



General Meeting
July 14, 2022, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 246 726 031#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabettha - (850) 693-3913

A G E N D A

CALL TO ORDER Janice Sumner

INVOCATION / PLEDGE TO FLAG

ROLL CALL Tabettha Smith

PUBLIC COMMENTS Janice Sumner

EMERGENCY ITEMS Janice Sumner

CONSENT ITEMS

* General Meeting Minutes
May 12th, 2022 Janice Sumner

STATUS OF FUNDS REPORT Richard Williams
(To be provided)

COMMITTEE REPORTS

*Program Committee Meeting July 6 th , 2022	Debbie Kolmetz
*Youth Committee Meeting July 6, 2022	Travis Ephriam
*Nominating Committee Meeting July 12 th , 2022	Janice Sumner

NEW BUSINESS

*Nominating Committee Appointment	Janice Sumner
*Discussion of Budget Priorities	Richard Williams

DIRECTOR'S COMMENTS

*Annual Meeting

Richard Williams

BOARD MEMBER COMMENTS

Janice Sumner

ADJOURNMENT

Janice Sumner

MARK YOUR CALENDARS

Annual Meeting
August 11, 2022
“Welcome Back”



General Meeting
May 12, 2022, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 995 669 860#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabettha - (850) 633-2731

MINUTES

CALL TO ORDER

A quorum was present and Janice Sumner, Chair, called the meeting to order. Rose Adams led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Janice Sumner, Debbie Kolmetz, Raymond Russell, Travis Ephriam, David Corbin, Penny Bryan, David Bouvin, Johnny Eubanks, Tracy Andrews, Andy Jackson

The following board members were absent:

Sandy Spear, Wendy Blair, Ralph Whitfield, Sarah Clemmons, Kyle Peddie, Frances Henderson, Keith Sutton, Larry Moore, Kristy Terry, Mary McKenzie, Arthur Obar, Donnie Read

Others present included:

Richard Williams, Deena Johnson, Rose Adams, Sara Johnson, Melody Wade, Debby Wood, Tabettha Smith – CSC Staff

Charles Williams - DEO

PUBLIC COMMENTS

Janice Sumner asked if there were any public comments. There were none.

DEO ANNUAL PERFORMANCE PRESENTATION

Charles Williams from the Florida Department of Economic Opportunity reviewed CareerSource Chipola's programmatic performance and programmatic and financial monitoring for program year 2020-2021.

GENERAL MEETING MINUTES

Raymond Russell made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the minutes of the March 17th, 2022, general meeting.

NDWG UPDATE

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 8 participants at 3 worksites across all five CSC counties. She shared that there were 7 participants at 2 worksites as part of the COVID-19 NDWG.

STATUS OF FUNDS REPORT

Richard Williams went over the Status of Funds Report.

PROGRAM COMMITTEE REPORTS

A motion was made by Raymond Russell, seconded by Tracy Andrews, and the vote was unanimous to approve April 14th, 2022, Program Committee Minutes.

No action was required on the May 12th, 2022, Executive Committee Meeting.

WEST ROCK CLOSURE

Richard Williams discussed the announced closure of the West Rock papermill in Panama City. Approximately 40 individuals in our region have been directly impacted and there are already individuals enquiring about training and commercial vehicle. Mr. Williams asked the Board to allow staff to review cases of individuals being laid off due to the closure of the West Rock Paper Mill when training is not available in a timely fashion, or the training is not available in the region, to determine if waiver of the cost cap should be considered. If it is determined waiver of the cost cap should be considered give either the Executive Committee or the Program Committee the authority to review the cases and approve higher Individual Training Account limits if budgeted funds are available. **Raymond Russell made the motion, Johnny Eubanks seconded, and the vote was unanimous to approve the Program Committee the authority to review the cases and approve higher Individual Training Account limits if budgeted funds are available.**

NOMINATING COMMITTEE APPOINTMENT

The chair, Janice Sumner, sought approval to appoint a Nominating Committee to recommend a slate of officers for the 2022-2023 Program Year. The recommended members of the Nominating Committee are as follows: Janice Sumner as chair, Johnny Eubanks, Travis Ephriam, Larry Moore, and Sandy Spear. **A motion was made by Debbie Kolmetz, seconded by Tracy Andrews, and the vote was unanimous to appoint Janice Sumner as chair of the 2022-2023 Program Year Nominating Committee, along with Johnny Eubanks, Travis Ephriam, Larry Moore, and Sandy Spear.**

CAREERSOURCE FLORIDA STUDY ON BOARD REALIGNMENT

Richard Williams brought to the Board's attention that CareerSource Florida has commissioned a study on possible regional workforce board realignment. CareerSource Florida provided information on the issue to our chair and to the Chief Elected Official of our region. The Chief Elected Official is the chair of the CareerSource Chipola Consortium.

TARGET OCCUPATIONS LIST

Debby Wood spoke of the new list received on April 29, 2022. It was noted that there are 10 new occupations added to the 2022-2023 Demand Occupation List and 22 occupations from the 2021-2022 List that did not meet the criteria for the 2022-2023 Demand Occupations List. Ms. Wood states staff is concerned some occupations dropped from the state produced list may actually have qualifying demand in the region but to make the demand determination will take significant time and effort. In order to produce the most accurate list that is used to direct training funds, staff is requesting the board authorize continued use of the current locally approved demand occupations for the first quarter of the new program year which begins July 1, 2022. **A motion was made by Johnnie Eubanks, seconded by Raymond Russell, and the vote was unanimous to approve the use of the current Demand Occupations List through September 30, 2022.**

AWARD OF YOUTH GRANTS

Richard Williams presented to the Board that CareerSource Chipola (CSC) received applications for the TANF youth grant. CSC advertised the availability of \$170,000 but received only \$77,361 in requested funds. **A motion was made by Raymond Russell, seconded by Tracy Andrews, and the vote was unanimous to approve to fund all applications submitted before the deadline and give the executive director the ability to increase funding in all areas of the request except staff salary/pay to provide a more meaningful program and outcome for the youth participating and limit the maximum amount of any grant to \$30,000. Funds are available to fund grants submitted after the posted deadline and wording in the ITN does allow the board to waive the deadline requirement; Fund any late grants deemed desirable by the board and allow an increase only in the amount of incentive payments to youth without an increase in other areas, as well as to limit the maximum amount of any grant to \$25,000. Furthermore, to give the Executive Director authority to negotiate and sign awarded grants within the boundaries established by the Board of Directors and require each site to implement the Ready to Work Essential Skills/Soft Skills curriculum to receive funds above the amount in the original request.**

GUIDELINES FOR COMPLIANCE

Debby Wood reviewed the Guidelines for Compliance Regarding the Collection and Maintenance of Demographic Information with the Board: The Code of Federal Regulations, 29 CFR 37.37 states that each recipient of federal financial assistance must collect demographic data and maintain such records in accordance with procedures prescribed by the Director of the Civil Rights Center to determine whether the recipient has complied or is complying with the nondiscrimination and equal opportunity provisions of WIOA. Ms. Wood further explained the collection of demographic information is completed through CareerSource Chipola's electronic records system (ATLAS) as well as the management information systems used by each workforce program. The information is maintained in a confidential manner. **A motion was made by Tracy Andrews, seconded by Travis Ephriam, and the vote was unanimous to approve the Guidelines for Compliance Regarding the Collection and Maintenance of Demographic Information.**

SECTOR STRATEGY

Debby Wood discussed CareerSource Chipola (CSC) in conjunction with labor market partners, local businesses and educational partners determined the major sector markets regarding workforce, education, and private industries. CSC adopted the following as targeted sectors for Calhoun, Holmes, Jackson, Liberty and Washington counties: Public Administration, Construction, Health Care and Social Assistance, Manufacturing, and Transportation and Warehousing. . **A motion was made by Travis Ephriam, seconded by Debbie Kolmetz, and the vote was unanimous to approve the Sector Strategy local operating procedure.**

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Travis Ephriam made the motion, Debbie Kolmetz seconded the motion, and the vote was unanimous to adjourn the meeting

CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
STATUS OF FUNDS-PROGRAM YEAR 2021-2022
DBA
CareerSource CHIPOLA
May 31, 2022

FUNDING SOURCE	FUNDS AVAILABLE PY 2021/2022	EXPENDITURES	BALANCE OF FUNDS TO BE EXPENDED	% OF FUNDS AVAILABLE EXPENDED
ADULT	\$629,321.56	\$370,406.52	\$258,915.04	58.86%
YOUTH	\$538,373.00	\$280,541.25	\$257,831.75	52.11%
Youth- In School Grant	\$268,304.00	\$41,044.87	\$227,259.13	15.30%
DISLOCATED WORKER	\$322,711.00	\$68,837.67	\$253,873.33	21.33%
NDWG- Hurricane Michael	\$1,092,468.00	\$766,178.37	\$326,289.63	70.13%
NDWG-COVID-19	\$656,195.25	\$388,425.98	\$267,769.27	59.19%
NDWG- Hurricane Sally	\$160,434.00	\$20,253.91	\$140,180.09	12.62%
WIOA State Level- Building Construction Technology Project	\$95,752.00	\$72,958.20	\$22,793.80	76.19%
WIOA State Level- Rapid Response Veterans and Military Spouses	\$111,934.00	\$20,114.02	\$91,819.98	17.97%
WIOA State Level- Rural Initiatives	\$117,178.00	\$0.00	\$117,178.00	0.00%
WIOA State Level- Rural Initiatives	\$312,500.00	\$79,935.45	\$232,564.55	25.58%
WIOA Incentives	\$26,918.00	\$4,262.94	\$22,655.06	15.84%
WTP WELFARE TRANSITION PROGRAM	\$330,279.00	\$135,295.58	\$194,983.42	40.96%
SNAP	\$80,156.00	\$61,566.67	\$18,589.33	76.81%
WAGNER PEYSER	\$105,073.00	\$98,300.21	\$6,772.79	93.55%
WP- Re-Entry Navigator Project	\$175,000.00	\$0.00	\$175,000.00	0.00%
RESEA	\$60,966.00	\$24,623.59	\$36,342.41	40.39%
VETS- LVER	\$53,099.00	\$54,608.76	-\$1,509.76	106.06%
VETS-DVOP	\$46,990.00	\$56,319.31	-\$9,329.31	119.85%
Opportunity Florida Contract	\$220,000.00	\$203,235.06	\$16,764.94	92.38%



Program Committee Meeting
July 06, 2022 @ 2:30 PM (CT)
[Join Microsoft Teams Meeting](#)
561-570-4464; Conference ID: 108 114 503#

MINUTES

CALL TO ORDER

Debbie Kolmetz, Chair, called the meeting to order. There was a quorum present.

The following committee members were present by video/phone/in-person:

Debbie Kolmetz, Keith Sutton, Dr. Sarah Clemmons

The following committee members were absent:

Andy Jackson, Raymond Russell

Others present included:

Richard Williams, Debby Wood, Tabettha Smith (CSC Staff)

PRELIMINARY EXIT SUMMARY

Debby Wood explained CareerSource Chipola's review held the week of May 23-27, 2022. Ms. Wood noted areas of concern provided in the Exit Summary document.

CHIPLEY OPERATING HOURS

Richard Williams proposed the closing of CareerSource Chipola's Chipley location on Fridays, citing safety concerns and lack of visitors due to the school in which it is housed closed on Friday's. **Dr. Sarah Clemmons made the motion, Keith Sutton seconded, and the motion was unanimous to close the Chipley location on Friday's.**

DISCUSSION

Richard Williams discussed with the Board the use of TANF funds for Youth Projects. Mr. Williams touched based on the House Bill 1507's ten percent holdback policy, where CSC is required to holdback ten percent of funds paid awarded to an institution until participant has completed the program and placed in a related job within 6 months of graduation. Mr. Williams then announced the Local Workforce Development Board letter grade to be a high "B". He further discussed no other Board received anything higher.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

Dr. Sarah Clemmons made the motion, Keith Sutton seconded, and the motion was unanimous to adjourn.



Youth Committee Meeting
July 06, 2022 @ 4:30 PM (CT)
[Join Microsoft Teams Meeting](#)
561-570-4464; Conference ID: 122 040 523#

AGENDA

CALL TO ORDER

Travis Ephraim called the meeting to order. There was a quorum present.

The following committee members were present by video/phone or in person:

Travis Ephraim, Arthur Obar, Mary McKenzie, Larry Moore,

The following committee members were absent:

Wendy Blair

Others present included:

Richard Williams, Debby Wood, Tabettha Smith (CSC Staff)

PRELIMINARY EXIT SUMMARY

Debby Wood explained CareerSource Chipola's review held the week of May 23-27, 2022. Ms. Wood noted areas of concern provided in the Exit Summary document.

SUMMER YOUTH WORK EXPERIENCE UPDATE

Debby Wood updated the Board on CSC staff conducting outreach to all 15 high schools within the five-county area, emailing flyers, and delivering over a thousand copies of the flyer for inclusion in various food bank bags/boxes during the month of April. From those efforts, eight (8) youth were enrolled in the summer youth work experience activities ranging from working with city government to learning more about the operations of an engineering firm. Ms. Wood spoke positively of the six (6) currently

participating, who are learning appropriate work skills as well as increasing their soft skills which will help to ensure their success in future employment.

TANF YOUTH PROGRAM UPDATE

Richard Williams gave an update on TANF Youth Program.

DISCUSSION

Richard Williams discussed with the Board the use of TANF funds for Youth Projects. Mr. Williams touched based on the House Bill 1507's ten percent holdback policy, where CSC is required to holdback ten percent of funds paid awarded to an institution until participant has completed the program and placed in a related job within 6 months of graduation. Mr. Williams then announced the Local Workforce Development Board letter grade to be a high "B". He further discussed no other Board received anything higher.

ADJOURNMENT

Travis Ephriam adjourned the meeting.

DRAFT



***Nominating Committee Meeting
July 12, 2022, at 3:30 PM (CT)
Join Microsoft Teams Meeting
Via phone at 561-570-4464
Conference ID: 833 624 881#***

MINUTES

CALL TO ORDER

Janice Sumner, Chair, called the meeting to order. There was a quorum.

The following Committee Members were present:

Janice Sumner, Johnny Eubanks, Larry Moore, Sandy Spears

The following Committee Members were absent:

Travis Ephriam

Others present include:

Richard Williams, Tabettha Smith (CSC Staff)

NOMINATION FOR BOARD CHAIR

Janice Sumner called for nominations for Board Chair. **Larry Moore nominated Debbie Kolmetz; Johnny Eubanks seconded the nomination. No other nominations were made, and the vote was unanimous to nominate Debbie Kolmetz as Board Chair.**

NOMINATION FOR BOARD VICE-CHAIR

Janice Sumner called for nominations for Board Vice-Chair. **Sandy Spears nominated David Corbin; Larry Moore seconded the nomination. No other nominations were made, and the vote was unanimous to nominate David Corbin as Board Vice-Chair.**

NOMINATION FOR SECRETARY/TREASURER

Janice Sumner called for nominations for Board Secretary/Treasurer. **Larry Moore nominated Frances Henderson; Johnny Eubanks seconded the nomination. No other nominations were made, and the vote was unanimous to nominate Frances Henderson as Board Secretary/Treasurer.**

ADJOURNMENT

Janice Sumner adjourned the meeting.

DRAFT