



## ***BOARD MEETING***

CareerSource Chipola, Community Room  
4636 HWY 90 East, Suite K, Marianna, FL 32446  
Thursday, September 19, 2019 at 6:00 PM (CST)

## **MINUTES**

### **CALL TO ORDER**

A quorum was present and Arthur Obar (chair) called the meeting to order and introduced new member Tanya Burt with Enviva Pellets. Donnie Read led the invocation and Arthur Obar led the pledge to the flag. Lauren Morris recorded attendance.

**Attendees-** Raymond Russell, Janice Sumner, Debbie Kolmetz, Sandy Spear, Tanya Burt, Travis Ephriam, Arthur Obar, Donnie Read, Tracy Andrews, Sarah Clemmons, Andy Jackson, Frances Henderson, Larry Moore, Jesse Smallwood

**Absentees-** Mary McKenzie, James Sellers, Ralph Whitfield, Johnny Eubanks, Darrin Wall, Keith Sutton, Kristy Terry, Martha Compton

**Others-** Richard Williams, Deena Johnson, Sara Johnson, Lauren Morris, Rachael Poole, Melody Wade, Debby Wood, Rose Adams - CSC Staff

### **PUBLIC COMMENTS**

Arthur Obar asked if there were any public comments. He stated that Lauren Morris had the public comment cards if anyone needed one.

### **EMERGENCY ITEMS**

Arthur Obar asked if there were any emergency items. He noted that there were none from the staff. There were no emergency items from the board members.

### **CONSENT ITEMS**

Arthur Obar requested a motion to move the Status of Funds report toward the end of the agenda. Donnie Read made a motion and Raymond Russell seconded the motion. The vote was unanimous to move the Status of Funds report agenda item.

Donnie Read made a motion to approve the minutes from the Board Meeting on July 11, 2019. Raymond Russell seconded the motion and the vote was unanimous to approve the minutes from the Board Meeting on July 11, 2019.

## **NATIONAL DISLOCATED WORKER GRANT**

Rose Adams presented an update on the National Dislocated Worker Grant. She gave an overview of job sites and the number of workers in each county. There are currently twenty-five worksites and eighty-four active workers enrolled in the program, with three additional labor positions advertised. Seventy-nine individuals have obtained unsubsidized, permanent employment since beginning of the grant.

## **CAREER PLACEMENT CENTER**

Rachael Poole presented an update on the Career Placement Center at Chipola College. She gave an overview of outreach activities, stating that 512 students have been reached from June 1, 2019 – September 19, 2019. Ms. Poole shared that outreach efforts include classroom presentations, open house, nursing orientation, resume and interview preparation, job search assistance, Career & Life Planning class, and more. Sarah Clemmons stated the college is pleased with the partnership.

## **OJT CONFLICT OF INTEREST DISCLOSURE FOR BOARD MEMBERS**

Debby Wood shared that CSC is currently accepting applications from employers for the On-the-Job Training Program. She stated that interested members should notify the board, declare a conflict of interest, and request an application for the program. Richard Williams added that any contracts with board members would come back before the board for approval, then require state approval as well.

## **OPPORTUNITY FLORIDA DUES**

Richard Williams gave a brief overview of the Opportunity Florida mission and the relationship between CSC and Opportunity Florida. He requested approval of payment of \$10,000 for the 2019-2020 membership dues. **Janice Sumner made a motion to approve the request. Raymond Russell seconded the motion and the vote was unanimous to approve payment of Opportunity Florida membership dues.**

## **2019-2020 BUDGET**

Richard Williams presented a rundown of the proposed 2019-2020 budget. He stated that the biggest change on the income side is the NDWG funding. He said that the budget is reflective of what is anticipated to be used as the program ramps down, rather than the amount of funding

that may be available overall. He also stated that there is more funding available if needed, should the program pick up speed again.

Williams pointed the performance funding carryover from the second round of the Performance Funding Model awarded by the state. He said that funds from the third round were recently released and awarded to CSC for ranking second in the state in the performance-based measures.

Next, Mr. Williams mentioned differences in the equipment/furniture line and noted that difference is a result of the available performance money being used for much needed updates and replacements of equipment and furniture. He stated that the additional funds on the equipment maintenance and license line reflects the IT updates in progress.

Williams shared that the increase in the marketing and outreach category is primarily allocated to the ad campaign created by The Moore Agency, as previously approved by the board, focused on recruiting and retaining local residents for local jobs.

The decrease in rent, as mentioned by Williams, is reflective of the Early Learning Coalition now paying rent directly to Florida Panhandle Technical College, rather than to CSC, who in turned passed it to FPTC.

Mr. Williams next brought attention to the salary and fringes line of the proposed budget. He stated that, when OPS individuals operating the NDWG program were removed, there was a decrease in this line. He then stated that the proposed budget for this line included a 3% raise for staff, with a \$1,000 cap, based on performance reviews and merit. Williams also said that in the past, 10% of performance funding has traditionally been allocated for staff in the form of bonuses to reward and encourage high performance and the chance of securing additional performance funding in the future.

Williams stated that the increase on the supplies line is primarily due to the supplies and equipment being purchased for NDWG participants.

He also mentioned increases in travel and training and board-related items, which he stated are to ensure both staff and board members have appropriate opportunity to attend training and conferences such as the NAWB Forum. A general discussion followed.

**Larry Moore made a motion to approve the budget. Jesse Smallwood seconded the motion and the vote was unanimous to approve the 2019-2020 budget as presented.**

## **EXTENSION OF QLM CONTRACT**

Richard Williams reviewed the current contract with Quality Labor Management as employer of record for the NDWG program, providing payroll and workers' compensation services. He stated that it has been an excellent partnership and recommended that the contract be extended through September 30, 2020, as allowed in an option written into the contract. **Raymond Russell made a motion to approve the request to extend the contract. Donnie Read seconded the motion and the vote was unanimous to extend the contract with QLM through September 30, 2020.**

## **IN-SCHOOL YOUTH PROGRAM MODEL**

Debby Wood provided an update on the request sent to DEO and CareerSource Florida to approve a waiver of the regulatory requirement to serve 75% out-of-school youth as well as the 20% work experience expenditure requirement. While the waiver was denied, Ms. Wood shared that DEO/CareerSource Florida directed CSC to provide a youth service delivery model and proposed budget that would allow the state to provide additional funds to serve the in-school youth population. A general discussion followed. **Janice Sumner made a motion to approve the request for the board to direct staff to develop a service delivery model and budget for in-school youth services. Travis Ephriam seconded the motion and the vote was unanimous to develop the service delivery model and budget as recommended by the state. Prior to any discussion, Sarah Clemmons, Larry Moore, and Donnie Read declared a conflict of interested and abstained from discussion and voting.**

## **IT INFRASTRUCTURE BIDS**

Richard Williams that while some bids have been received, there have not yet been enough in any one area to bring them before the board. He stated that as bids are received, a phone meeting may be called to review them, with the permission of the chair. No action was needed on this item.

## **STATUS OF FUNDS REPORT**

Mr. Williams presented the Status of Funds report and stated that it was prepared based on the previously presented budget. He also stated that there was an issue with the LVER and DVOP veteran positions, as the state has decreased the passthrough with no notification. CSC staff are addressing this with the state to find a resolution. Mr. Williams also said the dislocated worker category can also be used to serve the adult population. He then shared that the plan going forward is to use as much of the performance funding as possible, while carrying over the program funding, as it has a longer lifespan. Finance Director Sara Johnson noted that the NDWG funding listed on the status of funds report is the amount of funding available that must be accounted for but is not likely to be reflective of the amount that will actually be spent.

## **DIRECTOR'S COMMENTS**

Richard Williams asked board members to updated contact information to ensure correct information is available both for our purposes and for reporting to the state. He next mentioned the most recent financial monitoring. He stated that there were no findings, and three observations. One observation was on the financial side of operations, while the other two were tied to processes and were caused by recent staff changes. Mr. Williams also shared that the state workforce board chair will be visiting our area with some elected officials shortly after the anniversary of Hurricane Michael to keep some attention on the area. Next, Williams addressed discrepancies in labor force participation rates following Hurricane Michael versus the numbers being reported by the state. He stated that he has made contact with the USDOL and discovered that vendors creating the reports are not removing institutionalized individuals as required. He stated that the numbers are being run again with those individuals removed, and that participation rate numbers may be better than some larger, more urban areas. Mr. Williams briefly mentioned data protection and issues local school boards have recently faced. He then mentioned mental health in the time following Hurricane Michael. He stated that area employers are noticing mental health issues in employees. Williams also noted that he will be coordinating with Life Management to set up meetings for CSC staff, if needed.

## **BOARD MEMBER COMMENTS**

Jesse Smallwood shared the recently implemented Veterans' Court being held in Panama City. Debby Wood stated that CSC DVOP Chris Bailey is regularly attending the hearings and has been a valued contributor in the Veterans' Court process.

## **ADJOURNMENT**

There being no further business to discuss, Arthur Obar adjourned the meeting.