



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: September 4, 2024
PLACE: College of Central Florida, Levy Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Andy Starling
Angela Juaristic
Arno Proctor
Ben Whitehouse
Brandon Whiteman
Carl Flanagan
Charles Harris
Christopher Cowart
Darlene Goddard
Debra Stanley
Equilla Wheeler
Fred Morgan
Jeff Chang
John Hemken
John Murphy
Jorge Martinez
Kathy Judkins
Kevin Sheilley
Larry White
Mark Paugh
Pat Reddish
Pete Beasley
Staci Bertrand
Theresa Flick

MEMBERS ABSENT

Albert Jones
Kevin Cunningham
Kimberly Baxley

DRAFT

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Robert Stermer, Attorney
Tony Waterson, One Stop Operator
Kristen Barry, One Stop Operator

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

APPROVAL OF MINUTES

Deb Stanley made a motion to approve the minutes from the June 5, 2024, meeting. Charles Harris seconded the motion. Motion carried.

APPROVAL OF CONTRACTS 2024 - 2025

Rusty Skinner explained that we will be partnering with the CEP to survey local businesses and gauge their interest in experiential learning and training programs or identify barriers to utilizing the programs. The length of the term will extend to the end of the program year. The survey will encompass the membership of the CEP along with the database of businesses that we will provide.

Deb Stanley made a motion to approve the contract. Darlene Goddard seconded the motion. Kevin Sheilley abstained from the vote due to a conflict. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- Regional Planning: During the upcoming Summit, Rusty Skinner will be meeting with the two other regions to further discuss regional planning, along with Ernst and Young and CareerSource Florida representatives. A letter of application will be drafted. The submission deadline is October 15. The application will be presented at the State board's December meeting.
- Clam Association: The clam farmers have been working diligently to recover after Hurricane Idalia. There has been additional damage caused by Hurricane Debbie. The expected recovery to the clam farms will extend the initial recovery into March 2025.
- Internal Control Questionnaire: The ICQ is due to the State by October 4th and will need to be signed by the Chair. It will be presented at the next Executive and Board meetings.

Workforce Issues that are Important to our Community

No issues were presented.

Board Membership Status

Rusty Skinner shared that a nomination form has been received for a private sector board member from Levy County. We are awaiting a nomination form from Citrus County for the new economic development director and one from vocational rehab. There is still an opening for a private sector representative from Levy and one for a Veterans representative.

ACTION ITEMS

WIOA Plan

Cory Weaver explained that the plan has been discussed at all of the committee meetings. The Plan has been posted on the CLM website and is available in all centers for public feedback.

Deb Stanley made a motion to approve the local plan. Kathy Judkins seconded the motion. Motion carried.

Final 2024-2025 Budget

Dale French was happy to report that an additional four funding streams have been granted since the approval of the budget in June. Most of our funding streams run on a two-year cycle. A recommendation was made by the board members for a column to be added to the report to show how much was spent in year one and the balance shown in the second year of the cycle. There will be a mid-year budget update presented at the March board meeting.

Charles Harris made a motion to approve the 2024-2025 budget. Mark Paugh seconded the motion. Motion carried.

Subgrantee Agreement

Rusty Skinner explained that the final version of the agreement was included in the packet. The changes in the agreement incorporated additional State policies. These policies are outside of the scope of our current auditing contract. The auditor will be contacted to see if there will be additional costs associated with including these new areas to be audited.

Kathy Judkins made a motion to approve the Subgrantee Agreement. Deb Stanley seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 8/13/2024

Underwood Monitoring Report

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

Business and Economic Development – 8/14/2024

No Action Items

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

Career Center – 8/15/2024

No Action Items

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

Marketing and Outreach – 8/21/2024

No Action Items

In Committee Chair Al Jones absence, Laura Byrnes provided a summary of the committee activities.

Executive Committee – 8/28/2024
MOU Renewals – Mandatory Partners
Telework and Work From Home (WFH) Status
CBT Wage Gap
Summit Sponsorship
Budget Modification – Eckerd Youth
TransfrVR
Subgrantee Agreement
Deferred Compensation Program
Mobile Unit Purchase
Special District Performance Action

Carl Flanagan and Rusty Skinner provided a summary of the committee activities.

Education and Industry Consortium Meeting Minutes 5/29/2024, 8/29/2024

Rusty Skinner explained that this is a new committee of the board, which is required to provide a report of activities. Attached are the minutes from the recent meetings.

Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

PUBLIC COMMENT

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Carl Flanagan shared that Jim Green, who is the Chair of CORE in Citrus County wrote a positive article in the Citrus County Chronicle promoting the services CLM provides to the community. Rusty Skinner stated that he read the article as well and sent a thank you to Mr. Green.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:35 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, September 4, 2024**

TOPIC/ISSUE:

Work-Based Learning Survey

BACKGROUND:

Work-Based Learning (WBL) opportunities are provided in partnership with local businesses in the form of On-the-Job Training for new hires, Customized Training for current employees, Paid Internships and Paid Work Experience Activities. Businesses enter into an agreement with CareerSource Citrus Levy Marion (CSCLM) which outlines who is being trained, what type of training is being provided and any certifications or credentials that will be earned as a result of the training. Businesses are reimbursed for successful training completions and up to 50% of wages provided during training (75% for veterans).

Many businesses who initiate the WBL process do not complete the process and enter into a formal agreement. A survey of local businesses will allow us to better learn what can be adjusted in our WBL approach to align better with business needs.

POINTS OF CONSIDERATION:

A third-party survey will better allow for unbiased feedback from businesses. The Ocala Metro Chamber and Economic Partnership has access to a large pool of local businesses and is available to assist at a cost of \$5,000 to survey and analyze results on behalf of CareerSource CLM.

STAFF RECOMMENDATIONS:

Approve a one-time contract with the Ocala/Metro Chamber and Economic Partnership to survey local business on CSCLM's Work-Based Learning Program.

COMMITTEE ACTION:

BOARD ACTION:

Deb Stanley made a motion to approve the contract. Darlene Goddard seconded the motion. Kevin Sheilley abstained from the vote due to a conflict. Motion carried.

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

LAST NAME—FIRST NAME—MIDDLE NAME Sheilley Kevin Troy		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 310 SE 3rd Street		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
CITY Ocala	COUNTY Marion	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 9/4/2024		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * *

ELECTED OFFICERS:

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kevin T. Sheilley, hereby disclose that on September 4, 20 24 :

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

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

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

I serve as the President/CEO of the Ocala Metro Chamber & Economic Partnership and the Board was reviewing and acting on an amendment to our agreement which would increase both the requirements and the remuneration.

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

9/4/2024

Date Filed

Kevin T. Sheilley

Signature

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



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

2024 Local Workforce Services plan approval

BACKGROUND:

Local workforce development boards are required to submit a workforce services plan every four years. Our last plan was instituted in 2020 with a subsequent addendum/modification that was submitted in 2022. The current plan submission covers the period of January 1, 2025, through December 31, 2028.

POINTS OF CONSIDERATION:

The plan is posted for public comment for a period of 30 days. The plan was previously sent to all board and consortium members for review and comment. No comments were received.

STAFF RECOMMENDATIONS:

Approve the local plan as written beginning January 1, 2025.

COMMITTEE ACTION:

Pete Beasley made a motion to approve the local plan. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to approve the local plan. Kathy Judkins seconded the motion. Motion carried.

CONSORTIUM ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

2024-2025 Budget

BACKGROUND:

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

POINTS OF CONSIDERATION:

This budget reflects final rollover funds for all grants.

STAFF RECOMMENDATIONS:

Approve the final 2024-2025 budget.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the final 2024-2025 budget. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Charles Harris made a motion to approve the 2024-2025 budget. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, September 4, 2024

TOPIC/ISSUE:

Subgrantee Agreement

BACKGROUND:

Florida Commerce requires each local board enter into a subgrantee agreement as a basis for annual funding. The agreement that expired May 15, 2024, was extended by Florida Commerce per the terms of the agreement until August 31, 2024. A draft version of the agreement, along with a track changes form, was provided earlier and transmitted to all board members.

Any additions from the current agreement are either minor in terms of substance or policies that have been incorporated into the new agreement.

POINTS OF CONSIDERATION:

Commerce has provided a signature ready version. The area where changes could add costs is in additional audit requirements. Staff will meet with auditors and advise.

Requires Board approval and Consortium approval, Consortium meeting scheduled for September 30.

STAFF RECOMMENDATIONS:

Staff recommends approval

COMMITTEE ACTION:

BOARD ACTION:

Kathy Judkins made a motion to approve the Subgrantee Agreement. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Performance and Monitoring Committee - Tuesday, August 13, 2024

TOPIC/ISSUE:

Third party independent monitoring

BACKGROUND:

All workforce boards are required to conduct monitoring of programs, service providers and One Stop operators annually. Independent monitoring provides full transparency of programmatic and administrative reviews. CSCLM has contracted with Underwood Sloan and Associates to conduct independent, third-party monitoring of our programs, board compliance, administrative, One Stop Operator and sub-grantee agreement performance and compliance.

POINTS OF CONSIDERATION:

Identified deficiencies have been reviewed by management and staff and corrections have been made to bring noted issues into compliance. Additional training has been provided to staff to mitigate future issues. A presentation and discussion will be provided by Amy Kelly, Underwood Sloan and Associates.

STAFF RECOMMENDATIONS:

Accept and approve the monitoring report as attached.

COMMITTEE ACTION:

Theresa Flick made a motion to approve the third-party monitoring report. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

Memorandum of Understanding-
The School Board of Marion County, Florida
The School Board of Citrus County, FL-WTC
Mid-Florida Community Services, Inc.
Division of Vocational Rehabilitation
College of Central Florida
Florida Department of Education Division of Blind Services

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the **Mandatory** Career Center Partners at least every three years. The Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

POINTS OF CONSIDERATION:

Such agreements with mandatory partners require the signature of Chief Elected Official.

STAFF RECOMMENDATIONS:

Approved execution of the MOUs with the mandatory partners listed.

COMMITTEE ACTION:

Charles Harris made a motion to approve the execution of the MOU's for the mandatory partners. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

Telework and Work From Home (WFH) status

BACKGROUND:

After the pandemic, the Board approved amending the personnel policies to afford all staff 80 hours of Telework per program year. This could be taken in 4 hour increments with prior approval of their supervisor. Telework was designed to provide staff with the ability to schedule deliveries, childcare situations, etc. that occur during normal business hours without taking annual leave.

With the success of Agile Staffing, management will be moving to schedule “Agile” employees so that each week, they will be able to Work From Home (WFH) at least one day a week. Additionally, it has been identified that other non-Agile staff can work from home based on their roles without impacting services to our customers (finance, IT, communications, etc.) This helps alleviate compression of staff after relocation of the administrative offices. Consideration should be given to adjusting the personnel policies to clarify the relationship with staff who are afforded Telework and those afforded WFH status. Management feels that Telework was developed to provide a level of flexible scheduling for all staff. WFH is a benefit for staff who have worked to create additional capacity (flexibility) due to their skills in more than one critical function of CLM.

Management considers WFH to be a greater benefit than Telework because of the effort of staff to master more than one critical function of CLM. However, management contends that Telework should not be a benefit afforded staff with WFH status.

POINTS OF CONSIDERATION:

WFH will afford staff approximately 52 work from home days per year, or potential of 416 hours where they are able to accomplish the scheduling benefits sought when Telework was established. By allowing a staff with WFH status to also be eligible for Telework would allow them an additional 80 hours. This would create an imbalance for some staff who are not eligible for WFH status through Agile Staffing or eligible position as not all pay grades are eligible for the Agile Staffing program or suitable for WFH.

STAFF RECOMMENDATIONS:

Amend the personnel policies to clarify that if staff qualify as Agile, they gain the additional benefit of WFH status, as scheduled by management, but they are not eligible for Flextime. Other positions suitable for WFH may opt to elect WFH status but will waive the additional 80 hours of Telework.

COMMITTEE ACTION:

Charles Harris approved the amendment to the personnel policy to include the new Work From Home / Telework policy. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

DRAFT



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

Employed Worker/Custom Business Training Trainee Wage Cap

BACKGROUND:

The training we provide to a business's existing employees under the Employed Worker/Custom Business Training model has a wage cap for the amount an employee can be earning to be eligible for local funding. Eligible trainees must be making below the cap as defined in local policy ***OPS-68 Local Custom Business Training***.

POINTS OF CONSIDERATION:

Our current wage cap is based on 200% of the Lower Living Standard Income Level (LLSIL) for a family of three. This rate is currently set at \$29.06 per hour (or salaried equivalent). Based on the most recent LLSIL chart disseminated by Florida Commerce on May 30, 2024, our rate should increase to \$36.56.

Previous: LLSIL for family of 3 = \$30,222 X 2 = 60,445 / 2080 = \$29.06

Current: LLSIL for family of 3 = \$38,031 X 2 = 76,062 / 2080 = \$36.56

STAFF RECOMMENDATIONS:

Approve increasing the Employed Worker/Custom Business Training wage cap to \$36.56 per hour or the salaried equivalent of \$76,062.00

COMMITTEE ACTION:

Fred Morgan made a motion to approve increasing the Employed Worker/Custom Business Training wage cap to \$36.56 per hour or the salaried equivalent of \$76,062.00. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

2024 Workforce Professional Development Summit

BACKGROUND:

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

POINTS OF CONSIDERATION:

CLM support will enhance the quality of the Summit

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

Fred Morgan made a motion to approve the \$5,000 sponsorship for 2024 Workforce Professional Development Summit. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

Eckerd Connects Budget Modification

BACKGROUND:

We are looking at allocating excess funding in Adult and Youth to fund a local Phoenix Rising program.

POINTS OF CONSIDERATION:

We looking to fund a local Phoenix Rising program while we are between YouthBuild grants. Applications for the next round of YouthBuild funding are due in September. This will keep our program running until new funding is acquired.

The budget amendment will include \$20,000 in adult funding for staff costs and \$180,000 in formula youth to cover participant and operating costs.

STAFF RECOMMENDATIONS:

Amend the Eckerd budget to include \$200,000 in additional funding.

COMMITTEE ACTION:

Pete Beasley made a motion to amend the Eckerd budget to include \$200,000 in additional funding. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

Transfr VR grant program

BACKGROUND:

The Florida legislature approved funding to increase availability of virtual reality training in Florida. The program funding is available through Transfr VR. Transfr VR provides VR training across the country. Grant funds will be awarded on a first come/first served and match basis.

POINTS OF CONSIDERATION:

Funding is available on a 50/50 cost share basis. We are estimating that the equipment and software costs for a two-year program will be \$104,000. Grant funding would offset \$52,000. Costs to operate the program can be shared through the following funding sources: WIOA Adult, Dislocated Worker, Youth, Welfare Transition, YouthBuild, Broadband and other competitive grants awarded during the program period.

STAFF RECOMMENDATIONS:

Approve application for grant funding to fund a two-year virtual reality training program.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the application for grant funding to fund a two-year virtual reality training program. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

Subgrantee Agreement

BACKGROUND:

Florida Commerce requires each local board enter into a subgrantee agreement as a basis for annual funding. The agreement that expired May 15, 2024, was extended by Florida Commerce per the terms of the agreement until August 31, 2024. A draft version of the agreement, along with a track changes form, was provided earlier and transmitted to all board members.

Any additions from the current agreement are either minor in terms of substance or policies that have been incorporated into the new agreement.

POINTS OF CONSIDERATION:

Commerce has not provided a “final” version of the Agreement, but given the expiration date of the extension, the Board should approve the draft version and authorize the Board Chair to sign a final agreement. If any changes are substantive, the final version should be included in the December Board agenda to validation.

STAFF RECOMMENDATIONS:

Staff recommends approval as stated above.

COMMITTEE ACTION:

Charles Harris made a motion to approve the draft version of the subgrantee agreement and authorize the Board Chair to sign a final agreement. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024**

TOPIC/ISSUE:

State of Florida Deferred Compensation program

BACKGROUND:

As a special district, CLM is eligible to be part of the State of Florida's Deferred Compensation program.

The program is 100% VOLUNTARY, with a minimal employee contribution requirement. Offering this extra retirement benefit will provide all employees with an additional opportunity to plan for their retirement and enhance our benefit program for recruitment purposes.

POINTS OF CONSIDERATION:

Enhances both employee retention and recruitment.

STAFF RECOMMENDATIONS:

Staff recommends joining the Deferred Compensation Program and authorizing the CEO to sign all relevant forms and documents.

COMMITTEE ACTION:

Al Jones made a motion to add the Deferred Compensation Program as an additional benefit to staff and to authorize the CEO to sign all relevant forms and documents. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

Replacement of Mobile Career Center

BACKGROUND:

We have disposed of the 37” Winnebago through a sale. We need to replace the Winnebago with a more versatile mobile service delivery approach. In our earlier presentation staff presented a concept using a van, trailer and generator with laptop computers.

Because the van cost is approximately \$51,000, we are required to obtain prior approval for the purchase from Florida Commerce and USDOL. That request has been submitted. Commerce asked that we explore leasing a vehicle but that cost over time is more costly.

Attached are the Prior Approval Request and justification. We have also included information on the trailer and generator. The van must be procured and staff as in the process of developing the bid specification. The trailer and the generator can be procured through a less formal approach. The “new mobile unit items” document details costs for the non-van items that will make the unit functional. The costs of these items is approximately \$19,500. Added to the estimated van costs, the total cost is estimated at \$70,440

POINTS OF CONSIDERATION:

We are hoping on approval to purchase the van from USDOL and Florida Commerce. Once approved we will use our federal funds sources to procure the van. All other items do not require prior approval.

Florida Commerce has advised on 8/19 that prior approval to purchase the van has been granted.

STAFF RECOMMENDATIONS:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 4, 2024
Executive Committee – Wednesday, August 28, 2024

TOPIC/ISSUE:

[Chapter 189, Florida Statutes \(the Uniform Special District Accountability Act\)](#)

BACKGROUND:

- Creates Section 189.0694, Florida Statutes, to require each special district:
 - o Beginning October 1, 2024, or by the end of the first full fiscal year after its creation, whichever is later, to:
 - Establish goals and objectives for each program and activity undertaken by the district,
 - Establish performance measures and standards to determine if the district's goals and objectives are being achieved.
 - o By December 1 of each year thereafter, to publish an annual report on the special district's website describing:
 - The goals and objectives achieved by the special district.
 - The performance measures and standards used by the district to make this determination.
 - Any goals or objectives the special district failed to achieve.

POINTS OF CONSIDERATION:

CLM has a variety of performance measures for programs and services.

STAFF RECOMMENDATIONS:

Staff recommends using the letter grade report.

COMMITTEE ACTION:

Al Jones made a motion to approve the letter grade report as the annual report needed to meet the requirements for the Uniform and Special District Accountability Act. Charles Harris seconded the motion. Motion carried.

BOARD ACTION

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

Staff recommends moving forward with the procurement of a replacement mobile career center using federal funds.

COMMITTEE ACTION:

Jeff Chang made a motion to take steps for the procurement of a replacement mobile career center using federal funds. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda on the board agenda. Larry White made a motion to approve the Performance and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

DRAFT