



General Meeting

January 15, 2026, at 6:00 P.M. (CT)

[Join via Microsoft Teams Meeting](#)

or by phone at 561-570-4464 Conference ID: 721 465 901#

or in person at 4636 Highway 90, Suite K

Marianna, FL 32446 - Community Room

Richard - (850) 557-2441; Tabetha - (850) 693-3913

A G E N D A

CALL TO ORDER

Donnie Read, Chair

INVOCATION / PLEDGE TO FLAG

Al Bryant

ROLL CALL

Tabetha Basford

PUBLIC COMMENT

Donnie Read

EMERGENCY ITEMS

Donnie Read

CONSENT ITEMS

*General Meeting Minutes
November 13, 2025

Donnie Read

Pages 3-5

STATUS OF FUNDS REPORT
(To be provided)

Richard Williams

MISSION MOMENT

Regina Golden
Eva Woods

ONE STOP OPERATOR REPORT
*PY 2025-2026 Second Quarter Report

Richard Williams Pages 6-15

BOARD ORIENTATION

Richard Williams Attachment

NEW BUSINESS

- **OJT Reimbursement Change**
- **By-Laws**

Richard Williams Page 16

Donnie Read Pages 17-18

DIRECTOR'S COMMENTS

Richard Williams

BOARD MEMBER COMMENTS

Donnie Read

ADJOURNMENT

Donnie Read, Chair

MARK YOUR CALENDARS

March 12, 2026



**General Meeting
November 13, 2025, at 6:00 P.M. (CT)**

A G E N D A

CALL TO ORDER

A quorum was present, and Donnie Read, Chair, called the meeting to order. Janice Sumner led the group in the Invocation and the Pledge of Allegiance to the Flag.

The following board members were present:

Mary McKenzie, Janice Sumner, Sandy Spear, Debbie Kolmetz, Johnny Eubanks, Donnie Read, Al Bryant, David Corbin, Justin Stephens, Keith Sutton, Bryan Lee, Penny Bryan

The following board members were absent:

Brandi Money, Kyle Coates, Travis Ephriam, Jonathan Fuqua, Kevin Buchanan, Tracy Andrews, Sarah Clemmons, Kyle Peddie, Davis Bouvin

Others present included:

Richard Williams, Deena Johnson, Melody Wade, Tabettha Basford, Clarence Pittman, Chris Bailey– CSC Staff

CONSENT ITEM – 09/18/25 MEETING

Janice Sumner made the motion, Bryan Lee seconded the motion, and the vote was unanimous to approve the minutes of the September 18, 2025, general meeting.

STATUS OF FUNDS REPORT

Richard Williams discussed the Status of Funds Report. The Board noted no issues and had no questions.

MISSION MOMENT

Chris Bailey, the Lead Veterans Business & Employment Advocate for CareerSource Chipola, briefed the Board of Directors on the 2nd Annual Vet Fest and the Annual Paychecks for Patriots, which was combined into one event and held on November 5, 2025. Mr. Bailey thanked the Board for their continued support for our Veterans, not just locally, but for all Veterans and their spouses.

The goal of the Vet Fest & Paychecks for Patriots event was to inform Veterans and their spouses of Employment and Service benefits in our area. A job list of current open jobs was provided to all Veterans, with all employers present advertised through CareerSource Chipola. Mr. Bailey further shared that attendance increased 91% from last year's event.

EXECUTIVE COMMITTEE

CareerSource Chipola has received a request to place an unemployed parent in truck driver training, and, for reasons deemed appropriate by staff, the individual has selected to attend Fleet Force Trucking School in Niceville, FL. **The Executive Committee made the motion, Al Bryant seconded the motion, and the vote was unanimous to approve a waiver to the program limits.**

PROGRAM COMMITTEE

The Program Committee made the motion, Keith Sutton seconded the motion, and the vote was unanimous to approve the North FL Trucking Academy Training Vendor Application.

Bryan Lee abstained from voting: Current board local operation procedures limit funding for an individual seeking training to \$5,000 for training costs and \$2,000 for supportive services. **The Program Committee made the motion, David Corbin seconded the motion, and the vote was unanimous to approve raising the limit to \$8,000 in total or \$10,000 if an individual is funded by two or more sources available through CareerSource Chipola.**

EMERGENCY ITEM

Johnny Eubanks made the motion, David Corbin seconded the motion, and the vote was unanimous to appoint Brent Sheldon of Chipola College to the Industry & Education Consortium.

NEW TRAINING PROGRAMS – CHIPOLA COLLEGE

CareerSource Chipola received a completed Program Description Statement of Work for four (4) programs at Chipola College: HVAC, Plumbing, Electricity, and Practical Nursing. These programs are included on the PY 2025-2026 Regional Demand Occupations List

issued by FloridaCommerce. Each of the programs are eligible for Pell assistance; therefore, multiple sources of funding will be used to support the successful completion of training. **Al Bryant made the motion, Penny Bryan seconded the motion, and the vote was unanimous to approve these additional programs for inclusion on Chipola College's list of approved training programs.**

ELIGIBLE TRAINING PROVIDER LIST APPROVAL

Janice Sumner made the motion, Mary McKenzie seconded the motion, and the vote was unanimous to approve the Eligible Training List as presented by CareerSource Chipola.

IMPLEMENTATION OF THE RURAL INITIATIVES GENERAL REVENUE GRANT

After Richard Williams, Executive Director of CareerSource Chipola, declared a Conflict of Interest, **Janice Sumner made the motion, Justin Stephens seconded the motion, and the vote was unanimous, to allow Richard Williams to move forward with contracting with PAEC for the purpose of implementing the robotics portion of the Rural Initiatives General Revenue Grant.**

After Mr. Williams declared another Conflict of Interest, and Mary McKenzie abstained from voting due to a Conflict of Interest, **Janice Sumner made the motion, Justin Stephens seconded the motion, and the vote was unanimous to allow Richard Williams to move forward with contracting with the Early Learning Coalition.**

DIRECTOR'S COMMENTS

David Corbin made the motion, Bryan Lee seconded the motion, and the vote was unanimous to change the date of the next Board meeting to January 15, 2025.

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

Johnny Eubanks made the motion, Al Bryant seconded the motion, and the vote was unanimous to adjourn the November 13, 2025, Board meeting.



CareerSource Chipola One-Stop Operator (OSO) Quarterly Review
PY 2025-2026 Second Quarter
***WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**
(*Located at the End of this Report)

One-Stop Career Center: 4636 Highway 90, Marianna, Florida 32446

Date of Unannounced One Stop Center on Site Review: **December 15, 2025 ***
(Documentation attached of the adjustment of the date of review)

Conducted by Linda Sumblin, CareerSource Chipola contracted One-Stop Operator Consultant

An unannounced onsite review was conducted by the One-Stop Operator (OSO) on December 15, 2025, at the CareerSource Chipola One-Stop Marianna Center. The purpose of this review was to evaluate the effective delivery of applicable services across program lines and in coordination with other organizations, as mandated by the Workforce Innovation and Opportunity Act (WIOA).

CareerSource Chipola Staff Met by One-Stop Operator on December 15, 2025:

- | | |
|---------------------------------------------|-----------------------------------------------|
| • Deena Johnson, Assistant Finance Director | • Tabettha Basford, Administrative Specialist |
|---------------------------------------------|-----------------------------------------------|

As identified by the US Department of Labor and Florida Department of Labor, the One-Stop areas of the OSO review included:

- | | |
|---------------------------------------------|----------------------------------------|
| • Flow of Services; Hours of Operation | • Partner Memorandum of Understandings |
| • Basic Services Available/Program Delivery | • Effectiveness |

CareerSource Chipola – One-Stop Operator PY 2025-2026 2nd Quarter Review

Summary of Review

Flow of Services

CSC is a partner of the US Department of Labor American Job Centers and CareerSource Florida established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunities Act of 2014, which is designed to provide a full range of assistance to job seekers under one roof. CSC broadly identifies as member of the American Job Center Network as required. CSC offers training referrals, career counseling, job listings, and similar employment-related services to job seekers and the business community as outlined in detail below.

The CareerSource Center delivery of services hours extended to the public are clearly noted at the main entrance and can be found via the CareerSource Chipola website. In addition to the CSC services offered onsite, the services can be accessed via the website 7 days/24 hours at careersourcechipola.com. Holiday Closure (*including "Closed on State Holidays"*) is posted via CareerSource Chipola website, multi social media avenues, entrance of facility, and visually displayed in One Stop Center.

The CSC One-Stop Center staff assisting customers with program information/delivery are knowledgeable of local, state, and federal CSC services. Each of the CSC staff observed by the OSO were extremely professional and considerate with co-workers and customers.

As the universal customer enters the One-Stop Center (with customer entrance limitations), customers are directed to the Atlas registration/sign-in system. The OSO noted that CSC staff have the expertise to design, administer and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices, and priorities to meet local community and the universal customer-based needs. The One-Stop Center continues to utilize the ATLAS electronic filing system that provides access to case files and customer activity information through the internet. The electronic system allows staff to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy. In addition, the Atlas system allows the CSC to track customer services as well as "waiting time for CSC services" for monitoring of delivery of services.

In addition to the onsite workshops, virtual workshops are also extended to registered users by logging in with assigned kiosk login. All workshops are open to the public and are offered free of charge. The following workshops are available on-line:

- | | | |
|------------------------------|-----------------------------|------------------------------|
| • Setting Goals | • Dress with Confidence | • Improving Your Memory |
| • Stress & Time Management | • Resume Skills | • Financial Planning |
| • Employ Florida Marketplace | • Interview with Enthusiasm | • Employ Florida Marketplace |

During the 2025-2026 OSO 2nd Quarter onsite review, it was noted that the Center service delivery system for CSC customers was well thought out and established to meet the goals of the customers. The staff provided excellent and informative customer service.

Flow of Services Comments:

No suggestions/concerns noted.

CareerSource Chipola Marianna One-Stop Center – Hours of Operation

CSC Hours of Operation notices are posted via the Career Source Chipola website, social media platforms, and multi locations at the Center:

Hours of Operation: Monday – Friday 8:00 AM – 5:00 PM -Closed on State Holidays

In addition to the CSC services offered onsite, the services can be accessed via website 7 days/24 hours at careersourcechipola.com.

Information/Guidance found via CSC website: Job Search; Event; Training and Education; Recruiting and Employee Training and Development. Also posted on the CareerSource Chipola website and Center, “Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711”.

Hours of Operation Comments:

No suggestions/concerns noted.

Basic Services Available/Program Delivery

CSC Marianna One-Stop Career Center offers a wide range of *job seeker and employer* services including job postings, local and statewide Labor Market Information (LMI), and skill-based job matching available online at Employ Florida Marketplace (EFM) - www.employflorida.com. As noted in the WIOA Legislative Required Partners matrix below, CareerSource Chipola has established program service delivery methods for requirement WIOA partners. The CSC program systems and partner relationships are well developed and internally reviewed ongoing for enhancement and growth. CSC is to be acknowledged for their positive partnerships and performance outcomes.

Additional (*but not limited to*) resources/referrals CSC extends (*as noted in the CSC Center and CSC website*):

- Chipola College
- Florida Panhandle Technical College
- Opportunity Florida
- Vocational Rehabilitation
- Tobacco Free Florida

Program Delivery Comments:

No suggestions/concerns noted.

Memorandum of Understandings (MOU)

As noted in prior OSO reports, the Basic elements/description of services as outlined in legislation of the MOU is included with the CSC MOU's:

- *Method/s for referring individuals*
- *Duration/Procedures of MOU*
- *Resolution of MOU Disputes*
- *Cost Sharing*

A matrix (identifying entity delivery services; MOU execution date; and method of delivery of services) of the required WIOA MOU's is noted below. Tabettha Basford, Administrative Specialist, shared that Mr. Williams is the current process of reviewing all executed MOU's.

Memorandum of Understandings (MOU) Comments

No suggestions/concerned noted.

Effectiveness

One of the outlined elements in WIOA legislation for OSO to review the Center "Effectiveness" as defined below.

The CSC OSO based the Effectiveness ranking of the program/delivery of Center services on a Scale of 1-10 with ten being top performance). Three areas of Effectiveness ranked as defined in the WIOA legislation:

- 1) Provider job seekers with skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families.*
- 2) Provide access and opportunities to job seekers, including individuals with barriers to employment.*
- 3) Enable business and employers to easily identify and hire skills workers*

CareerSource Chipola One Stop Operator Effectiveness Comments

As a result of the 2025-2026 2nd Quarter One-Stop Operator review as outlined, the One-Stop Operator ranked the current Effectiveness for the CareerSource Chipola at 9.5 out of a ranking of 10.0.

General Comments

DEO Guidance Issued to current date.

The following Department of Economic Opportunity (DEO) Communiques, Administrative policies, or Memorandums posted following the start of the 1st Quarter, PY 2025-2026. It is noted that all DEO Policies/Communiques/Memoranda's are being reviewed/implemented by the CSC leadership team as applicable.

- Administrative Policies – None Noted on the DEO website
- Communiques - None Noted of the DEO website
- Memoranda –
 - General Information – 12/16/2025 – Workers' Compensation Coverage- State Funded Programs
 - Workforce Innovation and Opportunity Act – 12/01/2025 – Waiver of WIOA On the Job Training Reimbursement

Overview of the CareerSource Chipola Region Not Seasonally Adjusted December 11, 2025

Overview of the CareerSource Chipola Region Not Seasonally Adjusted December 11D, 2025 • The unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 4.8 percent in September 2025. This rate as 0.8 percentage point greater than the region's year ago rate of 4.0 percent. The region's September 2025 unemployment rate was 0.6 percentage point above the state rate of 4.2 percent. The labor force was 43,665, up 129 (+0.3 percent) over the year. There were 2,082 unemployed residents in the region.

***WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**

Under the Workforce Innovation and Opportunity Act (WIOA), the vision for one-stop career centers is characterized by providing excellent customer service to job seekers and employers, customer-centered service delivery, and continuous improvement. As defined by Florida guidance, identified One-Stop Centers should strive to assure quality services are being delivered in the most efficient and effective ways possible, through full integration and coordination of one-stop career center partners and resources to support seamless service delivery.

Workforce Innovation and Opportunity Act (WIOA)	The goals and format of the One-Stop-Operator are set out in Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113–128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.
One-Stop Operator Role and Responsibilities	<p>As outlined and agreed by both parties (CSC and OSO) the 2025-2026 executed OSO contract for delivery of outlined One-Stop Operator Services for the period PY 2025-2026. The renewed OSO was based on performance, business needs, and the availability of funds.</p> <p>As outlined by legislation, the Local Board defines the role and responsibilities of One-Stop career center operators in its local area. The Local Board may vary roles and responsibilities for career centers within its local area.</p> <p>As defined by CareerSource Chipola and agreed by OSO Contractor for this review as: Conduct program year 2025-2026 quarterly unannounced visits to the Marianna Career Center. Within thirty (30) days of the visit provide a report indicating if the Marianna Career Center is effectively delivering services across program lines and with other organizations as required by WIOA. If it is determined the Center is not effectively providing services, the report must include recommended actions to be undertaken at the Center to correct any issues. Additionally, as part of the required report, the Contractor may include comments on best practices or suggestions for improvement.</p>
CareerSource Chipola Background	<p>The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region (<i>serving Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the approved Interlocal Agreement.</p> <p>The CareerSource Chipola One-Stop and satellite locations are located to population centers, governmental buildings and</p>

	<p>shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state systems access, case management, and data/print sharing. The ATLAS electronic filing system provides access to case file and customer activity information through the internet. This electronic system allows staff(s) at any location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy.</p>
<p>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor</p>	<p><i>Credentials:</i> Linda Sumblin was formerly employed with the CareerSource Okaloosa Walton since Board inception in 1996. She was named Executive Director October 2011. Prior to being named the Executive Director, Linda served in many areas for the Board including the Chief Operating Officer/Assistant Director. Linda's career in workforce development began in January 1989 when she joined the Private Industry Council, the predecessor governing board for job training.</p> <p>Linda Sumblin has declared no conflict of interest with any entities of CareerSource Chipola (Board, staff, or partners) and that firewalls have been established to ensure conflict of interest policies and procedures are adhered.</p> <p>It is understood and agreed that the One-Stop Operator cannot assist in the development, preparation, and submission of local plans; and that they cannot manage or assist in the competitive process for selecting operators or select or terminate One-Stop Operator, Career Services and Youth Providers.</p>

CareerSource Chipola Memorandum of Understandings

NOTE: NO Changes in the MOU's during the One-Stop onsite review. *Denotes WIOA Legislative Required Partners

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Title I – Adult	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Dislocated Worker	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Youth	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title II – Adult Education and Literacy Act	Calhoun School Board Holmes School Board Jackson School Board Liberty School Board Washington School Board Florida Panhandle Technical Center (Washington-Holmes Technical Center)	Calhoun School Board- 8/14/2017 Holmes School Board – 9/14/2016 Jackson School Board – 3/15/2016 Liberty School Board – 6/07/2016 Washington School Board – 8/14/2017 Florida Panhandle Technical Center August 14, 2017	Electronic/ Direct Referral
*Title III - Wagner Peyser Employment Services	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title IV – Vocational Rehabilitation	Vocational Rehabilitation Division of Blind Services	February 2, 2017 December 16, 2016	Electronic Referral
*Title V – Older American Act (SCSEP)	National Caucus and Center on Black Aged, Inc. (SEP)	May 15, 2016 Cost Sharing with In-Kind Staffing Support	On Site
*Veterans Employment and Training Services Under Chapter 41 of Title 38, U.S.C.	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Trade Adjustment Assistance Act (TAA) NAFTA Assistance Activities	CareerSource Chipola	Master Agreement with Department of Economic Opportunity	On Site
*Unemployment Insurance (Note: CareerSource Chipola extends "re-employment assistance")	Department of Economic Opportunity (No DEO staff onsite to extend UI assistance)	Master Agreement with Department of Economic Opportunity	Electronic/ Telephone Referral
*Temporary Assistance For Needy Families (TANF)	CareerSource Chipola Healthy Families North Florida	<ul style="list-style-type: none"> Cooperative Agreement with Department of Economic Opportunity (Funded by DCF) Department of Children and Family Services – November 9, 2016 Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative) 	On Site Referral

Post Secondary Vocational Education under Carol Perkins Career and Technical Education (CTE)	Chipola College	Chipola College – 10/13/2016 Updated 1/2021	Electronic/ Direct Referral
	Florida Panhandle Technical Center (Washington-Holmes Technical Center)	Florida Panhandle Technical Center*– 8/14/2017	
	Calhoun School Board	Calhoun School Board- 8/14/2017	
	Holmes School Board	Holmes School Board* – 9/14/2016	
	Jackson School Board	Jackson School Board – 3/15/2016	
	Liberty School Board	Liberty School Board – 6/07/2016	
	Washington School Board	Washington School Board*– 8/14/2017 <i>*Multi-MOU's for varying programs identified</i>	
*Job Corps	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic/ Direct Referral
*Community Services Block Grant (CSBG)	Tri-County Community Council	Tri-County - May 17, 2016	Electronic Referral
	Capital Area Community Action Agency	Capital Area Community Action Agenda - May 17, 2017	
*HUD Employment Programs (U.S. Department of Housing and Urban Development)	Tri-County Community Council	May 17, 2016	Electronic/ Telephone Referral
*Migrant and *Seasonal Farm Worker	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral
*Native American Program (Tribes, Tribal Organization, Native Hawaiians)	Department of Economic Opportunity (No known sector population identified in Area)	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral

It is the opinion of the Chipola CareerSource contracted One-Stop Operator based on legislative review that the Chipola CareerSource Board and staff are acknowledge and have and/or implementing the goals and format of the One-Stop-Operator requirements as set forth in the Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113–128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.

Linda Sumblin

Linda Sumblin, One-Stop Operator

December 22, 2025

Date

**ON-THE-JOB TRAINING (OJT)
REIMBURSEMENT
FOR PROGRAM YEARS 2025 AND 2026**

BOARD ACTION REQUIRED

Background

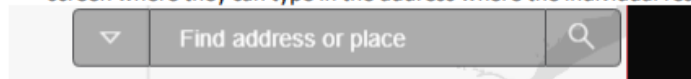
Following the unanimous vote of the CareerSource Florida Board, the Florida Department of Commerce formally requested the Secretary of the U.S. Department of Labor waive the requirement from the specific Workforce Innovation and Opportunity Act (WIOA) Section and Code of Federal Regulations which states, "employers may be reimbursed up to 50 percent of the wage rate of an on-the-job (OJT) training participant and up to 75 percent using a specific criteria based on the extraordinary costs of providing the training and additional supervision related to the OJT."

On September 19, 2025, the U.S. Department of Labor, Employment and Training Administration conditionally approved the OJT reimbursement waiver request through June 30, 2027.

Florida is the first state in the nation to obtain up to 100 percent wage reimbursement for OJT, a major step in workforce innovation. This initiative increases the previous reimbursement rate of 50-75 percent to up to 100 percent further enhancing the state's ability to maximize workforce investments in designated low-income areas. Florida is also the first state to utilize Opportunity Zones to strategically target these reimbursements --- encouraging employers to invest in local talent while strengthening public-private collaboration in workforce development.

Therefore, effective immediately for program years 2025 and 2026, local workforce development boards (LWDBs) may:

- Reimburse businesses of any size up to 90 percent.
- Reimburse businesses up to 100 percent for all businesses located in or employing current residents within designated Opportunity Zones. The case manager can determine if an individual resides within or a business is located within an Opportunity Zone by following the website link: [Certified Economic Opportunity Zones](#), and clicking on the top right of the screen where they can type in the address where the individual resides or the business is located.



CareerSource Chipola Reimbursement Rates:

- 90% reimbursement – to a business of any size who hires an individual who resides within Calhoun, Holmes, Jackson, Liberty or Washington Counties and who does not have the skills needed to do the job.
- 100% reimbursement – to a business who is located within an Opportunity Zone in Calhoun, Holmes, Jackson, Liberty or Washington Counties AND who hires an individual currently residing in an Opportunity Zone identified above AND who does not have the skills needed to do the job.

Staff Recommendation: The staff recommendation is to approve the OJT waiver request of up to 100% reimbursement based on the guidelines listed above.

Action Item: Review and approval of the waiver request.

Due to changes in legislation as well as policies adopted by CareerSource Florida and FloridaCommerce the following changes to bylaws are recommended by staff.

- Change ARTICLE VI, Board of Directors, 4. Terms of Office, as indicated in red and underlined below by adding:

4. Terms of Office

Appointments shall be for a term of three (3) years. All terms shall be staggered and any vacancy which occurs shall be filled according to the initial county distribution and for the length of time remaining in the unexpired term. Members may not serve for more than for more than eight (8) consecutive years unless the member is a representative of a government entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation.

- Change ARTICLE VI, Board of Directors, to add as follows:

6. The Board of Directors may hire a qualified executive director and staff to assist in ensuring the functions of the local board are achieved. The executive director shall have the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively and ethically carrying out the functions of the organization as determined appropriate by the Board of Directors.

- Change ARTICLE VIII, Meetings, 7. Voting, as indicated in red and underlined below:

7. Voting (Added 6/22/10) Unless otherwise required in the By-Laws or by generally accepted guidelines in the latest edition of Roberts Rules of Order, all matters before the Board shall be determined by a majority vote of members present at the meeting with a quorum present, with the exception of amendments to the Bylaws as noted in Article XI and related party transactions which must be approved by two-thirds of the Board's total membership including non-voting members. Whenever a conflict of interest exists, or is thought to exist, same shall be declared in an open meeting to the entire Board or committee, by the member having such conflict, and the member shall abstain from voting as is provided herein. Proxy votes are not allowed.

- It is also recommended that staff be authorized to revise the Table of Contents to accurately reflect any changes made.