



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: December 13, 2023
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Angela Juaristic
Albert Jones
Angie White
Arno Proctor
Ben Whitehouse
Brandon Whiteman
Carl Flanagan
Charles Harris
Darlene Goddard
Debra Stanley
John Hemken
John Murphy
Kathy Judkins
Kevin Sheilley
Kimberly Baxley
Lanny Mathis
Mark Paugh
Pat Reddish
Pete Beasley
Staci Bertrand

MEMBERS ABSENT

Equilla Wheeler
Fred Morgan
Jeff Chang
Jorge Martinez
Kevin Cunningham
Larry White
Tanya Taylor
Theresa Flick

OTHER ATTENDEES

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

Iris Pozo, CSCLM
Cira Schnettler, CSCLM
Robert Stermer, Attorney
Tony Waterson, S. Indiana Works
Kristen Barry, S. Indiana Works
Andy Starling, Guest

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 11:32 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the September 27, 2023, meeting. Deb Stanley seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

PRESENTATIONS

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- At the December CareerSource Florida board meeting two policies were approved:
 - Standardization of Tools and Services
 - Regional Planning
- The House of Representatives introduced the Stronger Workforce for America Act. This Act updates WIOA. It will strengthen the relationships with employers and customers by restructuring and giving more authority at the local board level.
- Education and Industry Consortium: Chair, Brandon Whiteman, sent letters to our local education partners, requesting representatives from their school districts and recommendations for industry representatives.
- There are two board member vacancies in Levy County in the private sector.

Workforce Issues that are Important to our Community

There were no discussion items.

ACTION ITEMS

None

CONSENT AGENDA

Performance and Monitoring – 11/7/2023

Subrecipient Monitoring

In Committee Chair Jeff Chang's absence, Cathy Galica provided a summary of the committee activities.

Business and Economic Development – 11/8/2023

No Action Items

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

Marketing and Outreach – 11/15/2023

No Action Items

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

Career Center – 11/16/2023

Disaster Recovery Dislocated Worker Grants

Lecanto Lease Renewal

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

Executive Committee – 12/6/2023

Position Reclassification

QLM Contract

MOU – Nature Coast Business Development Council

By-Laws Amendment

Budget updates: Broadband grant, NDWG, Hope Florida

BDC Wage Review

Committee Chair Brandon Whiteman provided a summary of the committee activities.

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.

PUBLIC COMMENT

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Deb Stanley gave kudos to Cory Weaver and her team for their efforts on the successful Career Expo. The school district is looking forward to the next one in April.

Al Jones shared that he appreciates the engagement of the board members and the hard work of the staff. He also noted an increase in hiring in his industry.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:58 a.m.

APPROVED:



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Subrecipient monitoring

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

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

STAFF RECOMMENDATIONS:

Accept the audit report as presented.

COMMITTEE ACTION:

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

BOARD ACTION:

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.



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Disaster Recovery Dislocated Worker Grants Program Administration

BACKGROUND:

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

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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.



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Lecanto Lease Renewal

BACKGROUND:

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

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

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

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

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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.



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Reclassification of Business Development Manager job description

BACKGROUND:

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

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

POINTS OF CONSIDERATION:

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

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

STAFF RECOMMENDATIONS:

Approve re-classifying the Business Development Manager position

COMMITTEE ACTION:

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

BOARD ACTION:

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.



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Contracting with QLM (Quality Labor Management)

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Approve initiation of services with QLM through purchase order

COMMITTEE ACTION:

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

BOARD ACTION:

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.



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Memorandum of Understanding- Nature Coast Business Development Council

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Requesting board approval on the MOU with NCBDC.

COMMITTEE ACTION:

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

BOARD ACTION:

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.



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

By-Laws Amendment- Education and Industry Consortium

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

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

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

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

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

BOARD ACTION:

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:



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Updated budget

BACKGROUND:

We have received additional funding from the following grants:

Hope Florida – Wagner Peyser and WIOA

Broadband Competitive Grant – H1B

Hurricane Idalia - NDWG

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Approve the updated budget.

COMMITTEE ACTION:

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

BOARD ACTION:

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:



RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Business Development Coordinator Wage Review

BACKGROUND:

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

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

Approve adjusting our compensation plan for Business Development Coordinators.

COMMITTEE ACTION:

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

BOARD ACTION:

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.