



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

**Consortium
AGENDA**

Thursday, January 11, 2024 – 10:00 a.m.

Zoom Meeting: <https://us02web.zoom.us/j/85420449146>
Phone 1-646-558-8656 Meeting ID: 854 2044 9146

Call to Order C. Zalak
Roll Call C. Schnettler
Approval of Minutes, October 5, 2023 Pages 2 - 4 C. Zalak

ACTION ITEMS

2023/2024 Budget Pages 5 - 7 D. French
By-Laws Amendment: Education and Industry Consortium Pages 8 - 31 R. Skinner
Board Appointment – Christopher Cowart Pages 32 - 34 R. Skinner

DISCUSSION ITEMS

State Update R. Skinner
 Standardization of Tools and Services Pages 35 - 39 R. Skinner
 Regional Planning Pages 40 - 44 R. Skinner
Workforce Issues Important to Our Community R. Skinner
Subrecipient Monitoring Pages 45 - 48 D. French
Broadband Grant Pages 49 - 50 D. French
Disaster Recovery Grant Pages 51 - 52 D. French
YouthBuild Monitoring- preliminary feedback D. French

PUBLIC COMMENT

PROJECT UPDATES

Board Member Agenda – 12/13/2023 Pages 53 - 54 R. Skinner

MATTERS FROM THE FLOOR

ADJOURNMENT

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
Consortium**

MINUTES

DATE: October 5, 2023
PLACE: College of Central Florida – Enterprise Center
TIME: 3:00 p.m.

MEMBERS PRESENT

Commissioner Hodge
Commissioner Zalak

MEMBERS ABSENT

Commissioner Finegan

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Robert Stermer, Attorney

Cira Schnettler, CSCLM

CALL TO ORDER

The meeting was called to order by Commissioner Zalak, at 3:01 p.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Commissioner Zalak made a motion to approve the minutes from the June 21, 2023, meeting. Commissioner Hodge seconded the motion. Motion carried.

PRESENTATIONS

Regional Planning – Insytanalytics - Regional Presentation and Report

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. The Committee discussed a variety of topics that will have an impact on regional planning to include the recently awarded Broadband grant and commuter patterns south of our region. Dr. Shapiro completed his presentation with the recommendation to engage LWDA 6, 7, and 9 in regional planning efforts.

ACTION ITEMS

Regional Planning

Rusty Skinner explained that at the recent meeting of the Board of Directors it was motioned to accept Dr. Shapiro's recommendation on regional planning. The Consortium members agreed. Commissioner Zalak requested that we contact the commissioners from the three regions and invite them to a meeting with r. Shapiro presenting his report. Rusty stated that he would reach out to the directors in those areas with the request.

Commissioner Zalak made a motion to accept Dr. Shapiro's recommendation of engaging with LWDA 6, 7, and 9 and to notify the Governor of the intended partnership. Commissioner Hodge seconded the motion. Motion carried.

2023/2024 Budget

Rusty Skinner presented the final 2023-2024 budget. He also shared that the budget would need to be amended in the future due to the recent award of the Broadband grant and an allocation from the State for disaster recovery funding.

Commissioner Zalak made a motion to approve the 2023-2024 final budget. Commissioner Hodge seconded the motion. Motion carried.

Board Appointment

Rusty Skinner announced that one of the current CLM board members plans to step down from the board on December 31, 2023. In an effort to be proactive, a replacement has been chosen to come onto the board on January 1, 2024.

Commissioner Hodge made a motion to accept the nomination of Richard Starling. Commissioner Zalak seconded the motion. Motion carried.

ITA Waiver

Dale French shared the benefits of reducing the waiver request to 30%.

Commissioner Zalak made a motion to approve the submission of the 2023 ITA allocation waiver request. Commissioner Hodge seconded the motion. Motion carried.

MOU – WTC

Commissioner Zalak approved the signature for the MOU with WTC. Commissioner Hodge seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- CareerSource Florida held their quarterly meeting at the 2023 Workforce Professionals Development Summit. 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.
- Eligible Training Providers List Requirements - Region directors have been advocating for this policy. This new policy will streamline the process and create efficiencies.

PUBLIC COMMENT

None

PROJECT UPDATES

Board Member Agenda – 9/27/2023

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:04 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

**Consortium Meeting, Thursday, January 11, 2024
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:

This item appeared on the consent agenda of the board meeting on Wednesday, December 13, 2023.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.

CONSORTIUM 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 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 96,532 |
| 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 |
| 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 | 768 | 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 | 109,448 | 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 | - | 5,762 | - | 3,162 | 2,950 | - | - | 298,357 | 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 | 4,877 | 6,128 | 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 | 2,640 | 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 | 2,164 | 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

Consortium Meeting, Thursday, January 11, 2024
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:

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.

CONSORTIUM 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

**Consortium Meeting
Thursday, January 11, 2024**

TOPIC/ISSUE:

Board Appointment

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Accept appointment of the following individual to the CareerSource CLM board of directors:

Christopher Cowart, Levy County School District

CONSORTIUM ACTION:



SCHOOL BOARD OF LEVY COUNTY

CHRISTOPHER A. COWART

Superintendent

November 27, 2023

CAMERON ASBELL
District 1

PAIGE BROOKINS
District 2

ASHLEY CLEMENZI
District 3

TAMMY BOYLE
District 4

DEVIN WHITEHURST
District 5

480 Marshburn Dr.
Bronson, FL 32621

PHONE 352-486-5231
FAX 352-486-5237

An Equal
Opportunity Employer

*The School Board of Levy
County does not
discriminate on the basis of
race, color, national origin,
gender, age, disability,
religion, marital status or
genetic information in its
educational programs,
services or activities,
or in its hiring or
employment practices.*

Ms. Cira Schnettler
Research & Executive Assistant
CareerSource Citrus Levy Marion
3003 SW College Road, Suite 205
Ocala, FL 34474

**Re: Tanya Taylor, Coordinator of Career Pathways / AVID
Christopher A. Cowart, Superintendent**

Dear Ms. Schnettler,

This letter serves to inform you that I would like to appoint **Tanya Taylor, Coordinator of Career Pathways / AVID**, to the **Educational Consortium** and **myself** to serve on the **Career Source CLM Workforce Connection Board**, as representatives for Levy County.

I look forward to continuing the successful relationship Levy County has enjoyed with the Workforce Board in the past.

Should you have any questions or if I need to do anything further, please let me know.

Sincerely,

Christopher A. Cowart, Superintendent
School Board of Levy County

CAC/alh

cc: Tanya Taylor, Coordinator, Career Pathways / AVID

**PERSONS DESIRING TO APPEAL ANY ACTION OF THE BOARD MAY BE REQUIRED BY
FLORIDA STATUTES TO PROVIDE A VERBATIM TRANSCRIPT OF SAID ACTION**

*Our mission is to educate all students in a safe environment and
to graduate them ready for college and career success.*



NOMINATION FORM

FAX: 352 873-7956

EMAIL: rskinner@careersourceclm.com

Phone: 352 873-7939, Ext 1203

Name: Christopher A. Cowart - Superintendent

Title: Career Source CLM Workforce Connection Board

Name of Business: School Board of Levy County

Address: 480 Marshburn Drive

City: Bronson County: Levy Zip Code: 32621

Business Telephone-Ext: 352-486-5231 Fax: 352-486-5237

Private Business Owner/Chief Executive

Agency/Company Representing – Must be representative with optimum Policy-making authority

Home Address: 7471 SE CR 337

City: Morriston County: Levy Zip Code: 32668

Cell #: 352-231-3451

E-Mail Address: christopher.cowart@levyk12.org

INFORMATION REQUIRED BY THE STATE - Check all that Apply

| | |
|---|--|
| Sex: Male <input checked="" type="checkbox"/> | Female <input type="checkbox"/> |
| Race: White <input checked="" type="checkbox"/> | Black <input type="checkbox"/> Other <input type="checkbox"/> |
| White/Hispanic <input type="checkbox"/> | Black/Hispanic <input type="checkbox"/> |
| Veteran: Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> Disabled <input type="checkbox"/> |

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 800 434-5627, ext. 7878 or e-mail accommodations@careersourceclm.com. Please make request at least three business days in advance.

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





**POLICY
NUMBER
124**

Administrative Policy

| | |
|-------------------|---|
| Title: | Statewide Standardization of Tools and Services |
| Program: | N/A |
| Effective: | December 22, 2023 |

I. PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to local workforce development boards (LWDBs) on the requirement for the statewide use of state-procured tools and services and the framework for decision-making. This policy also outlines the process by which LWDBs may request to waive the requirement for use of state-procured tools and services based on local variances.

II. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA)(Pub. L. 113-128) is designed to help job seekers succeed in the labor market by providing access to employment, education, training, and support services, and to match employers with the skilled workers they need to compete in the global economy.

In 2021, the Florida Legislature passed, and the Governor signed into law, the Reimagining Education and Career Help (REACH) Act. In 2023, as part of its action on the [Reimagining Florida’s Workforce System: A Three Pillar Plan for Transformation](#), the state workforce development board (state board) directed CareerSource Florida and the Florida Department of Commerce (FloridaCommerce), in collaboration with the Governor’s REACH Office and LWDBs, to develop a plan for specific system-wide improvements for consistency, improved customer experience, and efficiencies including, but not limited to, technology, administration, fiscal, procurement/contracts, and programmatic policies.

The REACH Act directs the state board to minimize duplication and maximize efficient use of resources directed to training and business services. Recent legislative changes to the REACH Act require the state board to implement consistent procurement policies and procedures and leverage buying power to achieve cost savings. The state board, CareerSource Florida, and FloridaCommerce will pursue opportunities to standardize the customer

experience across the CareerSource Florida network. Standardization of the customer experience includes, but is not limited to:

- (1) Developing required processes that ensure a unified customer experience.
- (2) Defining required elements of the customer experience that must be met by each LWDB, in consultation with local boards.
- (3) Implementing standard forms, contracts, and agreements to ensure partners can work with multiple LWDBs consistently and efficiently.
- (4) State-negotiated pricing for tools and services that meet the specific functional requirements established through this policy.
- (5) State-level procurement of tools that must be used by all LWDBs.

III. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\),](#)

[Chapter 2021 – 164, Laws of Florida, the Reimagining Education and Career Help Act](#)

[Chapter 2023 – 81, Laws of Florida, the Reimagining Education and Career Help Act](#)

[Chapter 445, Florida Statutes](#)

[Reimagining Florida’s Workforce System: A Three Pillar Plan for Transformation](#)

[Statewide Standardization of Tools and Services Strategic Policy](#)

IV. POLICIES AND PROCEDURES

Tools and services negotiated and acquired at the state level must be used by all LWDBs that have an identified need for the specific purpose the tools and services have been acquired to fulfill. As such, LWDBs are prohibited from using funds subgranted by FloridaCommerce for the purchase of tools and services that are duplicative of state-procured resources without an approved waiver request.

LWDBs that have existing contracts with vendors for tools and services may continue to use the contracted resources until the current contracts end. LWDBs must not renew contracts for products and tools that have been acquired at the state level for statewide use without an approved waiver.

A. Establish Statewide Common Need(s)

Statewide standardization of tools and services begins with the identification of an issue or common need for the procurement or development of tools and services. The Governor, Legislature, state board, CareerSource Florida, FloridaCommerce, workforce system partners, LWDBs or regional planning areas (planning regions) may identify the need for a tool and/or service to be acquired at the state level. Further, changes in federal or state

law, regulations, rules, policies, guidance, strategies, and processes may also require tools and services to be acquired at the state level for statewide implementation.

At the state level, a variety of steps may occur to establish the need for a particular standardized tool or service:

- (1) Solicit information on potential tools and services from appropriate stakeholders and interested parties.
- (2) Consult with stakeholders to determine whether there is a statewide need for specific tools and services.

LWDBs or regional planning areas may also submit a request for a tool or service to be acquired at the state level. The request must be made to FloridaCommerce and must clearly identify the tool or service being requested and the specific purpose it serves, including a compelling business case that justifies the need and describes the business need/issue the tool or service will help resolve. Additionally, the request must state the scope of the product or tool and clearly outline any identified duplication, lack of standardization, and the necessary business functions the proposed product or tool serves. Such requests must be submitted via email to FloridaCommerce at LWDBGovernance@commerce.fl.gov. Upon receipt and review of a request containing the above listed information, FloridaCommerce, in consultation with CareerSource Florida, will determine whether to approve the request for the tool or service to be acquired at the state level.

B. Needs Plan Development

Statewide acquisition or development of tools and services that serve a common need will include a plan developed by CareerSource Florida and FloridaCommerce, in consultation with LWDBs. The plan will identify how the tool or service ensures standardization, enhances customer service, and/or efficiency.

The plan will address, at a minimum, the following considerations:

- (1) Process to be enhanced or common need to be satisfied.
- (2) How tools and services address and resolve a common need.
- (3) Tool and/or service options that will be developed or sought, for evaluation
- (4) Improved functionality sought and associated business case.
- (5) Level of standardization to be achieved by resolving common need.
- (6) Available performance data and data gaps relevant to the area of need.
- (7) Modernization of delivery to be achieved by the recommended approach.
- (8) Time to implement standardized resource across designated geographic scope.
- (9) Performance indicators affected by implementation of recommended approach.
- (10) Cost savings comparison to current method, tool or service if there is one.

Additional considerations may include:

- (1) Challenges and likely consequences of (not) implementing tools and services.
- (2) Time needed to acquire tools and services and prepare them for use.
- (3) Resources needed for training staff to implement designated tools and services.
- (4) Time needed to train businesses and job seekers to use the tools and services.
- (5) Availability of performance data to demonstrate efficiency/benefit to be gained.
- (6) Advantages and challenges anticipated in aligning identified resource(s) with existing business models and strategic plans.

C. Tool and Service Evaluation and Recommendation

Evaluation and selection of a requested/proposed tool or service will include representatives from CareerSource Florida, FloridaCommerce, and LWDBs. Tools and services may be evaluated through surveys, product demonstrations, trial periods, etc. Once potential tools and services are determined, FloridaCommerce, in consultation with CareerSource Florida, will determine the plan and process for the resources to be acquired at the state level.

FloridaCommerce and CareerSource Florida, in consultation with the LWDBs, will re-evaluate the tools and services negotiated and acquired at the state level within six months of each contract's expiration date using the considerations outlined in **Section IV. B. Needs Plan Development** of this policy as a baseline to ensure that the tools and services met, and are likely to continue to meet, the identified common needs. Should it be determined that the tools and services did not meet the identified common needs as initially established, FloridaCommerce and CareerSource Florida will work with the appropriate stakeholders to consult on alternative tools and services for negotiation or acquisition by the state. Tools and services that are deemed to meet the common needs may be renewed for continued statewide use.

D. Waiver Request Review Process

Where tools and services are acquired or developed for implementation statewide, LWDBs seeking to opt-out of statewide implementation may request a waiver from FloridaCommerce for the lesser of two years or until the current contract expires.

LWDBs that seek a waiver must submit a Standardization of Tools and Services Waiver Request (Attachment A) to FloridaCommerce via email at LWDBGovernance@commerce.fl.gov. The waiver request must include the following:

- (1) Description of existing and alternative tools and services in use, the function(s) performed by the resource(s), and the business/customer groups served by them.
- (2) Description of how existing tools, services, or items impact local and/or statewide performance measurement and management.
- (3) Assumptions and constraints associated with implementing acquired or developed statewide tool(s).
- (4) Description of how existing resources differ in specific, key respects from state-provided resource(s) and why those in use or desired are (un)necessary.

- (5) Anticipated cost savings, economies of scale, or other fiscal and/or functional efficiencies including estimated local/statewide return on investment.

FloridaCommerce, in consultation with CareerSource Florida, will review waiver requests for completeness and determine whether to approve the LWDB's request. FloridaCommerce will notify the LWDB of the outcome of the waiver review process within 30 days from the date the waiver request was received.

V. ATTACHMENTS

[Attachment A - Standardization of Tools and Services Request Form](#)

VI. RESOURCES

[Florida Workforce System Transformation Plan](#)



**POLICY
NUMBER**

123

| | |
|-------------------|--|
| Title: | Regional Planning Area Identification and Requirements |
| Program: | Workforce Innovation and Opportunity Act |
| Effective: | December 22, 2023 |

I. PURPOSE AND SCOPE

The purpose of this policy is to outline the process for identifying regional planning areas (planning regions) for groups of two or more local workforce development areas (local areas) under the Workforce Innovation and Opportunity Act (WIOA), as well as the correlating regional planning requirements.

II. BACKGROUND

Under WIOA (Pub. L. 113-128), as part of the process for developing the state plan, states must identify planning regions in the state after consultation with the local workforce development boards (LWDBs) and chief local elected officials (CLEOs) in the local areas. The Governor must assign local areas to a region prior to submission of the state’s WIOA Unified or Combined Plan.

III. AUTHORITY

[Public Law 113-128, The Workforce Innovation and Opportunity Act \(WIOA\)](#)

[2 Code of Federal Regulations \(CFR\) 679.200-679.210; 20 CFR 679.500-679.540](#)

[CareerSource Florida Strategic Policy 2023.09.19.A.1 - Regional Planning Areas](#)

IV. POLICIES AND PROCEDURES

The purpose of identifying planning regions is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers. Additionally, the state workforce development board (state board) has communicated the following goals for the creation of regional planning areas as they relate to Florida's Workforce Transformation Plan:

- (1) Aligning workforce strategies to address the needs of shared industry sectors, employers, and significant populations of job seekers.
- (2) Addressing common labor shortages and worker skills gaps with aligned service strategies.
- (3) Realizing system efficiencies through reducing resource costs (monetary, time, or other).

CareerSource Florida, in collaboration with the Governor's Reimagining Education and Career Help (REACH) Office, the Florida Department of Commerce (FloridaCommerce) and LWDBs, will develop recommendations to the Governor and state board for the identification of planning regions in the state.

A. Requirements for Identifying Planning Regions

All local areas in the state must be part of a planning region. Two or more LWDBs may request for their local areas to be identified as a planning region by submitting the Request for Regional Planning Area Identification (Attachment A) and supporting documentation as outlined in the application to the Florida Department of Commerce (FloridaCommerce) via email at LWDBGovernance@commerce.fl.gov. FloridaCommerce will review the LWDBs' request for compliance with federal and state requirements as well as this policy. FloridaCommerce will make a recommendation for the state board's consideration on whether to approve the LWDBs' request to be identified as a planning region.

Requirements for identifying a planning region, per 20 CFR 679.210(b) and CareerSource Florida Strategic Policy 2023.09.19.A.1 are outlined as follows:

- (1) Planning regions must include, at a minimum, two contiguous local areas within Florida¹.

¹ Although WIOA allows planning regions to also consist of one local area and two or more contiguous local areas in two or more states, Florida's planning regions will be two or more contiguous local areas within Florida.

- (2) Consideration will be given to the extent to which the local areas in the proposed planning region:
 - (a) Share a single labor market;
 - (b) Share a common economic development area; and
 - (c) Possess federal and non-federal resources, including appropriate education and training institutions, to administer activities under WIOA, subtitle B.

- (3) The following factors will also be evaluated:
 - (a) Population centers;
 - (b) Commuting patterns;
 - (c) Industrial composition;
 - (d) Location quotients;
 - (e) Labor force conditions; and
 - (f) Geographic boundaries.

- (4) The request must contain the signature of all the CLEOs of the units of local government that will make up the planning region in order to demonstrate that the request is the consensus of all the units of local government involved.

- (5) CareerSource Florida will submit its recommendation to the Governor within ten business days of the state board's decision.

B. Regional Planning Process Requirements

Planning regions are subject to the regional planning requirements outlined in 20 CFR 679.510. LWDBs and CLEOs within an identified planning region must participate in a regional planning process that results in the:

- (1) Preparation of a regional plan that meets the requirements outlined in 20 CFR 679.510(a)(2), CareerSource Florida Strategic Policy 2023.09.19.A.1, and complies with the instructions issued by CareerSource Florida, in coordination with FloridaCommerce.
- (2) Establishment of regional service strategies using cooperative service delivery agreements that include but are not limited to:
 - a. Consistent eligibility standards and enrollment processes.
 - b. Common training and coordination of supportive service offerings, as appropriate.
 - c. Common technology tools and sharing of data within tools outside of Employ Florida.
- (3) Development and implementation of sector strategies for in-demand sectors or occupations.

- (4) Collection and analysis of regional labor market data (in conjunction with the State²).
- (5) Coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate.
- (6) Coordination of transportation and other supportive services, as appropriate.
- (7) Coordination of services with regional economic development services and providers.
- (8) Establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with FloridaCommerce on local levels of performance for, and report on, the performance accountability measures described in WIOA Sec. 116(c) for local areas or the planning region³.

C. Regional Plan

LWDBs in an identified planning region will have to work together to formulate a regional plan as an addendum to each of their local plans in accordance with regional planning instructions issued by CareerSource Florida, in coordination with FloridaCommerce.

D. Continued Identification as a Regional Planning Area

Once identified, planning regions will remain in effect as long as federal and state requirements for planning regions continue to be met. With each submission of the regional plan to the state, the respective LWDBs and CLEOs will certify that the requirements to be identified as a planning region continue to be met.

Subsequent to planning regions being initially identified, LWDBs that seek to be identified in a new planning region must submit a new Request for Planning Region Identification to FloridaCommerce in accordance with **Section IV.A. Requirements for Identifying Regional Planning Areas** of this policy.

The state's identified planning regions must be included in the state's WIOA Unified or Combined Plan. Therefore, requests to be identified as a planning region that are approved and coincide with the state's drafting of the Unified or Combined Plan will be included in the state's next submission of the plan to the U.S. Department of Labor. Requests to be

² The state will provide technical assistance and labor market data, as requested by local areas, to assist with such regional planning and subsequent service delivery efforts.

³ WIOA sec. 107(d)(9) and [Administrative Policy 088 – Negotiated Local Levels of Performance Requirements](#) require that locals negotiate performance, and 20 CFR 679.510(a)(1)(viii) requires an agreement between the LWDBs and CLEOS for how a planning region will collectively negotiate and reach agreement with [FloridaCommerce] on local levels of performance. The representatives of each local area within a planning region are responsible for the performance negotiation process.

identified as a planning region may be received at any time with review and consideration taking place at the next reasonably available meeting of the state board.

Please note, the Governor may review planning regions at any time to evaluate whether the planning region continues to meet the requirements of being identified as such. The Governor may also designate a planning region as authorized by WIOA.

V. DEFINITIONS

- (1) **Consultation** – A robust conversation in which all parties are given the opportunity to share their thoughts and opinions.
- (2) **Local Workforce Development Area (Local Area)** – A geographical area that serves as the jurisdiction for the administration of workforce development activities and has been granted such designation by meeting criteria as prescribed in [Administrative Policy 94 – Local Workforce Development Area Designation](#).
- (3) **Local Workforce Development Board (LWDB)** – A board established under WIOA sec. 107, to set forth policy for the local workforce development system.
- (4) **Regional Planning Area** – A “planning region” as described in WIOA sec. 106(a)(2)(B).

VI. RESOURCES

[Attachment A: Request for Regional Planning Area Identification](#)

POWELLCONSULTING
1359 SW MAIN BLVD.
LAKE CITY, FL. 32025
386-324-5566

Report on Sub-recipient Monitoring

September 22, 2023

Audit Committee and Workforce Administrative Team
CareerSource Citrus Levy Marion

We have performed the procedures listed below to assist the CareerSource Citrus Levy Marion (CLM) with its annual sub-recipient monitoring responsibilities. Those responsibilities include testing compliance of CLM's sub-recipients with the regulations of the Department of Economic Opportunity (DEO). This engagement was conducted in accordance with consulting services standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

For the year ended June 30, 2023, CLM held a contract with a sub-recipient, Eckerd Youth Alternatives, Inc. (Eckerd) from July 1, 2022 through June 30, 2023. Our procedures were performed with respect to this contract for the same period.

The procedures and the associated findings, if any, are as follows:

PROCEDURE 1: Review the sub-recipient contract for terms, conditions and federal requirements.

Results of Procedures:

The terms, conditions, and federal requirements listed in the DEO Financial Monitoring Tool were included in the subrecipient contract except as follows:

A subrecipient must include in its contract an agreement to comply with the prohibitions of certain telecommunications and surveillance equipment as required by 2CFR 200.216.

Recommendation: We recommend that subrecipient include language to comply with this requirement in the 2024 contract.

PROCEDURE 2: Review the most recent single audit report of Eckerd Youth Alternatives, Inc. to:

- ensure dollars included are properly identified, and
- determine if any findings and related corrective actions were addressed.

Results of Procedures:

In the current year we compared the amount recorded by CareerSource Citrus, Levy, Marion for contractual payments to Eckerd’s audit report for WIOA Youth, WIOA Adult, WIOA Dislocated Worker and Youthbuild. The following is a schedule of differences in the amount reported in Eckerd’s audit report and the amounts in CLM’s records:

| Funding Source | CLM Records | Eckerd Connects Audit Report | Difference |
|-------------------|--------------|------------------------------|------------|
| WIOA Adult | \$ 8,101 | \$ 8,101 | \$ - |
| Dislocated Worker | 8,732 | 8,732 | - |
| Youth | 902,120 | 916,955 | (14,835) |
| Youthbuild | 177,445 | 161,640 | 15,805 |
| | \$ 1,096,399 | \$ 1,087,327 | \$ 970 |

There were no significant differences in the audit report and CLM’s records.
There were no findings or questioned costs regarding WIOA or Youthbuild funding.

PROCEDURE 3: Review the Corporation’s most recent sub-recipient fiscal monitoring report and determine if any findings and related corrective actions were addressed.

There were no corrective actions necessary in the prior year.

PROCEDURE 4: Review sub-recipient financial procedures to determine if they have good internal controls.

Results of Procedures:

We reviewed the internal controls over the expenditure of grants funds using an internal control questionnaire. We noted no deficiencies in internal control over financial procedures that would have an effect on compliance with Federal awards requirements.

PROCEDURE 5: Interview sub-recipient finance staff via internet to corroborate internal controls addressed in procedure #4.

Results of Procedures:

The Eckerd staff provided answers to an internal control questionnaire. There were no findings in the current year.

PROCEDURE 6: Review the sub-recipient invoices to date and determine if they are in compliance with the terms of the contract.

Results of Procedures:

The invoices were in compliance with the terms of the contract.

PROCEDURE 7: Select samples of sub-recipient payroll, fringe benefits, operating costs, performance payments. Test for allowability, allocability, reasonableness, and compliance with contract terms.

We selected the following from invoices for the period from July 1, 2022 to June 30, 2023:

1. We selected 70 disbursements and inspected copies of supporting documentation.
2. We selected 23 employee payments and inspected copies of time sheets. We traced the payments to the billing records.
3. We created a spreadsheet of the selected payroll costs by employee and compared to approved salary ranges.
4. We created a spreadsheet to review all fringe benefit costs analytically. Fringe benefits including taxes for all projects were billed at 29.76%. The total percentage budgeted for all projects was 30.10%

Results of Procedures:

All of the supporting documentation was available and adequate, properly allocated and reasonable.

None of the payments for salaries directly charged to the grant exceeded the ETA salary Cap. We obtained a statement from Eckerd that no salary in excess of the Cap was charged to the CLM contract.

PROCEDURE 8: Review approval of sub-recipient's indirect cost rate submitted with the proposal and approved federal indirect cost rate.

Results of Procedures: We reviewed the indirect cost rate used by Eckerd. Eckerd used an indirect cost rate of 12.80% of modified total direct costs. The computation of indirect costs based upon the Eckerd final billings were 12.80%.

PROCEDURE 9: Agree sub-recipient performance payments to participant data in Employ Florida Marketplace (EFM), State of Florida database system.

Results of Procedures: Eckerd met the performance goals for the fiscal year ended June 30, 2023.

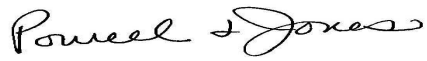
PROCEDURE 10: Determine if the In-school/Out-of-School and Work Experience percentages on the subrecipient invoices are supported by participant data .

Results of Procedures: 100% of youth participants were out of school. The expenditures for youth engaged in Work Experience as detailed on the invoices from Eckerd were \$203,332 which exceeded the \$198,500 required by the contract to meet the requirements of the Department of Labor grant award conditions.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance with the regulations of DEO. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Audit Committee and Workforce Administrative Team of the Corporation, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Powell & Jones".

POWELL & JONES

Certified Public Accountants

Creating Connections - H1-B Job Training Grants

Duration: 5 years - 9/30/2023 to 9/29/2025

Lead Applicant Organization Name: CareerSource Citrus Levy Marion Workforce Development Board

Subrecipients: CareerSource Florida Crown and CareerSource North Florida

Geographic Scope:

- Scope: Regional
- Description: Levy, Dixie, Gilchrist, Suwannee, Union, Lafayette, Hamilton, Taylor, Madison, Jefferson, and Columbia counties
- Rural: All counties are defined as rural

Total Federal Funding Requested (5-year period): \$1,733,871.00

Number of Participants Trained: 102

Project Purpose: The Creating Connections Initiative, under the supervision of CareerSource Citrus Levy Marion and partners will focus on the development track of the DOL Building Pathways to Infrastructure Jobs Grant to establish industry sector partnerships and training programs to meet the needs of local businesses building out the broadband infrastructure.

Targeted Populations Served: Historically underrepresented women, people of color, those with disabilities, low income, re-entry candidates, persons living in rural areas, veterans, transitioning service members, and military spouses.

Targeted H-1B Occupations: Telecommunication Line Installers and Repairers and Telecommunication Equipment Installers and Repairers

Recognized Postsecondary Credential(s) Offered:

Fiber Optics:

- CFOT(Certified Fiber Optic Technician)
- CFOS/S(Certified Fiber Optics Splicing Specialist)
- CFOS/T(Certified Fiber Optics Specialist in Testing/Maintenance),
- Commercial Driving 'A' endorsement
- Commercial Driving 'B' endorsement
- Project Management (CAPM and PMP)



CREATING CONNECTIONS

Start Your Career in Broadband and Fiber Optics



Help bring vital high-speed internet to Levy County!

Be part of the workforce that will bring your community *up to speed*. Right now, the College of Central Florida and CareerSource CLM are partnering to create a **fully-funded education to career pathway** for new Broadband Technicians.



Interested? Email:
broadband@careersourceclm.com



CITRUS COUNTY

683 S. Adolph Point
Lecanto, FL 34461
352-249-3278

LEVY COUNTY

2175 NW 11th Drive
Chiefland, FL 32626
352-493-6818

MARION COUNTY

2703 NE 14th St.
Ocala, FL 34470
352-840-5700



Disaster Response Employment

Don't wait for an emergency
to prepare for one

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids/services are available upon request to persons with disabilities and in Spanish. Phone numbers may be reached using TTY/TDD equipment via Florida Relay at 711. For accommodations, call 800-434-5627, ext. 7878. Programs funded by CareerSource CLM as grantee of the U.S. Department of Labor as part of awards totaling \$8.2 million, revised annually, with no funds from non-governmental sources. A proud partner of the American Job Center network and member of CareerSource Florida



Receive temporary employees to help after a disaster has occurred at no cost to you.

CareerSource Citrus Levy Marion partners with the Department of Commerce to obtain funding to offset labor costs for disaster recovery efforts for non-profit organizations and local municipalities.

Disaster Relief Employment can be broken down into two categories. If your temporary positions fit into these categories, you may be eligible to receive financial help.

- **Clean Up or Recovery Efforts** includes any job relating to demolition, cleaning, repairing, and the renovation of or the reconstruction of damaged areas.
- **Humanitarian Assistance Employment** includes any job relating to the distribution of food, medication, shelter, health and safety, and administrative work that directly supports recovery efforts.

If eligible, the grant can cover the **wages** of your temporary employees, fund **training activities**, and pay for **tools** needed in repairs (such as hard hats, shovels, rakes, etc.).

Are you eligible?

The Dislocated Worker Grant (DWG) helps communities recover from the impacts of an emergency or disaster.

Therefore, high priority applicants include public communities, facilities and properties.

What is the process?

As your workforce partner, CareerSource CLM handles all aspects of recruiting, on-boarding, payroll and workers compensation insurance for your new employee. However, **YOU** have final say on which candidate joins your team.

Eligible?

Scan the QR code or use the link bit.ly/DWGJOBS to tell us about the positions you may have.



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 - 29 | B. Whiteman / |
| Position Reclassification | | R. Skinner |
| QLM Contract | | |
| MOU – Nature Coast Business Development Council | | |

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

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH