jobs Grant. Our grant application had joint work occurring in workforce regions 6 (CareerSource North Florida) and 7 (CareerSource Florida Crown) spanning the rural areas between Levy County to the Georgia line.

POINTS OF CONSIDERATION:

As the lead agency we will need to execute subrecipient agreements to administer funding to the other participating workforce regions for their portion of the work contained in the grant's scope of work. Each region's agreement will be in the amount of \$240,750.

STAFF RECOMMENDATIONS:

Allow us to execute subrecipient agreements with CareerSource North Florida and CareerSource Florida Crown.

BOARD ACTION:

Kevin Shelley made a motion to approve subrecipient agreements with CareerSource North Florida and CareerSource Florida Crown. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Performance and Monitoring Committee, Tuesday, August 15, 2023

TOPIC/ISSUE:

Independent Monitoring Services Contract

BACKGROUND:

A Request for Proposal was issued on 6/12/2023 for an independent monitor. The contract with Indelible Solutions/Underwood Sloan and Associates expired on 6/30/2023. The RFP ended on July 7, 2023. We received one proposal from Underwood Sloan and Associates. There were no other proposals received.

POINTS OF CONSIDERATION:

The board of directors authorized the Performance and Monitoring Committee to make the final decision regarding approval/denial of a contract at the June 7, 2023 meeting of the full board. The initial contract, if executed, will be in the amount of \$50,000.00 and will be effective through June 30, 2024 with a renewal on a yearly basis. This contract may be renewed up to an additional 3 times for a 4-year total.

STAFF RECOMMENDATIONS:

Approve a contract with Underwood Sloan and Associates to commence engagement for third party monitoring.

COMMITTEE ACTION:

Al Jones made a motion to accept the independent monitoring contract. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Executive Committee, Wednesday, September 13, 2023

TOPIC/ISSUE:

Severance pay plan

BACKGROUND:

Severance pay was approved by the board on June 7, 2023, for staff reductions. We would like to formalize this severance pay plan into our personnel handbook. This will amend the policy to exclude contracted staff and the CEO.

POINTS OF CONSIDERATION:

Below are the details of the previously approved plan to be added to our personnel handbook.

- Full-time staff may receive severance in the amount equal to 160 hours.
- Part-time staff may receive severance in the 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.
- Excludes contracted employees and CEO.

STAFF RECOMMENDATIONS:

Approve the amended severance pay plan.

COMMITTEE ACTION:

Carl Flanagan made a motion to accept the amended severance pay plan that will be added to the employee handbook. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Executive Committee, Wednesday, September 13, 2023

TOPIC/ISSUE:

2023 Workforce Professional Development Summit

BACKGROUND:

FWDA has sponsored the Summit for over 10 years. The Summit is funded through registration fees and sponsorships. Traditionally CLM has sent staff and been a sponsor at the \$5,000 level.

POINTS OF CONSIDERATION:

CLM support will enhance the quality of the Summit

STAFF RECOMMENDATIONS:

Request approval of \$5,000 sponsorship from Unrestricted Funds.

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the \$5000 sponsorship for the 2023 Workforce Professional Development Summit. Pete Beasley seconded the motion. Motion carried

BOARD ACTION:

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Executive Committee, Wednesday, September 13, 2023

TOPIC/ISSUE:

Dislocated Worker fund transfer

BACKGROUND:

Under WIOA local workforce development boards can transfer up to 100% of funding between the Adult and Dislocated Worker programs. Transfers may be done locally up to 25% of the total annual fund allocation. Transfers over 25% of the total annual allocation require formal approval from Florida Commerce.

POINTS OF CONSIDERATION:

We are looking to transfer \$800,000 from our allocation of Dislocated Worker funding and move to Adult Individual Training Account (ITA) funds. We are currently unable to spend our full allocation of DW funding due to low unemployment numbers. This transfer will allow us to increase our AD training enrollments from an estimated 187 to 320.

STAFF RECOMMENDATIONS:

Approve the transfer of funding from Dislocated Worker to Adult.

COMMITTEE ACTION:

Pete Beasley made a motion to approve the transfer of funding from Dislocated Worker to Adult Training. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Executive Committee, Wednesday, September 13, 2023
Performance and Monitoring Committee, Tuesday, August 15, 2023

TOPIC/ISSUE:

Independent Monitoring Services Contract

BACKGROUND:

A Request for Proposal was issued on 6/12/2023 for an independent monitor. The contract with Indelible Solutions/Underwood Sloan and Associates expired on 6/30/2023. The RFP ended on July 7, 2023. We received one proposal from Underwood Sloan and Associates. There were no other proposals received

POINTS OF CONSIDERATION:

The board of directors authorized the Performance and Monitoring Committee to make the final decision regarding approval/denial of a contract at the June 7, 2023 meeting of the full board. The initial contract, if executed, will be in the amount of \$50,000.00 and will be effective through June 30, 2024 with a renewal on a yearly basis. This contract may be renewed up to an additional 3 times for a 4-year total.

STAFF RECOMMENDATIONS:

Approve a contract with Underwood Sloan and Associates to commence engagement for third party monitoring.

COMMITTEE ACTION:

Performance and Monitoring: Al Jones made a motion to accept the independent monitoring contract. Brandon Whiteman seconded the motion. Motion carried.

Executive: Charles Harris made a motion to accept the independent monitoring contract with Underwood Sloan and Associates. Carl Flanagan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Executive Committee, Wednesday, September 13, 2023

TOPIC/ISSUE:

50% ITA allocation waiver request

BACKGROUND:

Per section 445.003(3)(a)(1) of Florida statute requires that: *"....50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc."*

POINTS OF CONSIDERATION:

Florida Commerce now issues a sliding scale ITA threshold based on annual allocations. Our sliding scale threshold for 23-24 is 40%. We would like to submit a waiver requesting to have that reduced to 30%. While our normal expenditures are around 40% each year, we would like additional flexibility.

STAFF RECOMMENDATIONS:

Approve the submission of the 2023 ITA allocation waiver request.

COMMITTEE ACTION:

Jeff Chang made a motion to approve the submission of the 2023 ITA allocation waiver request. Carl Flanagan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.

CONSORTIUM ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 27, 2023
Executive Committee, Wednesday, September 13, 2023

TOPIC/ISSUE:

Dislocated Worker fund transfer

BACKGROUND:

Under WIOA local workforce development boards can transfer up to 100% of funding between the Adult and Dislocated Worker programs. Transfers may be done locally up to 25% of the total annual fund allocation. Transfers over 25% of the total annual allocation require formal approval from Florida Commerce.

POINTS OF CONSIDERATION:

We are looking to transfer \$800,000 from our allocation of Dislocated Worker funding and move to Adult Individual Training Account (ITA) funds. We are currently unable to spend our full allocation of DW funding due to low unemployment numbers. This transfer will allow us to increase our AD training enrollments from an estimated 187 to 320.

STAFF RECOMMENDATIONS:

Approve the transfer of funding from Dislocated Worker to Adult.

COMMITTEE ACTION:

Pete Beasley made a motion to approve the transfer of funding from Dislocated Worker to Adult Training. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 13, 2023
Performance and Monitoring Committee, Tuesday, November 7, 2023**

TOPIC/ISSUE:

Subrecipient monitoring

BACKGROUND:

We are required to monitor subrecipients annually to ensure that they remain in compliance with contractual obligations. The attached monitoring report is for program year 2022-2023.

POINTS OF CONSIDERATION:

Powell and Jones conducted a monitoring of Eckerd Connects that concluded on October 13. No deficiencies or issues of concern were noted.

The auditors did note that our contract template was missing verbiage for prohibitions of certain telecommunication and surveillance equipment (procedure 1). That update had been made previously in our contract boilerplate for program year 2023-2024.

STAFF RECOMMENDATIONS:

Accept the audit report as presented.

COMMITTEE ACTION:

Larry White made a motion to accept the monitoring report. Theresa Flick seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 13, 2023
Career Center Committee, Thursday, November 16, 2023

TOPIC/ISSUE:

Disaster Recovery Dislocated Worker Grants Program Administration

BACKGROUND:

Disaster Recovery DWGs, authorized by the Workforce Innovation and Opportunity Act (WIOA), temporarily expand the service capacity of employment and training programs to respond to declared disasters and emergency situations which cause significant job loss. Disaster Recovery DWGs provide funding to states, outlying areas or Indian tribal governments (as defined by the Stafford Act, 42 US Code 5122(6) for disaster-relief employment and to quickly reemploy laid off workers by offering employment and training services.

Disaster Recovery DWGs are meant to address situations beyond those that are the focus of WIOA formula funds.

POINTS OF CONSIDERATION:

This policy will not supersede existing policies but will act as a guide to aid staff in understanding and managing a qualified disaster event to assist both business' and job seekers.

STAFF RECOMMENDATIONS:

Approve the Disaster Recovery Dislocated Worker Grants Program Administration Policy (OPS-41) in accordance with WIOA regulations.

COMMITTEE ACTION:

Jorge Martinez made a motion to accept the policy. Pat Reddish seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 13, 2023
Career Center Committee, Thursday, November 16, 2023**

TOPIC/ISSUE:

Lecanto Lease Renewal

BACKGROUND:

We currently lease three consecutive units in Lecanto, 683/687/691 S Adolph Point, under a five-year lease agreement scheduled to expire December 2023. We were previously locked into a five-year lease at a reduced rate of \$4,500 per month. The cumulative five-year inflation increase over that period time is 18.1% due largely to building insurance rates that have more than tripled.

The ownership group from which we lease the property has offered at five-year lease renewal at \$5,200 per month, or a one-year lease at \$5,500 per month.

We are proposing a one-year lease renewal of the three units at a total cost of \$5,500 per

month: 1 Year Rental Rate:	Unit #683:	\$2,050
	Unit #687:	\$1,775
	Unit #691:	\$1,675
		=====
	Total Monthly:	\$5,500

This represents a savings of \$109.75 monthly from the cumulative 5-year prior inflation increase rate of 18.1%, which would have put the monthly cost at \$5609.75.

POINTS OF CONSIDERATION:

This will allow us agility with our placement in Citrus County, positioning us to better respond to rapid changes in the local economy as needed. It will also ensure we are able to meet rental obligations under our current reduced funding structure.

STAFF RECOMMENDATIONS:

Approve renewing lease for the one-year term noted above.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the one-year lease for the Lecanto Career Center. Angela Juaristic seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 13, 2023
Executive Meeting, Wednesday, December 6, 2023

TOPIC/ISSUE:

Reclassification of Business Development Manager job description

BACKGROUND:

Under our current organizational structure, we have Assistant Director positions in two major functions of our business that report to the Director of Operations.

- Assistant Director of Workforce Initiatives that manages contracting, procurement, policy and procedure, administrative functions, grant research and writing and special projects.
- Assistant Director of Career Services oversees the programs and services provided in the career centers.

POINTS OF CONSIDERATION:

We would like to reclassify our current Business Development Manager to Assistant Director of Business Services.

- This change would add uniformity to our organizational structure and expands internal talent development in regard to succession planning
- Focuses the position on leadership and talent development of Business Services personnel
- Supports our expansion of Business Services in Citrus and Levy
- Expands management responsibilities to include special business-based grant initiatives such as our recent Broadband Infrastructure grant and Disaster Recovery Employment
- Ensures business representation during sr. leadership planning
- Changes pay grade:
 - Business Development Manager – Grade 109 - \$44,460.- \$78,950
 - Assistant Director of Business Services – Grade 110 - \$49,000 - \$86,963

STAFF RECOMMENDATIONS:

Approve re-classifying the Business Development Manager position

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the reclassification of the Business Development Manager position to Assistant Director of Business Services. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 13, 2023
Executive Meeting, Wednesday, December 6, 2023**

TOPIC/ISSUE:

Contracting with QLM (Quality Labor Management)

BACKGROUND:

We were recently awarded Federal Disaster Recovery funds through Florida Commerce to assist with the cleanup efforts after Hurricane Idalia made landfall on the gulf coast on August 30, 2023. Disaster funds are used to create temporary employment opportunities with local municipalities and non-profit agencies engaged in clean-up efforts. Employment opportunities can be created for individuals that are dislocated from their employment due to the storm. All positions must be directly related to storm clean-up and humanitarian work.

POINTS OF CONSIDERATION:

The state has negotiated a contract with QLM (Quality Labor Management) to work with the local boards in providing employer of record services for all temporary positions funded under disaster grants. QLM has extensive experience in construction and clean-up work and provides full payroll services, safety training (OSHA), equipment training (implements and heavy equipment), liability insurance, as well as provide certification-based training. We can use QLM services under the state contract through issuance of a purchase order. We are not required to conduct procurement under a previously negotiated state contract.

STAFF RECOMMENDATIONS:

Approve initiation of services with QLM through purchase order

COMMITTEE ACTION:

Charles Harris made a motion to approve the initiation of services with QLM through purchase order. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 13, 2023
Executive Meeting, Wednesday, December 6, 2023

TOPIC/ISSUE:

Memorandum of Understanding- Nature Coast Business Development Council

BACKGROUND:

The purpose of this Memorandum of Understanding (MOU) between CareerSource Citrus Levy Marion (CSCLM) and the Nature Coast Business Development is to leverage our partnership and operational collaboration that will maximize our resources to prevent duplication of effort, training, and educational services and to ensure the effective and efficient delivery of workforce services to the businesses in Levy County.

POINTS OF CONSIDERATION:

The partnership will maximize strategies and staffing to foster and strengthen the growth and retention of existing business within Levy County and to provide a strong collaboration with respect to talent supply that will encourage and facilitate the recruitment and relocation of new businesses. In support of the MOU, CSCLM agrees to pay NCBDC \$30,000 over a 12-month period based on the performance measures outlined in Section C of the MOU. (ATTACHED)

STAFF RECOMMENDATIONS:

Requesting board approval on the MOU with NCBDC.

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the Memorandum of Understanding with the Nature Coast Business Development Council. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 13, 2023
Executive Meeting, Wednesday, December 6, 2023

TOPIC/ISSUE:

By-Laws Amendment- Education and Industry Consortium

BACKGROUND:

Senate Bill 240 requires that each local workforce board appoint and education and industry consortium to review and prioritize skills needed in key industry sectors; analyze educational training programs for prioritized skills and define skills training gaps. A related duty is to approve credentials for inclusion on the State's Master Credentials list

POINTS OF CONSIDERATION:

The Consortium requirements, based upon SB 240, are required to be established in our By-Laws and include the following

- Membership:
 - o College of Central Florida
 - o Citrus County School District
 - o Levy County School District
 - o Marion County School District
 - o Private post-secondary institution
 - o Up to three representatives from each of the following targeted sectors
 - Manufacturing
 - Logistics
 - Information Technology
 - Healthcare
 - Construction
 - Agriculture
- Members cannot be CLM Board members.
- Serve two-year terms, beginning January 2024.
 - o Can be reappointed.
- Membership must be top level institutional/business leadership.
 - o May designate an alternate to serve if unable to attend.
- Meets Quarterly, issues a report to the CSCLM Board.
 - o Meets in CSCLM normal committee cycle.

- o Meetings will be in-person and via Zoom
- Chair appointed by CSCLM Board Chair.

STAFF RECOMMENDATIONS:

Approve the By-Laws amendment establishing the Education and Industry Consortium as a special committee of CareerSource CLM and authorize the Board chair to make appointments to the Consortium based upon nominations received from interested parties.

COMMITTEE ACTION:

Fred Morgan made a motion to accept the By-Laws amendment establishing the Education and Industry Consortium as a special committee and authorizing the board chair to make appointments to the Consortium based on nominations received from interested parties. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

**BY-LAWS OF THE CITRUS LEVY MARION REGIONAL WORKFORCE
DEVELOPMENT BOARD, INC. (CLMRWDB)**

A FLORIDA CORPORATION, NOT FOR PROFIT

THESE BY-LAWS ARE AMENDED AS APPROVED ON
-1/2023

ARTICLE I: NAME, OFFICE AUTHORITY, AND RESPONSIBILITIES:

Section A: The name of the Corporation shall be the Citrus Levy Marion Regional Workforce Development Board, Inc. hereinafter referred to as “the CLMRWDB.”

Section B: The Principal office of the CLMRWDB shall be located at 3003 SW College Rd, Suite 205, Ocala, FL 34474. The CLMRWDB may have such other offices as the Board of Directors may designate or as the business of the CLMRWDB may require from time to time.

Section C: The registered office of the CLMRWDB, required by Florida Corporation Laws to be maintained in the State of Florida may be, but need not be, identical with principal offices in the State of Florida. The registered office of the CLMRWDB shall be in care of Robert A. Stermer, 7480 SW Highway 200, Ocala, FL 34476. The address of the registered office may be changed from time to time by the CLMRWDB.

Section D: The CLMRWDB exists as a result of the passage of the Workforce Innovation and Opportunity Act, Public Law 113-128, the Interlocal Agreement establishing the Citrus Levy Marion Workforce Development Consortium (“Consortium”), the Memorandum of Agreement between itself and the Consortium, and the Articles of Incorporation of the CLMRWDB. As such, CLMRWDB has been determined to be a Special District of the State of Florida, a unit of state government, and has all the rights granted by such status including, but not limited to, sovereign immunity.

Section E: The CLMRWDB shall have those duties and responsibilities provided for by the WIOA, other related laws of the United States, Florida Statutes (F.S.) Chapter 445, and other applicable laws, rules and policies of the State of Florida, its Articles of Incorporation and any agreements or contracts it may enter into with any third party and such other duties as are consistent with its non-profit status and with the provision of job training, job placement and benefit services to the citizens of Citrus, Levy and Marion Counties, Florida and its status as a unit of state government.

Section F: The CLMRWDB shall actively participate in the development of policies and programs for planning and implementing the activities of the Workforce Development Plan for Workforce Area Ten (Area 10).

Section G: The CLMRWDB shall maintain with the Consortium that relationship specified in the Memorandum of Agreement (“Memorandum”) between the two bodies.

ARTICLE II: COMPOSITION OF MEMBERSHIP; LENGTH OF SERVICE; ATTENDANCE ON THE CLMRWDB:

Section A: The CLMRWDB shall be comprised of not more than thirty-three (33) members who are appointed as set forth in the Agreement to Establish the CLMRWDB. A member may represent more than one federally mandated membership category. The number of the members on the CLMRWDB shall be determined by the Consortium. CLMRWDB membership shall be maintained pursuant to the Memorandum provisions.

Replacement of members who resign voluntarily, who are asked to resign or are removed because of unsatisfactory attendance records or other justifiable reason(s) will be in accordance with the Memorandum and any procedures required by the State of Florida or the United States Government.

Section B: It shall be the policy of the CLMRWDB that three (3) absences annually from regularly scheduled CLMRWDB Board or Committee meetings shall constitute just cause for recommendation for removal. A recommendation for removal shall only be made after review by the Executive Committee of the circumstances surrounding the absences. The following procedures shall be followed: The Executive Committee shall meet, discuss the circumstances, and make their determination to remove or not remove the member(s). In the event removal is recommended, the Executive Committee shall make a recommendation for removal of the member(s) to the CLMRWDB at its next meeting. A majority vote of those CLMRWDB members present shall be required for removal. Upon removal, the Consortium will be notified and seek nominations to replace that member.

Section C: The Consortium will be notified of member attendance annually and any members with three (3) unexcused absences or other justifiable reasons for removal and of any action taken by the CLMRWDB. The Consortium may, at its discretion, remove any member. It shall immediately seek nominations for a replacement.

Section D: Any member who no longer meets the criteria under which appointed to the CLMRWDB shall notify the Executive Committee in writing within 30 days of that status change, i.e., a private sector representative no longer owns his/her own business, retires from that business, or is no longer an officer, chief executive or chief operating officer of the business concerns under which he/she was appointed to the board. The Executive Committee will review all status changes and make a recommendation to the CLMRWDB. The CLMRWDB shall recommend to the Consortium that any member whose status has changed so as to affect the member's eligibility for continued membership be replaced on the CLMRWDB.

Section E: Effective July 1, 2021, no board member is eligible to serve more than eight consecutive (8) years as a board member.

Section F: Board Member Nominations and Selection Process:

Board membership requirements, are detailed in both WIOA and in Florida Statutes, Section 445

For private sector business representation, nominations must be made by general purpose business organizations. These include chambers of commerce, economic development agencies and business groups such as the Mid-Florida Regional Manufacturers Association (MRMA). Those nominations are provided to the Local Elected official (LEO) for consideration and selection.

Public sector membership will generally be “agency based” and therefore requests for nominees are directed to the agency head for either self - nomination or a designee. These nominations will be submitted to the Consortium for selection.

Recruitment:

Private sector membership is “balanced” by county whenever possible. Letters will be sent to key business organizations in each county soliciting nominations. CLMRWDB members from the county where a vacancy will occur/has occurred will be asked to contact business leaders in their county (in targeted membership sector), explain our Board’s duties as a follow to the letters.

Board member must be:

- Owners
- Key executives; or
- Top-level policy executives

Nomination Process:

- As part of the recruitment/nomination process:
- A nomination form will be completed by each nominee. The form will be transmitted to the CLMRWDB CEO or COO who will submit the form for nomination to the Consortium for consideration and selection.
- If the CLMRWDB board member is working with their county's EDC or a Chamber as part of the recruitment process, that organization should be asked to send an email to the CLMRWDB CEO nominating the prospective member.

Nominations of prospective members will be compiled by the CLM staff and prepared for consideration by the LEO Consortium at its next scheduled meeting. Nominations will be grouped by vacancy.

Appointment Process:

After selection/appointment by the LEO Consortium, staff will:

1. Advise the board members of the selection;
2. Prepare a letter of welcome to be signed by the Chair that will include:
 - a. Information of the next Board meeting, including an invitation to the New Member Reception that will be scheduled one hour prior to the meeting.
 - b. Information of electronic access to the Board – Member Orientation
 - c. Financial Disclosure Form 1 (including information on timeframe for filing and contacts for assistance, if needed;
 - d. Hard copy of a Board Member Handbook
 - i. Committee information for committee selection

New members will be asked to review the electronic Orientation prior to the New Member Reception so that any questions can be answered at

that time, or they can contact staff prior to the Reception if they desire.

ARTICLE III: OFFICERS AND THEIR DUTIES:

Section A: General:

The officers of the CLMRWDB shall be the Chair, Vice-Chair and Treasurer. The Vice-Chair and Treasurer shall be elected every two years. The Vice-Chair shall ascend to the office of Chair every two years and shall replace the outgoing Chair. The new Vice-Chair shall be elected from among the business and industry (private sector) representatives and shall rotate among the three counties' representatives every two years. The Treasurer shall be elected from the CLMRWDB public sector representatives. Treasurer shall not be eligible to ascend to the position of Chair because of the requirement that the Chair be a private sector representative. Officers shall serve two-year terms.

The Executive Assistant to the Chief Executive Officer shall serve as the Secretary to the Board and have the responsibilities of maintaining minutes of the actions of the Board and other such duties that support the Board.

Removal of Officer(s):

Any officer of the Board may be removed with or without cause by an affirmative vote of a majority of the Board of Directors at a called meeting in which a quorum is present. A motion to remove an officer may be made by any board member.

Section B: Chair:

The Chair shall have the responsibility of presiding over CLMRWDB meetings, authority for appointing Committee membership and the Chair for each Committee subject to approval by the Executive Committee. The Chair shall serve as an ex-officio member of all Operational and Ad Hoc

Committees but will not be assigned to any Committee other than the Executive Committee.

Section C: Vice-Chair:

The Vice-Chair shall preside over the CLMRWDB meetings in the absence of or at the request of the Chair. The Vice-Chair shall also serve as an ex-officio member of all Operational and Ad Hoc Committees but will not be assigned to any Committee other than the Executive.

Section D: The Treasurer or designee shall receive and deposit all funds in the name of the CLMRWDB in a bank approved by the Board. All checks shall be signed by either the Chief Executive Officer or Chief Operating Officer. Current financial records shall be kept at all times and reports on the financial status of the CLMRWDB shall be submitted at all meetings of the Board and membership, with copies to be attached to original minutes. The Treasurer shall chair the Audit Committee of the Board.

ARTICLE IV: MEETINGS OF THE CLMRWDB:

Section A: Regular Meetings:

The CLMRWDB shall meet quarterly or as determined by the Executive Committee and/or the CLMRWDB from meeting to meeting. All members of the CLMRWDB shall be notified in writing of the date, time, and place of the meetings at least five (5) days in advance. An agenda will be transmitted whenever possible.

Section B: Called Meetings:

The Chair may convene the Board at times other than the regular meetings, provided the CLMRWDB members are notified in writing at least five (5) days in advance of the date, time, and place of the meeting. An agenda will be transmitted with this notification. If the Chair determines that an emergency situation necessitates that a special meeting be called,

the requirements for notice may be waived.

Section C: Quorum of Meetings:

A quorum for all meetings of the CLMRWDB shall be declared when one-third (1/3) of the voting members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section D: Decision on Questions:

The decision on all questions with the exception of amendments to the By-Laws provided for under ARTICLE VIII, shall be determined by a majority vote of the members voting on the question.

Section E: Waiver of Notice:

Whenever, under the laws of the State of Florida, or provisions of these By-laws, a waiver in writing is signed by persons entitled to such notice, whether before or after the time stated therein, it shall be deemed equivalent to the giving of such notice.

Section F: Robert's Rules of Order:

In matters not covered by these By-laws, Robert's Rules of Order, Revised (latest edition), shall govern the procedure of the meetings of the CLMRWDB and its Committees.

Section G: Proxy Voting:

To ensure meaningful discussion and determinations, vote by proxy will not be accepted.

Section H: Use of Technology:

Understanding the business requirements of Board members, CLMRWDB may use any form of technology to conduct the business of its committees and board meetings. If used, the technology must be accessible to the public for attendance. The use of such technology should be included on all meeting notices when used.

Section I: Engagement of Stakeholders

CLMRWDB shall work to ensure engagement by the workforce system's stakeholders and employers by developing a list of Interested Parties. This list will include key business organizations and other groups, such as local SHRM organizations, and community groups that express an interest in workforce activities or services.

Notices of all meetings and agendas will be made available to those on the Interested Parties list. In addition, social media will be used to notify persons and organizations of the meetings of the Board and its committees.

At each meeting of the committees or Board a time for public comment and input will be placed on the agenda, and at the discretion of the Chair of the Board or committee, public input may be sought on any item coming before the body.

ARTICLE V: COMMITTEES OF THE CLMRWDB:

Section A: The CLMRWDB may establish such Operational Committees as are deemed necessary to perform the specific functions of the CLMRWDB. These Committees shall be advisory to the CLMRWDB, except that they may, with specific authorization, act on behalf of the CLMRWDB. The following will be the Committees of the CLMRWDB:

Executive Committee:

This Committee shall be comprised of the Chair, Vice-Chair and Treasurer of the CLMRWDB, the immediate past Chair of the CLMRWDB, and the Chairs of the four Operational Committees, for a total of eight (8) members, at least two (2) members shall be selected from among the private sector representatives. This Committee shall be responsible for administrative matters of the CLMRWDB, shall serve as the CLMRWDB finance and personnel committee, and as such, shall handle all finance and personnel matters, if any; shall be responsible for all issues, duties and responsibilities dedicated to and by vote of the full CLMRWDB, shall be authorized to act on an emergency basis on behalf of the full CLMRWDB between CLMRWDB meetings, shall recommend and approve formal procurement actions, and shall serve as the grievance/protest committee for all procurement actions.

The following ad hoc committees shall report to the Executive Committee: Audit; Member Recruitment; and Nominating.

Operational Committees:

CLMRWDB shall have committees aligned with its goals, objectives, and management needs. These include: Marketing Outreach and Community Relations; Career Center Services; Performance and Monitoring; and Business and Economic Development

Marketing Outreach and Community Relations:

The Marketing Outreach and Community Relations Committee shall plan and oversee the staff and Board efforts to improve the community awareness of Workforce; establish partnerships with community organizations that have missions similar to or supportive of the goals of the Board; inform the business community and the larger resident community

of the region on the services and benefits available through the local workforce system; and, approve the staff marketing and outreach plan to business and applicant customers. It shall oversee the recruitment and orientation of new board members and strengthen board member engagement.

Career Center:

The Center Committee shall provide oversight and input regarding the services offered to both business and applicant customers; the development of partnerships to improve the efficiency and effectiveness of services and otherwise review and plan the partnerships, staffing and services offered through the local one stop system.

Performance and Monitoring:

The Performance and Monitoring Committee is charged with reviewing the performance of our one stop system and contractors against established goals. Additionally, it is charged with receiving and reviewing all internal monitoring, programmatic and fiscal as well as similar monitoring performed by the State. The Committee is also charged with establishing performance goals for the system and reviewing performance comparisons with other workforce boards based upon state performance reports and metrics.

Business and Economic Development:

The Business and Economic Development Committee is charged with aligning the resources of Workforce Connection with the economic development efforts of the three counties. It is also charged with reviewing staff and economic development coordination and collaborative efforts at business outreach and development. The Committee will serve to plan and coordinate the development of career paths, training, and other services to support the needs of the business sectors targeted by

the Board. It is responsible for the review and approval of demand occupations within the workforce area and, where feasible, coordinate with other workforce areas to develop regional strategies to serve these targeted sectors and provide coordinated workforce services.

Section B: The Chair of the CLMRWDB shall have authority to appoint members of the CLMRWDB to serve on all Operational Committees subject to the approval of the Executive Committee. Membership on all Operational Committees shall be for one year. Members of the CLMRWDB who are also employees of public sector organizations may delegate other employees of the public sector organization to attend Committee meetings and cast advisory votes. The preceding sentence shall not apply to meetings of the Executive Committee.

In accordance with the above, representatives from key partners not appointed to CLMRWDB will be asked to serve on committees. These partners include but are not limited to the following: School boards, economic development; private and public higher educational partners; trade associations, social and customer-focused agencies and, organized labor.

The Chair may appoint such other members to the Operational Committees as is necessary to gain broad industry input into the deliberations of the committees. Such members shall be ex-officio and have voting privileges.

Section C: Ad Hoc Committees:

Ad Hoc Committees may be established by the Chair autonomously to deal with matters of particular or immediate concern. Ad Hoc Committees shall be composed of members of the CLMRWDB with their number and representation determined by the Chair subject to approval by the Executive Committee. An Ad Hoc Committee shall be advisory to the

CLMRWDB and shall terminate upon satisfactory completion of the task for which it was originally appointed. Non-CLMRWDB members may serve as voting members of Ad-hoc Committees.

Section D: Special Committees:

Nominating Committee:

The Committee shall be composed of members of the CLMRWDB, appointed by the Chair with appropriate representation from each County of the Area 10. The Committee will meet every other year by the end of May, so that the Committee shall have sufficient time to bring forth a slate of nominees for Vice-Chair and Treasurer to be considered at the June meeting of the CLMRWDB. Should any Officer not be able to complete the officer's term of office, the most recently appointed Nominating Committee shall be convened to draw up a slate of nominees for filling the vacancy or vacancies except in the case of a vacancy in the Chair in which case the Vice-Chair shall ascend to the office of Chair. Nominations to fill such other vacancies shall be presented to the CLMRWDB for election as soon as possible following the occurrence of the vacancy or vacancies. Those officers selected by CLMRWDB, shall be recommended for selection by the Consortium.

Audit:

The Audit Committee shall be chaired by the Treasurer and assume responsibility for recommending the selection of the Board's audit firm; and reviewing each annual audit prior to presentation to the Board.

Educational and Industry Consortium:

The Education and Industry Consortium is charged with aligning the skill needs of business with the training provided by our educational partners.

The local consortium is comprised of the following members:

- One representative nominated by each respective school superintendents to represent their district;
- One representative nominated by the President of the College of Central Florida to represent the College;
- Business members should represent the targeted industry sectors in our Plan;
- One representative from private educational institutions that offer certifications or degrees;
- Each school district should nominate a representative from their programs that align with our targeted sectors;
 - Manufacturing
 - Logistics
 - Information Technology
 - Healthcare
 - Construction
 - Agriculture
- The CLM Chair will appoint up to three representatives from each sector to represent industry in each county.
- The Chair will appoint a chair of the Consortium.
- Members are appointed to a two-year term, and may be reappointed.
- CLM staff will serve as official consortium staff.

The various representatives will meet quarterly, as required, in conjunction with the normal CLM committee meeting schedule. The chair of the consortium will be asked to attend the CLM Board meeting and report any recommendations of the consortium. These, if necessary, will be actionable items for the next scheduled CLM committee as appropriate.

The Consortium will review all local requests submitted to the Credentials Review Committee

Section E: Quorum:

A quorum for all Committee meetings of the CLMRWDB shall be declared when one-third (1/3) of the members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section F: Chair for Operational Committees and Ad Hoc Committees:

The Chair of the CLMRWDB shall appoint the Chair for Operational Committees and Youth Council and of any Ad Hoc Committees subject to the approval of the Executive Committee.

Section G: Appointment of Committee Vice-Chairs:

The Chair for any Operational Committees or of an Ad Hoc Committee may appoint the Committee Vice-Chair from among the other members of the Committee.

Section H: Replacement of Committee Members:

The Chair of the CLMRWDB may replace any Committee member, after consultation with the committee member, and after considering the recommendations of the Chair of the Committee and subject to the approval of the Executive Committee.

ARTICLE VI: RIGHTS OF MEMBERS TO MOTION, SECOND AND VOTE:

Section A: All members of the CLMRWDB, including Committee Vice-Chairs presiding over Committee meetings, shall have the right to make and second motions, discuss and vote on any matter, notwithstanding the provisions of ARTICLE VIII, that is in order for CLMRWDB or Committee consideration, excepting that the CLMRWDB Chair when presiding over meetings of the CLMRWDB, shall only have the rights of discussion and of

voting to break a tie vote of the CLMRWDB.

ARTICLE VII: CONFLICT OF INTEREST:

Section A: The CLMRWDB shall not, either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which any CLMRWDB member, the member's spouse or child is an officer, partner, director, or proprietor or in which they have any material interest.

Section B: There is hereby declared to be an exemption from Section "A" hereof, in accordance with Section 112.313(12) Florida Statutes, 1995, if:

- a. The business with the CLMRWDB is transacted under a rotation system whereby the business transactions are rotated among all qualified suppliers of the goods and services within the Workforce Area 10 service delivery area;
- b. The business is awarded under a system of sealed competitive bidding to the lowest or best bidder;
- c. The CLMRWDB member, the member's spouse, or child, has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;
- d. The CLMRWDB member, the member's spouse, or child, has in no way used or attempted to use their influence to persuade the CLMRWDB or any personnel thereof to enter into such a contract other than by the mere submission of the bid; and
- e. The CLMRWDB member, prior to or at the time of the submission of the bid, has filed Contractor Disclosure Form and Conflict of Interest Forms disclosing the member's interest, or the interest of the member's spouse or child, and the nature of the intended business;

and

- f. If CLMRWDB enters into a contract with an organization or individual represented on the Board of Directors, the contract must be approved by a 2/3 vote of the quorum of the Board, with the benefiting member abstaining from the vote (Florida Statutes 445.007(1)).
- g. If any other exemption created under Section 112.313(12) Florida Statutes or any other applicable Florida or United States statutes applies.

ARTICLE VIII: AMENDMENTS:

Section A: These By-laws may be amended or repealed by a two-thirds (2/3) vote of the CLMRWDB members voting on the question provided notice of the Amendment or request for repeal has been transmitted to members at least five (5) days in advance of the meeting in which the vote is to be taken.

ARTICLE IX: EXEMPT ACTIVITIES:

Section A: Notwithstanding any other provisions of these By-laws, no Member, Director, Officer, Employee or Representative of this Corporation shall take any action or carry on any activities by or on behalf of the Corporation, not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or may hereafter be amended or by an organization, contributions to which are deductible under Section 170(c)(2) of such code and regulations as they now exist or as they may hereafter be amended.

ARTICLE X: INDEMNIFICATION BY CORPORATION:

Section A: Every Person who is or shall be or shall have been a Member or an

Officer of the CLMRWDB and that person's Personal Representative shall be indemnified by the CLMRWDB against all costs and expenses reasonably incurred by or imposed upon that person in connection with or resulting from any actions, suit, or proceeding to which that person may be made a party by reason of being or having been a Member or Officer of the CLMRWDB, or of any subsidiary or affiliate thereof, except in relation to such matters as to which that person shall finally be adjudicated in such action, suit or proceeding to have acted in bad faith and to have been liable by a reason of willfulness of conduct in the performance of his duty as such Member or Officer. "Costs and Expenses" shall include, but without limiting the generality thereof, attorney's fees, damages and reasonable amounts paid in settlement.

ARTICLE XI: CODE OF CONDUCT AND ETHICS:

- A. CLMRWDB's Officers, Members, Employees or Agents shall not solicit gratuities nor accept favors or anything of monetary value in excess of \$25.00 from each other or from vendors, contractors or potential vendors or contractors. Violations of this standard will result in disciplinary action being taken. Appropriate disciplinary action will be determined by an Ad Hoc Committee of the CLMRWDB whose members will be free from any conflict of interest related to the party or parties involved.

- B. Except as allowed by applicable law, any Contractor or CLMRWDB Officer, Member, Employee or Agent who develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurement. Further, except as allowed by applicable law, Persons, Organizations, and Employees in any way associated with such Officer, Member, Employee or Agent shall be excluded from competing for such procurement when a conflict-of-interest situation would be created by such competition.

- C. Except as allowed by applicable law no CLMRWDB Officer, Member, Employee or Agent shall participate in the selection, award, or administration of a contract where, to the best of the person's knowledge, the person or the person's immediate family, partners or organizations in which the person or the person's immediate family has a financial interest, or with whom the person is negotiating has any arrangement concerning prospective employment.
- D. No CLMRWDB Officer or Member shall discuss or vote on any proposal which is in competition with a proposal submitted by any party with whom the Officer or Member, or the Officer or Member's immediate family, has business, organizational or family ties.
- E. Arm's length relationships shall be maintained between contractors and CLMRWDB Officers, Members, Employees and Agents in the award and administration of contracts.
- F. Meetings of the CLMRWDB, its Committees, and between members, shall comply with the Florida Government in the Sunshine Act, Florida Statutes, Section 286.011.
- G. CLMRWDB Officers, Members and Employees shall complete a Disclosure of Potential Conflicts and Certification/Code of Conduct/Ethics Form (ADM-2) annually by July 1st, and a copy should be returned to CLMRWDB Administrative Office to be kept on file for the CLMRWDB.
- H. CLMRWDB Officers and Members shall complete a Financial Disclosure (Form 1) annually by July 1st and should be filed with the Supervisor of Elections of the county in which they permanently reside.
- I. Upon discovery of an actual or potential conflict of interest, a CLMRWDB Officer, Member, Employee or Agent shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. The Officer, Member, Employee or Agent may, at the same time, apply

to CLMRWDB's Legal Counsel for an advisory opinion as to what further participation, if any, the Officer, Member, Employee or Agent may have in the transaction.

a. No employee shall:

- i. Accept any direct or indirect financial benefit from any source other than the CLMRWDB as a result of the performance of official duties.
- ii. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- iii. Accept any position or engage in any business which will require disclosure of information that could provide a competitive advantage to one party over another in procurement matters.
- iv. Improperly disclose information acquired in the performance of official duties that could result in personal gain or provide a party a competitive advantage over another party in procurement matters.
- v. Use or attempt to use official position to secure unwarranted privileges or exemptions personally or on behalf of others or give the appearance of such action.
- vi. By conduct, give reasonable basis for the impression that any person or organization can improperly influence the performance of official duties.
- vii. Pursue a course of conduct which will raise suspicion among citizens that acts engaged in are in violation of public trust.
- viii. Pursue a course of conduct which will give rise to a violation of conflict-of-interest standards.

- ix. Take part in any prohibited political activities.
- x. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- xi. Promote or oppose unionization in the discharge of official duties.
- xii. Participate in any effort to violate any other applicable Federal, State or Local Law or Regulation.

Violations of any provision of this Code may be cause for immediate dismissal or other disciplinary actions provided for under the CLMRWDB's Personnel Rules and Policies.

ARTICLE XII: NONDISCRIMINATION:

Section A: All actions taken by the CLMRWDB shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, other prohibited bases under applicable law or handicap.

SIGNATURE PAGE

APPROVED:

CLMRWDB Chair

CLMRWDB Vice-Chair

Board Attorney

ATTEST:

CLMRWDB Treasurer



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 13, 2023
Executive Meeting, Wednesday, December 6, 2023**

TOPIC/ISSUE:

Updated budget

BACKGROUND:

We have received additional funding from the following grants:

Hope Florida – Wagner Peyser and WIOA

Broadband Competitive Grant – H1B

Hurricane Idalia - NDWG

POINTS OF CONSIDERATION:

The budget has been updated to reflect the additional funding sources. Updated full budget and functional breakdown attached.

STAFF RECOMMENDATIONS:

Approve the updated budget.

COMMITTEE ACTION:

Charles Harris made a motion to approve the updated 2023-2024 budget to include the new funding sources. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

BUDGET - CSCLM																									
PY 2023 (JULY 2023 - JUNE 2024)																									
12/1/2023	ADULT	YOUTH	9/30/23	DISL WORKER	12/31/23	6/30/24	3/31/2024	9/27/2025	YTH BUILD 4	VOC REHAB	9/30/24	12/31/23	BROADBAND	6/30/24	9/30/23	6/30/24	12/31/23	6/30/2025	6/30/2025	6/30/24	9/30/24	UN-RESTR	TOTAL		
ITA requirement: 35%			TAA		LVER	RURAL	RE-ENTRY NAVIGATOR	HURRICANE IDALIA			WAGNER PEYSER	VETERAN DVOP		WTP	SNAP	APPRENTICESHIP NAVIGATOR	RECOVERY NAVIGATOR	HOPE WP	HOPE WIOA	RAPID RESPONSE	RWB 6	REA			
REVENUE																									
P.Y. 2023 CONTRACTS	1,162,150	1,121,786	-	696,932	-	62,500	-	250,000	-	-	193,253	-	234,456	1,547,640	115,000	62,499	-	73,283	104,686	125,000	6,741	189,415	-	5,945,341	
CARRYFORWARD	308,327	59,276	1,399	767,457	47,207	-	9,809	-	439,963	66,938	800	21,376	-	136,457	57,404	-	-	-	-	-	-	-	186,468	388,357	2,523,908
INCENTIVES/SUPPLEMENTAL	-	-	-	98,532	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	98,532	
TRANSFER	696,932	-	-	(696,932)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	2,167,409	1,181,062	1,399	865,989	47,207	62,500	9,809	250,000	439,963	66,938	194,053	21,376	234,456	1,684,097	172,404	62,499	33,670	73,283	104,686	125,000	6,741	374,883	388,357	8,567,781	
EXPENDITURES																									
TOTAL ITA																									
TRAINING:																									
ITA %	42%			48%																					
ITA/TRAINING	400,000	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	402,000	
OUT	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	
EMPLOYED WORKER	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	
INTERNSHIPS	30,000	-	-	-	-	-	-	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36,000	
TRAINING SUPPORT	20,000	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,000	
TRAINING STAFF	168,827	-	-	168,827	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	337,654	
TOTAL TRAINING	718,827	-	-	172,827	-	-	-	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	897,654	
OPERATING:																									
SUPPORTIVE SVS.	80,000	181,476	-	3,000	-	-	-	-	196,843	-	-	-	47,762	132,000	-	-	-	-	-	-	-	-	-	641,081	
DIRECT CHARGE (STAFF)	100,000	-	-	-	-	-	5,429	30,000	-	19,758	-	-	70,260	325,611	79,100	29,477	14,125	30,000	-	60,357	-	57,798	-	821,914	
ECKERD	20,000	584,524	-	20,000	-	-	-	-	193,712	-	-	-	-	-	-	-	-	-	-	-	-	-	-	818,236	
DEO STAFF TRAVEL	-	-	-	-	2,000	-	-	-	-	-	3,000	6,000	-	-	-	-	-	-	-	-	-	-	-	11,000	
OPERATING	-	-	-	-	4,000	31,638	-	-	-	-	10,000	1,357	8,700	-	-	-	-	-	50,000	-	-	-	32,180	137,875	
TOTAL OPERATING	200,000	766,000	-	23,000	6,000	31,638	5,429	30,000	390,555	19,758	13,000	7,357	126,722	457,611	79,100	29,477	14,125	30,000	50,000	60,357	-	57,798	32,180	2,430,106	
PROGRAM SUPPORT:																									
FACILITIES	22,101	87,360	1,304	7,938	10,564	-	2,710	2,780	19,390	3,753	77,299	10,494	5,560	86,734	14,942	3,961	5,351	2,780	-	5,351	6,741	14,595	-	391,711	
PROGRAM	116,142	96,824	-	24,753	758	3,999	-	4,550	-	2,497	3,259	-	16,018	107,210	9,998	3,726	1,785	3,792	6,320	7,629	-	1,845	-	411,108	
INFORMATION TECHNOLOGY	108,448	91,244	-	23,326	715	3,769	647	4,268	-	2,354	1,549	876	15,095	101,031	9,422	3,511	1,683	3,574	5,956	7,190	-	1,738	-	387,413	
OUTREACH	77,006	64,198	-	16,412	503	2,652	-	3,017	-	1,656	1,544	617	10,620	71,084	6,629	2,470	1,184	4,190	5,058	-	1,223	-	-	272,580	
BUSINESS	167,346	-	-	31,343	-	5,064	-	9,762	-	3,162	2,950	-	-	258,357	12,660	4,718	2,261	4,802	8,003	9,960	-	2,336	-	519,424	
SELF SERVICES	80,192	-	-	17,091	-	2,761	-	3,142	-	1,724	1,608	-	11,060	140,876	6,904	2,573	1,233	2,618	4,364	5,268	-	1,274	-	282,689	
CAREER SERVICES	149,358	-	-	31,832	-	5,143	-	5,852	-	3,212	2,996	-	20,599	262,388	12,858	4,792	2,296	6,128	8,128	9,811	-	2,372	-	526,513	
TOTAL PROGRAM SUPPORT	721,593	339,625	1,304	152,697	12,540	23,387	3,357	29,392	19,390	18,358	91,205	11,987	78,952	1,027,683	73,414	25,751	15,793	24,956	36,961	49,968	6,741	25,383	-	2,790,438	
TOTAL EXPENDITURES	1,640,420	1,105,625	1,304	348,524	18,540	55,025	8,786	65,392	409,945	38,116	104,205	19,344	205,674	1,485,294	152,514	55,227	29,918	54,956	86,961	110,325	6,741	83,181	32,180	6,118,198	
ADMIN POOL	153,984	26,101	67	30,734	1,349	5,260	720	6,137	988	3,489	6,800	1,430	19,382	139,888	13,965	5,116	5,139	8,313	10,326	-	7,457	3,160	-	452,445	
GENERAL POOL	64,853	10,993	28	12,944	568	2,215	303	2,584	416	1,470	2,864	802	8,163	58,916	5,882	2,155	1,112	2,184	3,501	4,349	-	3,141	1,331	190,554	
TOTAL INDIRECT COST RATE	218,837	37,094	96	43,678	1,918	7,475	1,024	8,721	1,404	4,959	9,664	2,032	27,545	198,803	19,846	7,271	3,752	7,303	11,813	14,675	-	10,598	4,491	642,999	
BALANCE	308,152	38,342	(0)	473,787	26,749	(0)	0	175,887	28,614	23,863	80,185	0	1,237	(0)	44	0	0	11,023	5,912	(0)	(0)	281,104	351,686	1,806,584	
INDIRECT RATE CALCULATION																									
DIRECT TOTAL COSTS	1,640,420	1,105,625	1,304	348,524	18,540	55,025	8,786	65,392	409,945	38,116	104,205	19,344	205,674	1,485,294	152,514	55,227	29,918	54,956	86,961	110,325	-	83,181	32,180	6,081,980	
LESS: LEASES	(52,519)	(73,859)	(618)	(12,584)	(4,799)	(1,469)	(1,452)	(2,908)	(9,334)	(2,587)	(34,968)	(4,789)	(8,219)	(60,824)	(10,320)	-	(3,037)	-	(2,321)	(5,183)	-	(7,250)	-	(299,240)	
SUBAWARD (ECKERDS)	(20,000)	(766,000)	-	(23,000)	-	-	-	-	(390,555)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,199,555)	
TOTAL MTDC	1,567,901	265,767	686	312,940	13,741	53,557	7,334	62,484	10,056	35,529	69,236	14,556	197,355	1,424,369	142,194	25,751	26,881	54,956	84,640	105,142	-	75,932	32,180	4,583,185	

ATTACHMENT 2				
FUNCTIONAL BUDGET				
PY 2023				
7/1/2023-6/30/2024				
Operational Expenses	148,875			
Participant Supportive Services	262,762			
50% ITA	402,000			
OJT	50,000			
Training staff	337,654			
Internships	36,000			
Employed worker	50,000			
Training support	22,000			
Eckerd contract	818,236			
Eckerd participant	378,319			
Direct charge staff	821,914			
Carryforward	1,806,584			
Program Support	2,790,438			
Indirect Costs	642,999			
Total Budget	8,567,781	-		



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 13, 2023
Executive Meeting, Wednesday, December 6, 2023

TOPIC/ISSUE:

Business Development Coordinator Wage Review

BACKGROUND:

Our current base compensation rate for Business Development Coordinator staff is \$36,850 per year. We have determined our starting wage rate to be low after comparing our rate to neighboring workforce boards. This has made it difficult to recruit new talent into the organization. We would like to adjust our compensation plan for Business Development Coordinators from \$36,850 - \$65,226 to \$40,000 - \$65,226.

POINTS OF CONSIDERATION:

This adjustment will affect two current staff members that are below the proposed base rate. This increase will result in an adjustment of the existing staff at an increased cumulative cost of \$4080.00 per year.

STAFF RECOMMENDATIONS:

Approve adjusting our compensation plan for Business Development Coordinators.

COMMITTEE ACTION:

Carl Flanagan made a motion to approve adjusting the compensation plan for the Business Development Coordinators. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION: