



General Meeting
May 11, 2023, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 271 060 781#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabetha - (850) 693-3913

MINUTES

CALL TO ORDER

A quorum was present and Debbie Kolmetz, Chair, called the meeting to order. Travis Ephriam led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Debbie Kolmetz, Janice Sumner, Travis Ephriam, Mary McKenzie, Arthur Obar, David Bouvin, David Corbin, Raymond Russell, Bryan Lee, Johnny Eubanks, Penny Bryan

The following board members were absent:

Sandy Spear, Ralph Whitfield, Frances Henderson, Tracy Andrews, Sarah Clemmons, Kyle Peddie, Donnie Read, Keith Sutton (Darlene Boykin attended in his place)

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Melody Wade, Tabetha Basford, Kayla Baxter, Deena Johnson, Cheri Gilmore, Tammy Pumphrey (with participant Kristin Bennett) – CSC Staff, Ben Clark – James Moore, Daniel Harper, Yvette McCullough, Valerie Peacock, Shawn Brown, Chadwick Myrick – DEO, Justin Stevens – Union Rep, David Wilkinson - Transfr

PUBLIC COMMENTS

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

MISSION MOMENT

Mr. Williams introduced CareerSource Chipola's Success Coach, Tammy Pumphrey, from the Marianna center, and Kristin Bennett, Ms. Pumphrey's WTP participant.

DEO ANNUAL PERFORMANCE PRESENTATION

Daniel Harper, Senior Management Analyst Supervisor, with assistance from Valerie Peacock, DEO's Chief of Financial Monitoring and Accountability, and Yvette McCullough, Revenue Program Administrator I, presented the Department of Economic Opportunity's Annual Performance Presentation.

REVIEW OF FS 21-22 AUDIT

Benjamin Clark from James Moore Auditing Firm reviewed the 2021-2022 Program Year audit before the Board of Directors. **Arthur Obar made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the 2021-2022 James Moore audit.**

NDWG UPDATE

Mr. Williams appraised the Covid-19 National Emergency National Dislocated Worker Grant. The grant ran from April 13, 2020 – March 31, 2023, with 59 individuals working at one or more disaster recovery locations. During 2022, an average of 1,783 families were provided monthly food from 2 worksites in Jackson and Calhoun Counties. In addition, JC Backpacks for Kids provided an average of 723 weekend bags to children. Bottled water, sanitizers, masks, and cleaning supplies were also supplied to churches, community agencies, schools, and individuals. Mr. Williams finished his review by announcing 53% of grant recipients entered unsubsidized employment.

GENERAL MEETING MINUTES

Janice Sumner made the motion, Bryan Lee seconded the motion, and the vote was unanimous to approve the minutes of the March 9, 2023, general meeting.

STATUS OF FUNDS REPORT

Richard Williams and Sara Johnson went over the Status of Funds Report.

OUTREACH

Kayla Baxter presented the audience increase on social media since posting regularly. Ms. Baxter shared top performing posts, and updated the Board on recent social events CareerSource Chipola has and will participate in.

EXECUTIVE COMMITTEE REPORT

Debbie Kolmetz shared for information only the Executive Committee reviewed and approved the Audit to be shared before the Board.

NOMINATING COMMITTEE APPOINTMENT

Chair, Debbie Kolmetz, sought approval to appoint a Nominating Committee for the 2023-2024 Program Year. **Arthur Obar made the motion, Johnny Eubanks seconded the motion, and the vote was unanimous for the Nominating Committee to re-elect the current officers for another one-year term.**

REQUEST TO MOVE WIOA FUNDS

Mr. Williams stated WIOA Dislocated Worker Funds have not been utilized in any significant amount due to a lack of qualified workers in the service area. Local Boards are allowed to transfer WIOA Dislocated Worker Funds to be utilized as WIOA Adult if approval for the transfer is granted by the local Board of Directors. **Raymond Russell made the motion, Johnny Eubanks seconded the motion, and the vote was unanimous to approve a move of \$47,000 (30.5%) of 2020-2021 WIOA Dislocated Worker funds to WIOA Adult and move of \$72,780 (50%) of 2021-2022 funds from WIOA Dislocated Worker to WIOA Adult.**

REQUEST FOR LETTER OF SUPPORT FOR CTE PROGRAMS

The Jackson County School District is requesting a letter of support for the following CTE programs that are not currently on a state approved list: Building Trades and Construction Design Technology, Digital Design, Early Childhood Education, Nursing Assist (Acute and Long-Term Care), Principles of Teaching, Digital Media/Multimedia Design. **Arthur Obar made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to support Jackson County and other educational institutions in the region that may request support for these same programs.**

NEW ELIGIBLE TRAINING PROVIDER LIST APPLICATION

Debby Wood spoke on the program enrollment delay in the local and surrounding schools. The laws changed in February 2022 requiring all entry-level operators of commercial motor vehicles in both interstate and intrastate commerce who were applying

for a commercial driver's license to first satisfactorily complete minimum training requirements before taking their state-administered Commercial Driver License examination. When this action was taken, it did not factor in how the training schools were going to be impacted with significant increases in enrollment. Typically, these courses range from 7-12 candidates in the local provider training programs. The local training provider, Florida Panhandle Technical Center, has not had availability in the program for months. At last check, the November 2023 class was full of potential candidates. The addition of another provider may ease the delay in accessing training for those students willing and able to travel. **Johnny Eubanks made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the Training Vendor Application received from Tampa Truck Driving School for the Commercial Vehicle Driving program.**

WORK EXPERIENCE EXPENDITURE/TRAINING ASSISTANCE

David Wilkinson from Transfr demonstrated the wide uses of Virtual Reality headsets. **Janice Sumner made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve authorization to purchase services using ten virtual reality headsets for career exploration and basic training usage in the region for an amount not to exceed \$55,000 annually.**

DIRECTOR'S COMMENTS

Mr. Williams noted CSC received responses to the ITN to provide employment services funded by future National Emergency Grants if such services are necessary due to a declared disaster in the region and the ITN to provide Youth Employment Services for Work Experience. **Arthur Obar made the motion, Mary McKenzie seconded the motion, and the vote was unanimous to give the Executive Committee the authority to evaluate the ITN responses and award contracts.**

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Janice Sumner made the motion, Arthur Obar seconded the motion, and the vote was unanimous to adjourned the May 11, 2023 meeting.