



College of Central Florida
Enterprise Center, Building 42
3003 SW College Rd, Suite 206
Ocala, FL 34474

Executive Committee Meeting

REVISED AGENDA

Wednesday, December 6, 2023 – 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/86231724498>

Phone No: 1-646-558-8656 (EST) Meeting ID: 862 3172 4498

Call to Order		B. Whiteman
Roll Call		C. Schnettler
Approval of Minutes, October 31, 2023	Pages 2 - 3	B. Whiteman

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues Important to Our Community		R. Skinner
2023 Direct Service Provider Annual Report	Pages 4 - 13	D. French

PUBLIC COMMENT

ACTION ITEMS

Position Reclassification	Page 14	D. French
QLM Contract	Page 15	D. French
MOU – Nature Coast Business Development Council	Pages 16 - 26	C. Galica
By-Laws Amendment	Pages 27 - 50	R. Skinner
Budget updates: Broadband grant, NDWG, Hope Florida	Pages 51 – 53	D. French
BDC Wage Review	Page 54	D. French

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2023 – 2024 MEETING SCHEDULE						
Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/15/2023	8/16/2023	8/24/2023	8/30/2023	9/13/2023	9/27/2023	CF Levy
11/7/2023	11/8/2023	11/16/2023	11/15/2023	12/6/2023	12/13/2023	CF Ocala
2/6/2024	2/7/2024	2/15/2024	2/21/2024	2/28/2024	3/20/2024	CF Lecanto
5/7/2024	5/8/2024	5/16/2024	5/22/2024	5/29/2024	6/5/2024	CF Ocala

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: October 31, 2023
PLACE: College of Central Florida, Enterprise Center
TIME: 10:30 a.m.

MEMBERS PRESENT

Brandon Whiteman
Carl Flanagan
Charles Harris
Fred Morgan
Jeff Chang
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

Al Jones

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Bob Stermer, Board Attorney

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 10:32 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Charles Harris made a motion to approve the minutes from the September 13, 2023, meeting. Carl Flanagan seconded the motion. Motion carried.

DISCUSSION ITEMS

Education Consortium

Rusty Skinner explained that Florida Statutes now require each workforce board to create an education and industry consortium. The Consortium must be composed of non-board members that represent education and business. The committee would meet quarterly within the normal committee cycle and provide a report at the quarterly board meeting.

He invited committee members to discuss the options of the formation of the Education

and Industry Consortium. The committee members discussed the benefits of forming a new committee versus refocusing an existing committee.

Committee members agreed that the goals and objectives of the Consortium are distinct from those of the existing committees. Therefore, they believe that establishing a new committee would be the most effective way to ensure that the Consortium's intent is properly addressed without causing significant disruption to the current committee structure.

Committee members also agreed on the below aspects in the development of the new Consortium:

- The committee's name would remain the Education and Industry Consortium.
- The committee should have representation from the school boards in Citrus, Levy, Marion as well as the College of Central Florida, and a private post-secondary institution.
- Up to three members from each of the targeted sectors should be permitted to ensure representation from all three counties.
- Members of the CLM Business and Economic Development committee will be invited to attend the Consortium meetings.

Rusty Skinner notified the committee that he will use these points to draft the By-Laws amendment needed to include the addition of this committee. He also stated that a letter will be drafted requesting meetings with key community partners to develop the membership.

PUBLIC COMMENT

None

ACTION ITEMS

None

PROJECT UPDATES

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:13 a.m.

APPROVED: _____



careersourceclm.com

October 18, 2023

FloridaCommerce
107 East Madison Street
Tallahassee, FL 32399

Pursuant to CareerSource Florida's Administrative Consultation paper #83 "Direct Provider of Workforce Services", LWDB 10 is submitting our annual report for Program Year ending June 30, 2023.

The attached request includes all necessary items as specified in the guidance. These items are consistent with those provided in our local plan.

Please contact me with any questions.

Sincerely,

Thomas E. Skinner, Jr.
Chief Executive Officer

3003 SW College Road | Suite 205
Ocala, Florida 34474
p: 352-873-7939 | 800-434-5627

LWDA 10 – CareerSource Citrus Levy Marion

Direct Services Provider – Annual report

Business Model

The Citrus Levy Marion Regional Workforce Development Board d/b/a CareerSource Citrus Levy Marion has continued under the business model described in our previous service provider requests. Service provision was originally requested to reduce overhead costs created through the procurement of a service provider. Since 2011, when we requested direct service provision status, we have experienced a significant cost savings that allows for additional services provided to the residents in our three-county area. Our management structure remains streamlined without redundant overhead. Under our current structure we provide a full menu of all workforce services in each of our three brick and mortar facilities and most available services through our two mobile resource units and our Talent Center that is co-located on the campus of the College of Central Florida.

Effective Dates

Data in the report is reflective of performance ending June 30, 2023.

Reasoning for request

Several reasons come into play as to why direct service provision has been good for our workforce area.

- 1.) Continued reduction in funding over the past three years has impacted all programs. We experienced an 11% overall reduction for program year 2023-2024 and had 10% reductions in the two prior years. Direct management allows us to ensure the proper resources are obligated to maintain high levels of service.
- 2.) Our restructuring in 2011 eliminated a redundant management tier, allowing us to operate a more streamlined management approach. Our current structure allows for direct communication between the board of directors, management and front-line staff creating a cohesive system of practice across all levels of the organization. This direct communication eliminates intermediaries and provides a clean, consistent, and unfiltered channel of information to staff, ensuring quick turn around on directives and changes in business. It allows us to be more proactive and to changes in the economy and business environment by being a more lean and agile organization.

- 3.) Additionally, we have found that consistent messaging to front line staff has eliminated most perceived communication issues within the organization. Because administrative and One Stop Operator staff closely plan and implement any changes to the organization, the consistency of messaging provides a clear and concise vision to all staff. All CareerSource CLM and One Stop Operator staff receive the same messaging so all expectations and service delivery requirements are managed and delivered to the same high standard across all programs of the organization.

Firewall:

The Workforce Innovation and Opportunity Act (WIOA) requires that workforce boards that provide direct services are required to provide adequate internal firewalls to ensure the integrity of public funding.

CareerSource CLM's organizational structure allows for clear delineation between administration and operations. Career center operations are managed by the Director of Operations. Programmatic support and continuous improvement are driven by the Assistant Director of Career Development, the Assistant Director of Workforce Initiatives and the Director of Continuous Improvement. These directors ensure that all partner programs within the One Stop system are performing at maximum efficiency and work directly with our Third-Party Monitor and EO Officer regarding internal programmatic reviews and monitoring. The Director of Operations acts as the liaison between the One Stop Operator and CSCLM senior management. The One Stop Provider reports to the board of directors. Each of these directors act as a firewall for quality and monitoring of the services provided within the One Stop centers. Financial staff report to the Executive Vice President and functions between finance and operations are clearly delineated.

Operations consists of EO/Human Resources, Information Technology, Communications and Finance. The staff members within these departments are not directly involved in the daily execution of services within the One Stop centers but act as support to general operations of the organization. Below are the primary roles of each department:

- EO/Human Resources – manages all facets of employee record keeping and staff training and development.
- Finance – daily management and processing of all financial budgeting and AR/AP activities generated by Operations and Administration.
- Information Technology – manages all facets of technology and communications for the organizations. Provides support to staff members in all departments and monitors activities within our system to provide a secure network for customers

and staff. Information being transmitted through our network is routinely monitored to ensure that all activities fall within the requirements of applicable State and Federal laws.

- Operations – Conducts ongoing internal monitoring for programs, service accessibility and One Stop Credentialing. Acts as technical assistance to program management and staff in the One Stop career centers and oversees the development, activities, performance and deliverables for all competitive grants. Primary areas of technical support responsibility include Welfare Transition/SNAP, WIOA AD/DW/Youth, TAA.
- Continuous Improvement – conducts ongoing internal monitoring of all programs beyond that conducted by the operations staff. This unit also manages customer and employer surveys through the Net Promoter Score to monitor and maintain a high level of services throughout the system. Primary areas of technical support responsibility: Wagner Peyser, JVSG, RESEA and mobile unit service provision.
- Independent Monitoring – in addition to internal reviews conducted by staff, CSCLM has implemented independent monitoring which is conducted by a procured third party that reports directly to the board of directors. Independent monitoring covers all facets of our organization including programmatic and financial practices. Independent monitoring also provides a transparent approach of all aspects of our business and assists senior management in quickly identifying systemic issues and implementing best practices.
- Communications – two staff make up our communications department. Responsibilities are divided to include digital marketing and communications and print collateral and marketing. All flyers, advertisements and social media posts are reviewed and approved by the communications department to ensure consistent and quality messaging to our customers and partners.

All departments report to the Executive Vice President who in turn reports to the Chief Executive Officer.

Funding:

The services provided by CareerSource Citrus Levy Marion are funded by the following grants/programs:

- Wagner Peyser
- Veteran Outreach
- WIOA – Workforce Innovation and Opportunity Act (Adult, Dislocated, Youth)
- TANF – Temporary Assistance for Needy Families
- SNAP – Supplemental Nutrition Assistance Program
- TAA – Trade Assistance Act

- RESEA
- JVSG
- Federal grant: YouthBuild
- Federal grant: Building Pathways to Infrastructure

Overview and Analysis of Cost Savings:

CareerSource CLM (CSCLM) initially took over direct services in 2011. This change to our business model became a necessity due to continued cuts in formula funding and ongoing reduction of services as a direct result. The initial consolidation resulted in a cost savings of approximately \$455,000.00 by compressing the layer of management between the workforce board and the contracted service provider. Those savings are estimated to be over \$500,000 at this time due to increased labor costs, healthcare and other fringe. This cost savings projected over the three-year period of this extension is \$1,500,000.00. Since restructuring our organizational chart we have continued to reduce the level of management staffing allowing for additional manpower to be added to our most crucial areas of service provision – front line staff and business development. Our intent is to maintain the current level of management and staffing while routinely monitoring effectiveness and efficiency through ongoing continuous improvement efforts.

Performance:

The chart below illustrates the WIOA Indicators of Performance for the past two program years. While we experienced more areas of 'Not Met' performance in the last program year it is important to note that this data is now reflecting employment statistics related to the time during the Covid-19 pandemic. These decreases were realized across the state.

However, our Letter Grade score with the State over the past year has improved. Our original grade was an A- moving to an A in the most recent report.

Letter Grade PY 2022-2023

Local Workforce Development Board	Annual Score (%)	Letter Grade
01 - CareerSource Escarosa	94.76	A
02 - CareerSource Okaloosa Walton	89.18	B+
03 - CareerSource Chipola	98.51	A+
04 - CareerSource Gulf Coast	93.14	A
05 - CareerSource Capital Region	89.51	B+
06 - CareerSource North Florida	91.76	A-
07 - CareerSource Florida Crown	85.50	B
08 - CareerSource Northeast Florida	103.36	A+
09 - CareerSource North Central Florida	85.98	B
10 - CareerSource Citrus Levy Marion	93.92	A
11 - CareerSource Flagler Volusia	102.41	A+
12 - CareerSource Central Florida	99.97	A+
13 - CareerSource Brevard	88.50	B+
14 - CareerSource Pinellas	96.73	A
15 - CareerSource Tampa Bay	95.91	A
16 - CareerSource Pasco Hernando	92.66	A-
17 - CareerSource Polk	95.40	A
18 - CareerSource Suncoast	92.50	A-
19 - CareerSource Heartland	99.56	A+
20 - CareerSource Research Coast	90.58	A-
21 - CareerSource Palm Beach County	95.16	A
22 - CareerSource Broward	96.85	A
23 - CareerSource South Florida	97.02	A+
24 - CareerSource Southwest Florida	98.61	A+

WIOA INDICATORS OF PERFORMANCE

CareerSource Citrus Levy Marion

July 1ST, 2021 – June 30TH, 2022

Measures	PY2021-2022 1st Quarter Performance	PY2021-2022 % of Performance Goal Met For Q1	PY2021-2022 2nd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q2	PY2021-2022 3rd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q3	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals
Adults:									
Employed 2nd Qtr After Exit	89.50	97.28	92.30	100.33	91.60	99.57	84.50	91.85	92.00
Median Wage 2nd Quarter After Exit	\$7,181	102.59	\$9,024	128.91	\$9,139	130.56	\$9,024	128.91	\$7,000
Employed 4th Qtr After Exit	81.70	90.78	86.80	96.44	90.40	100.44	92.90	103.22	90.00
Credential Attainment Rate	86.70	98.52	83.10	94.43	82.80	94.09	81.90	93.07	88.00
Measurable Skill Gains	68.90	137.80	52.80	105.60	67.30	134.60	91.30	182.60	50.00
Dislocated Workers:									
Employed 2nd Qtr After Exit	50.00	58.82	50.00	58.82	100.00	117.65	60.00	70.59	85.00
Median Wage 2nd Quarter After Exit	\$5,401	60.01	\$5,401	60.01	\$5,401	60.01	\$11,700	130.00	\$9,000
Employed 4th Qtr After Exit	83.30	98.00	80.00	94.12	100.00	117.65	100.00	117.65	85.00
Credential Attainment Rate	100.00	132.98	100.00	132.98	100.00	132.98	100.00	132.98	75.20
Measurable Skill Gains	83.30	111.07	80.00	106.67	33.30	44.40	66.70	88.93	75.00
Youth:									
Employed 2nd Qtr After Exit	83.00	103.75	81.00	101.25	80.90	101.13	81.90	102.38	80.00
Median Wage 2nd Quarter After Exit	\$2,962	92.56	\$3,585	112.03	\$3,716	116.13	\$4,277	133.66	\$3,200
Employed 4th Qtr After Exit	72.20	96.27	75.40	100.53	75.90	101.20	77.40	103.20	75.00
Credential Attainment Rate	99.20	107.83	98.20	106.74	98.20	106.74	98.80	107.39	92.00
Measurable Skill Gains	94.00	106.82	92.70	105.34	94.80	107.73	96.00	109.09	88.00
Wagner Peyser:									
Employed 2nd Qtr After Exit	65.10	94.35	65.10	94.35	68.20	98.84	70.50	102.17	69.00
Median Wage 2nd Quarter After Exit	\$5,120	96.60	\$5,492	103.62	\$6,024	113.66	\$5,895	111.23	\$5,300
Employed 4th Qtr After Exit	62.90	92.50	63.50	93.38	65.30	96.03	66.80	98.24	68.00

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

WIOA INDICATORS OF PERFORMANCE

CareerSource Citrus Levy Marion

July 1ST, 2022 – June 30, 2023

Measures	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2022-2023 Performance Goals
Adults:											
Employed 2nd Qtr After Exit	91.85	92.00	84.60	91.96	74.80	81.30	77.60	84.35	91.40	99.35	92.00
Median Wage 2nd Quarter After Exit	128.91	\$7,000	\$9,195.00	115.50	\$8,180.00	102.75	\$8,167	102.84	\$9,440	118.57	\$7,961
Employed 4th Qtr After Exit	103.22	90.00	92.30	102.56	80.40	89.33	83.30	92.56	73.50	81.67	90.00
Credential Attainment Rate	93.07	88.00	82.30	109.73	82.70	110.27	83.20	110.93	82.20	109.60	75.00
Measurable Skill Gains	182.60	50.00	75.00	94.10	69.20	86.83	62.20	78.04	87.10	109.28	79.70
Dislocated Workers:											
Employed 2nd Qtr After Exit	70.59	85.00	60.00	73.17	60.00	73.17	71.40	87.07	75.00	91.46	82.00
Median Wage 2nd Quarter After Exit	130.00	\$9,000	\$16,250.00	180.56	\$13,475.00	149.72	\$11,700	130.00	\$8,840	98.22	\$9,000
Employed 4th Qtr After Exit	117.65	85.00	100.00	115.21	80.00	92.17	60.00	69.12	60.00	69.12	86.80
Credential Attainment Rate	132.98	75.20	100.00	119.33	100.00	119.33	100.00	119.33	100.00	119.33	83.80
Measurable Skill Gains	88.93	75.00	66.70	88.93	33.30	44.40	100.00	133.33	0.00	0.00	75.00
Youth:											
Employed 2nd Qtr After Exit	102.38	80.00	85.00	105.46	82.00	101.74	80.90	100.37	83.00	102.98	80.60
Median Wage 2nd Quarter After Exit	133.66	\$3,200	\$4,405.00	117.88	\$4,432	118.60	\$4,397	117.66	\$3,949	105.67	\$3,737
Employed 4th Qtr After Exit	103.20	75.00	79.40	101.02	70.90	90.20	75.00	95.42	75.20	95.67	78.60
Credential Attainment Rate	107.39	92.00	98.50	108.00	96.70	106.03	96.50	105.81	96.90	106.25	91.20
Measurable Skill Gains	109.09	88.00	86.00	96.41	80.80	90.58	72.40	81.17	96.80	108.52	89.20
Wagner Peyser:											
Employed 2nd Qtr After Exit	102.17	69.00	71.00	102.31	70.10	101.01	73.00	105.19	70.80	102.02	69.40
Median Wage 2nd Quarter After Exit	111.23	\$5,300	\$5,990.00	116.95	\$5,925.00	115.68	\$6,197	120.99	\$6,290	122.80	\$5,122
Employed 4th Qtr After Exit	98.24	68.00	70.90	104.11	67.80	99.56	71.10	104.41	71.20	104.55	68.10

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

Best practices and new initiatives

Agile Staffing

- We have developed a four tier cross training program for front line staff
- Staff can become certified in Wagner Peyser, Business Services, WIOA and WT/SNAP
- Internal certification comes with monetary rewards
- Helps break down silos within programs

Building Pathways to Infrastructure Grant

- We were recently awarded \$1.73 million for broadband installation training
- CareerSource CLM will be the lead agency working with workforce Regions 6 and 7

Partner Co-location

- Increased emphasis on bringing partners into the career centers
- Partner involvement is not limited to mandatory partners and often needed most by small community agencies
- On going monthly partner calls convened by center management
- In person partner meetings held in centers to share resources

Economic Development and Industry Alignment

- Cooperative agreements with:
 - Ocala/Marion County Chamber and Economic Partnership (Marion County)
 - Citrus County Chamber of Commerce (Citrus County)
 - Nature Coast Business Development Council (Levy County)
 - Mid-Florida Regional Manufacturers Association (Citrus, Levy, Marion)
- Each organization works in tandem with our Business Development unit to strengthen business outreach efforts
- Monthly meetings with each organization maintains open lines of communication
- Creates a unified approach to economic and workforce development to provide seamless business solutions to new and existing businesses

YouthBuild

- We were awarded our fourth YouthBuild program in March of 2022
- To date all performance measures have been met with the DOL for our previous YouthBuild grants
- Recently underwent monitoring by our Federal Project Officer and was commended for our program
- No Finding or Other Noncompliance Issues were cited

Florida Department of Corrections

- In year two of a pilot program in Florida in partnership with Worldwide Interactive Network (WIN)
- Provision of employment preparation for soon to be released inmates at the Lowell Correctional Facility located in Reddick within Marion County
- Coordination of services with other CareerSource workforce boards for inmates released to other areas of the state.

College of Central Florida Partnership and Marion County Public Schools

- Creation of the Pathway to Permanent program

- Designed to help K-12 teachers working under temporary certificates earn their permanent credentials
- Assisted 45 teachers to date

Youth Career Expos

- November 2023 marks our 8th Annual Youth Career Expos in Marion county with expos following in Citrus and Levy counties
- Expos provide employability skills workshops and live interaction with local industry leaders to prepare the youth for their next steps in employment or education
- Attended by over 2,000 students in the three counties

Sector Partnerships

- Business Services staff are aligned by sector for job order maintenance, hiring events and experiential learning development
- We have added specialized recruitment staff by sector to focus on placement and recruitment needs of local business
- We have focused on hiring events that involve a mix of all targeted industry employers



RECORD OF ACTION/APPROVAL

Executive Meeting

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:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Meeting

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:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Meeting

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:

BOARD ACTION:



**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**CITRUS MARION LEVY REGIONAL WORKFORCE DEVELOPMENT
BOARD, INC.**

**d/b/a
CAREERSOURCE CITRUS MARION LEVY**

AND

NATURE COAST BUSINESS DEVELOPMENT COUNCIL

This **MEMORANDUM OF UNDERSTANDING** (hereinafter referred to as “MOU”), is made and entered into by and between the **Citrus Levy Marion Regional Workforce Development Board, Inc., d/b/a CareerSource Citrus Levy Marion** (hereinafter referred to as “CareerSource CLM”) and the **Nature Coast Business Development Council** (hereinafter referred to as “NCBDC”).

WHEREAS, CareerSource CLM has as its vision a workforce system, which is closely linked and driven by the local business needs and demands for skilled workers and the economic development strategies of its three-county area; and

WHEREAS CareerSource CLM and the NCBDC are key partners in creating a vibrant local economy that is supplied with a skilled workforce; and

WHEREAS CareerSource CLM’s shared strategic vision is based upon a close working relationship with economic development that focuses its talent recruitment and training efforts in support of the economic development priorities and economic development goals and objectives of each county’s economic development and NCBDC organizations.

NOW THEREFORE, in consideration of the mutual terms, conditions, promises and covenants hereinafter set forth, CareerSource CLM and the NCBDC agree as follows:

I. PURPOSE

The purpose of this MOU is to establish an agreement between CareerSource CLM and the NCBDC, concerning their respective roles and responsibilities.

This agreement is intended to establish strong partnerships and operational collaboration that will maximize our resources to prevent duplication of effort, training and educational

services and ensure the effective and efficient delivery of workforce services to the businesses in Citrus, Levy and Marion Counties.

II. PARTNERSHIP

Jointly, the partners agree to combine strategies and staffing to foster and strengthen the growth and retention of existing businesses 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.

Partners agree to work together according to the following general principles:

- Partners agree to a collaborative decision-making process.
- Partners are committed to being flexible and adaptive to changing conditions and resources.
- Partners are committed to measuring progress and fostering continuous improvement towards customer satisfaction, quality service and outcomes.
- Partners will draw on the strengths and contributions of all partners and have the responsibility to contribute resources, expertise and talents.

III. SCOPE OF WORK

The NCBDC and CareerSource CLM agree to provide services in accordance with Exhibit "A", Scope of Work, attached hereto and incorporated herein by reference as if fully set forth herein. The Scope of Work will describe the type of services that will be provided by the partners.

IV. DURATION

The MOU commences on the day it is signed by all parties or the first day of the program year as defined in section VIII, whichever is later.

V. AMENDMENTS

This MOU may be modified, altered or revised as necessary by mutual consent of the two partners signing this agreement. Requests to amend or modify this agreement shall be submitted in writing to the other partner at least 30 days prior to the effective date of change and upon agreement of the partners, shall be attached to the original MOU.

VI. ASSURANCE STATEMENT

As a condition to the partnership under the WIOA, partner assures, with respect to operation of the WIOA financially funded program or activity and all agreements or arrangements to carry out the WIOA funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: **Section 188 of the Workforce Innovation and Opportunity Act (WIOA)**, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant

authorized to work in the United States or participation in any WIOA financially assisted program or activity; ***Title VI of the Civil Rights Act of 1964, as amended***, which prohibits discrimination on the basis of race, color, and national origin; ***Section 504 of the Rehabilitation Act of 1973, as amended***, which prohibits discrimination against qualified individuals with disabilities; ***The Age Discrimination Act of 1975, as amended***, which prohibits discrimination on the basis of age; ***Title IX of the Education Amendments of 1972, as amended***, which prohibits discrimination on the basis of sex in educational programs; ***with 29 CFR Part 37 and 45 CFR Part 80, the Drug-Free Workplace Act of 1988. and all other applicable regulations implementing the laws listed above.*** The United States has the right to seek judicial enforcement of this assurance.

VII. DISPUTE RESOLUTION

If a dispute shall arise, partner should contact CareerSource CLM and try to resolve the dispute. If the dispute cannot be resolved, procedures as outlined in CareerSource CLM's grievance and complaint policy will be followed.

VIII. EFFECTIVE DATE

The effective date of this agreement shall be October 1, 2023, and all services and payments enumerated in this agreement shall begin effective that date.

IX. TERMINATION

1. **TERMINATION FOR CONVENIENCE:** CareerSource Citrus Levy Marion or the NCBDC may terminate this Contract upon thirty (30) days written notice to the other party. In the event of a termination for convenience, CareerSource Citrus Levy Marion shall be responsible for any outstanding allowable costs incurred up through the date of receipt of the termination notice. The NCBDC shall be responsible for their obligations up through the date of receipt of notice of termination.
2. **TERMINATION FOR CAUSE:** CareerSource Citrus Levy Marion may terminate immediately the whole or any part of this Contract if the NCBDC fails to meet the established goals set forth within this MOU. If, through any cause, the NCBDC fails to fulfill the obligations under this MOU, or if the NCBDC violates any covenants or stipulations of this MOU, CareerSource Citrus Levy Marion shall thereupon have the right to terminate this MOU by giving written notice to the NCBDC of such termination. The NCBDC shall be entitled to receive payment only for approved costs incurred prior to the effective date of the termination.
3. **TERMINATION FOR NON-PERFORMANCE:** Failure to comply with any of the terms and conditions of this MOU shall constitute grounds for termination. This contract may be terminated for non-performance by either the NCBDC or CareerSource Citrus Levy Marion or following written notice to the other party.

X. STEVENS AMENDMENT

The actions under this memorandum of understanding is supported the Employment and Training Administration of the U.S. Department of Labor as an award totaling \$8,600,000.00 with no percentage financed from non-governmental sources.


CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
 - b. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and
 - d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have duly executed this MOU and in signing and dating same, thereby validating this agreement; the parties also certify that each possesses legal authority to bind their respective organizations in their capacity as a signatory official. The signing parties agree to comply with all the terms and provisions of this MOU.

**APPROVED FOR CITRUS LEVY MARION
REGIONAL WORKFORCE DEVELOPMENT BOARD,
INC.:**

BY:  Rusty Skinner
2023.11.09
12:25:22 -05'00'

NAME: THOMAS E. SKINNER, JR.

TITLE: CHIEF EXECUTIVE OFFICER

DATE: _____

**APPROVED FOR NATURE COAST BUSINESS
DEVELOPMENT COUNCIL:**

BY: 

NAME: Alison DeLoach

TITLE: NCBDC Chair

DATE: 11/9/23

EXHIBIT A - SCOPE OF WORK

CareerSource CLM desires to assist the NCBDC in fulfilling its economic development mission by being a key partner in the talent supply system. As a key partner, CareerSource CLM agrees to provide funding to support a coordinated business outreach program with its economic development partner, based upon measureable, achievable goals and objectives. These services are built around the economic development vision of the community as it relates to business recruitment and existing business services. The provision of these services is based upon the following business approach.

As part of the agreement CareerSource CLM agrees to the following:

1. CareerSource CLM will designate a key team member to coordinate with the NCBDC.
2. At initial contact by a business, the NCBDC will determine whether talent availability or information is required by the business contact (whether a recruitment prospect or an existing business) and engage CareerSource CLM in the planning for and discussion with the business entity.
3. CareerSource CLM will develop a talent recruitment/training plan/proposal to support the recruitment or retention/expansion of the business. It may include:
 - a. Labor market/talent supply information
 - b. Wage and salary data
 - c. Value added recruitment services
 - d. Assistance in coordinating and financing the cost of training new or existing employees with the business
 - e. Direct financial assistance to the business in the form of an On-the-Job training reimbursement contract or an Employed Worker Training (Custom Business Training) contract.
 - f. Coordination and assistance to secure a Quick Response Training Grant, an Incumbent Worker Training grant or other State of Florida or national grants that may be available.
 - g. Development of paid work experience or internship opportunities for CareerSource CLM candidates.
4. CareerSource CLM will participate with the NCBDC in various planning and information events designed to further the goals of economic development, including studies, workshops, and seminars. CareerSource CLM may assist financially, if such events are qualified for financial support and funds are available. Participation and financial assistance will not be part of this MOU but funded separately.
5. CareerSource CLM will work with the NCBDC in other areas not covered under the business outreach agreement in support of its grant and economic development objectives, based upon funding availability.

As part of the agreement the NCBDC agrees to the following:

1. The NCBDC Director will be directly responsible for the economic development program as the Workforce liaison. The NCBDC may designate a key staff member to act in this role.
2. The NCBDC will engage CareerSource CLM as an active member of its business recruitment and expansion services program.
3. The NCBDC and CareerSource CLM will meet and/or at least communicate quarterly to review services and support for recruitment and retention prospects, update status and refine services based upon the most current information from the business.
4. The NCBDC will inform CareerSource CLM of recruitment and retention efforts, if joint contact is not feasible, so that CareerSource CLM can follow-up with a coordinated support program.
5. The NCBDC and CareerSource CLM will coordinate together on economic development, recruitment and/or retention prospects as they become known.
6. The conceptual basis of cost reimbursement is staff time. While specific time and attendance documentation is not required, the NCBDC understands that the ability of CareerSource CLM to substantiate the payment of invoices will be the documentation of the items listed in 1 through 5 above as they related to the goals listed in Exhibit C.
7. The NCBDC also understands that CareerSource CLM cannot support any lobbying activities designed to influence state or national legislation and agrees that the funds under this agreement will not be used for such purposes. Activities that provide local and state elected officials information about economic development or workforce projects are not considered lobbying.
8. The NCBDC will meet the performance objectives which will be attached after negotiations are completed with CareerSource Citrus Levy Marion as attachment C.

As part of this agreement CareerSource CLM and NCBDC agrees to the following:

1. The NCBDC and CareerSource CLM will continue to coordinate together on communications efforts in relationship to business outreach to ensure consistent messaging and tracking of activities on businesses, and work activities conducted on each business.
2. The NCBDC and CareerSource CLM will jointly work together to ensure all press releases on any new business expansion and/or relocations of business to the region are shared and promote both the NCBDC and CareerSource CLM contributions to the business to the extent each is creating the press releases.

EXHIBIT B - BUDGET, INVOICING AND PAYMENTS

In support of this MOU, CareerSource CLM agrees to pay the NCBDC **Thirty thousand dollars** (\$30,000), the total amount not to exceed **Thirty thousand dollars** in a twelve-month period that begins July 1st of each program year and ends on June 30th of the following program year. For fiscal year 23-24, the total amount will be prorated at \$7500.00 for a total of \$22,500.00 beginning 10/01/2023 – 6/30/2024.

Such payments shall be made quarterly based upon the NCBDC providing appropriate documentation of its work for the previous month, as described in the “Scope of Work” above, to CareerSource CLM. CareerSource CLM will work with the NCBDC staff to ensure that proper documentation is coordinated prior to invoicing. The NCBDC will submit a quarterly invoice within 15 days of the previous quarter’s completion.

This is a pay for performance agreement and is subject to a 5% performance holdback for performance not met by the end of the second quarter after commencement of agreement (03/31/2024). The 5% holdback will apply for the full performance amount paid to date within the contract period. Any holdback retained can be recouped if all goals are met prior to the end of the program year (6/30/2024).

The NCBDC understands that the funding that supports this MOU is awarded to CareerSource CLM through an annual appropriations process that involves the Legislature and Governor of the State of Florida; and realizes that the actual funding level of the MOU may be adjusted annually based upon that appropriations process and actions of the CareerSource CLM Board of Directors.

EXHIBIT C – PERFORMANCE OBJECTIVES

Attachment C:

The NCBDC will achieve the following objectives during program year 2023/2024. Coordination of these goals will be outlined on monthly invoices.

Quarter 1	
Goal Description	Goal count
Conduct at least one quarterly meeting with assigned CSCLM staff to discuss business needs and challenges	1
Conduct joint business and retention visits	1
Provide business referrals to CareerSource for workforce services (recruitment, needs assessments, work-based training, etc.	1
Attend at least one meeting per quarter at: <ul style="list-style-type: none"> • Chiefland Chamber • Williston Chamber • Bronson Chamber • Inglis Chamber 	4
Should involve promotion of NCBDC and CSCLM services. Can be met via Lunch and Learns or normal NCBDC meetings. Can invite CSCLM staff to attend.	

Quarter 2	
Goal Description	Goal count
Conduct at least one quarterly meeting with assigned CSCLM staff to discuss business needs and challenges	1
Conduct joint business and retention visits	1
Provide business referrals to CareerSource for workforce services (recruitment, needs assessments, work-based training, etc.	1
Attend at least one meeting per quarter at: <ul style="list-style-type: none"> • Chiefland Chamber • Williston Chamber • Bronson Chamber • Inglis Chamber 	4
Should involve promotion of NCBDC and CSCLM services. Can be met via Lunch and Learns or normal NCBDC meetings. Can invite CSCLM staff to attend.	

Quarter 3	
Goal Description	Goal count
Conduct at least one quarterly meeting with assigned CSCLM staff to discuss business needs and challenges	1
Conduct joint business and retention visits	1
Provide business referrals to CareerSource for workforce services (recruitment, needs assessments, work-based training, etc.	1
Attend at least one meeting per quarter at:	4

- Chiefland Chamber
- Williston Chamber
- Bronson Chamber
- Inglis Chamber

Chamber Should involve promotion of NCBDC and CSCLM services. Can be met via Lunch and Learns or normal NCBDC meetings. Can invite CSCLM staff to attend.

Quarter 4	
Goal Description	Goal count
Conduct at least one quarterly meeting with assigned CSCLM staff to discuss business needs and challenges	1
Conduct joint business and retention visits	1
Provide business referrals to CareerSource for workforce services (recruitment, needs assessments, work-based training, etc.	1
Attend at least one meeting per quarter at: <ul style="list-style-type: none"> • Chiefland Chamber • Williston Chamber • Bronson Chamber • Inglis Chamber 	4
Should involve promotion of NCBDC and CSCLM services. Can be met via Lunch and Learns or normal NCBDC meetings. Can invite CSCLM staff to attend.	

Annual Totals	
Goal Description	Goal count
Conduct at least one quarterly meeting with assigned CSCLM staff to discuss business needs and challenges	4
Conduct joint business and retention visits	4
Provide business referrals to CareerSource for workforce services (recruitment, needs assessments, work-based training, etc.	4
Attend at least one meeting per quarter at: <ul style="list-style-type: none"> • Chiefland NCBDC • Williston NCBDC • Bronson NCBDC • Inglis NCBDC 	16
Should involve promotion of NCBDC and CSCLM services. Can be met via Lunch and Learns or normal NCBDC meetings. Can invite CSCLM staff to attend.	



RECORD OF ACTION/APPROVAL

Executive Meeting

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:

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

Executive Meeting

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:

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	-	-	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	43.14%																								
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	25,751	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)	(6,319)	(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

Executive Meeting

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:

BOARD ACTION: