



**General Meeting**  
**September 9th, 2021 at 10:00 A.M. (CT)**  
**[Join via Microsoft Teams Meeting](#)**  
**or by phone at 561-570-4464 Conference ID: 322 643 44#**  
**Richard - (850) 557-2441; Tabetha - (850) 633-2731**

## **MINUTES**

### **CALL TO ORDER**

A quorum was present and Debbie Kolmetz, Vice-Chair, called the meeting to order. Larry Moore led the group in the Invocation and Pledge to the Flag.

### **INTRODUCTION OF NEW MEMBER**

Debbie Kolmetz and Richard Williams introduced new members, Superintendent of Liberty County Kyle Peddie, Penny Bryan of West Florida Electric, and Dr. David Bouvin a Veteran Representative from Chipola College.

#### **The following board members were present:**

Debbie Kolmetz, Kyle Peddie, Penny Bryan, Dr. David Bouvin, Donnie Read, Raymond Russell, Travis Ephriam, Arthur Obar, Tracy Andrews, Larry Moore, Dr. Sarah Clemmons, Kristy Terry, Wendy Blair, Darrin Wall, Keith Sutton, David Corbin, Sandy Spear, Andy Jackson

#### **The following board members were absent:**

Janice Sumner, James Sellers, Ralph Whitfield, Mary McKenzie, Frances Henderson.

#### **Others present included:**

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

### **PUBLIC COMMENTS**

Debbie Kolmetz asked if there were any public comments. There were none.

## **GENERAL MEETING MINUTES**

**Arthur Obar made the motion, Larry Moore seconded the motion, and the vote was unanimous to approve the minutes of the June 10th, 2021, general meeting.**

## **NDWG UPDATE**

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 20 participants at 10 worksites across all five CSC counties. She shared that there were 20 participants at 5 worksites as part of the COVID-19 NDWG. Lastly, Ms. Adams shared that there were no workers for the Hurricane Sally NDWG.

## **STATUS OF FUNDS REPORT**

Richard Williams went over the Status of Funds Report, pointing out the SNAPs Funds have nearly been expended, but new funds will be coming in from the State soon.

## **FINANCE COMMITTEE REPORT**

Chair Donnie Read discussed the September 7<sup>th</sup> Committee meeting where the 2021-2022 Budget was presented to the committee by staff. **A motion was made by Arthur Obar to approve the budget, seconded by Larry Moore, and the vote was unanimous for the Board to approve the 2021-2022 Budget.**

## **EXECUTIVE COMMITTEE REPORT**

Debbie Kolmetz discussed the actions taken by the Executive Committee prior to the Board meeting on September 9<sup>th</sup>:

- The Executive Committee requests the full-board give the Committee the authority to determine when it is appropriate to resume in-person meetings. **Larry Moore made the motion, Kristy Terry seconded, and the vote was unanimous to give the Executive Committee permission to determine when to resume in person meetings.**
- Richard Williams presented the survey of board members for the time of future board meetings and the Committee voted for the board to continue meeting virtually at noon.
- The Committee further voted to move the future board meeting to November 18<sup>th</sup>, 2021, to avoid conflict with Veteran's Day.
- The Committee recommend to the Board the removal of James Sellers due to lack of attendance. **Arthur Obar made the motion to approve, Wendy Blair seconded the motion, and the vote was unanimous for the removal of James Sellers as a board member due to lack of attendance.**

## **TARGET OCCUPATIONS LIST / DEMAND OCCUPTIONS LIST**

Debby Wood compared both the Target Occupation List and the Demand Occupations List and requested to expand our regional Demand Occupations List to include all the of the programs that is listed on the State Regional Demand Occupations List and to have the authority of the Program Committee to have the right to review or determine if something is appropriate or in demand in our area. **Arthur Obar made the motion to accept the change, Raymond Russell seconded, and the vote was unanimous to expand the Demand Occupational List.**

## **CONTRACT WITH BOARD MEMBER CONFLICT OF INTEREST CALHOUN-LIBERTY JOURNAL**

Debby Wood discussed that Calhoun-Liberty Journal has requested an On-the-Job Training Application since the former application was voted on and approved for one (1) year and expires September 10, 2020. Since Johnny Eubanks is a CSC Board member, a 2/3 vote is required for those in attendance. Mr. Eubanks has declared a Conflict of Interest and has the appropriate form on file with CSC. Ms. Woods further asks the board to approve a contract with Calhoun-Liberty Journal, Inc. for OJT in an amount not to exceed \$10,000 good for one year. **Travis Ephriam made a motion to approve, Darrin Wall seconded, and the vote was unanimous to approve a contract with Calhoun-Liberty Journal, Inc. for OJT in an amount not to exceed \$10,000 good for one year.**

## **ONE STOP OPERATOR QUARTERLY REPORT**

Richard Williams presented the One Stop Operator Quarterly Report. There were no findings.

## **APPROVAL REQUEST – OPPORTUNITY FLORIDA AND FLORIDA’S GREAT NORTHWEST DUES**

Richard Williams stated the Opportunity Florida and Florida’s Great Northwest dues were annual fees approved in their contracts, but due to the amount presented before the board their payments. **Darrin Wall made a motion to approve, Travis Ephriam seconded, and the vote was unanimous to approve continued payment of dues for Opportunity Florida and Florida’s Great Northwest.**

### **SLIDING SCALE WAIVER**

Richard Williams discussed State law has a requirement that 50% of expended WIOA Adult and Dislocated Worker funds that must be spent on Individual Training Accounts (ITA) unless a waiver is granted. The state is providing an automatic waiver for our region that requires us to spend 30% of the funds on ITA expenditures. Prior to Covid we had a waiver that allowed us to spend 15% on ITA's, and with the impact of Covid, and our use of disaster funds we had a waiver down to 8%. **Wendy Blair made a motion based upon the amount of disaster grants remaining, the current low demand for training, and the continued impacts of Covid, to request a waiver that would require 20% of funds be expended on ITA's in the region. Larry Moore seconded, and the vote was unanimous for the board to request a waiver that would require 20% of funds be expended on ITA's in the region.**

### **VETERAN INTAKE AT CAREER CENTER / LOCAL OPERATING PROCEDURE**

Debbie Wood discussed that that the purpose of this local operating procedure is to provide CSC staff members the requirements for establishing an initial intake process to facilitate employment for transitioning service members, veterans, and eligible spouses at career centers throughout the CSC service area. **Dr. David Bouvin made the motion to approve, Keith Sutton seconded, and the vote was unanimous to approve the *Veterans Intake at CareerSource Chipola* local operating procedure for submission to DEO.**

### **JOBS FOR VETERANS' STATE GRANT (JVSG) EMPLOYMENT AND ADVOCACY SERVICES / LOCAL OPERATING PROCEDURE**

CareerSource Chipola's (CSC) JVSG program prepares veterans, transitioning service members, and eligible spouses for meaningful careers. The purpose of this local operating procedure is to provide CSC staff members with the minimum requirements for providing employment and advocacy services to participants in the JVSG program. **Darrin Wall made the motion to approve, Tracy Andrews seconded, and the vote was unanimous to approve the *Jobs for Veterans' State Grant Employment and Advocacy Services* local operating procedure for submission to DEO for review in accordance with policy requirements.**

## **PRIORITY OF SERVICE FOR VETERANS AND ELIGIBLE SPOUSES / LOCAL OPERATING PROCEDURE**

The Jobs for Veterans Act (JVA) established a priority of service requirement for covered persons (i.e., veterans and eligible spouses) in qualified job training programs. The purpose of this local operating procedure is to provide CareerSource Chipola (CSC) staff the minimum requirements for implementing priority of service for veterans and eligible spouses for all United States Department of Labor funded programs and services. **Arthur Obar made the motion to approve, Larry Moore seconded, and the vote was unanimous to approve the *Priority of Service for Veterans and Eligible Spouses* local operating procedure for submission to DEO for review in accordance with policy requirements.**

### **DIRECTOR'S COMMENTS**

Richard Williams discussed the Social Media Reports, and further went in to detail on partnerships with schools.

### **BOARD MEMBER COMMENTS**

None.

### **ADJOURNMENT**

**There being no further business to discuss, Larry Moore made the motion, Donnie Read seconded the motion, and the vote was unanimous to adjourn the meeting.**