



General Meeting
March 12, 2026, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 635 876 403#
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	Bryan Lee
ROLL CALL	Tabetha Basford
PUBLIC COMMENT	Donnie Read
EMERGENCY ITEMS	Donnie Read
CONSENT ITEMS	
*General Meeting Minutes January 15, 2026	Donnie Read <i>Pages 3-4</i>
STATUS OF FUNDS REPORT (To be provided)	Richard Williams
SNAP PARTICIPATION REFORM	Debby Wood <i>Pages 5-6</i>

NEW BUSINESS

- **Potential Summer Youth Program** Richard Williams
*Permission to use Rural GR Funds

DIRECTOR'S COMMENTS Richard Williams

BOARD MEMBER COMMENTS Donnie Read

ADJOURNMENT Donnie Read, Chair

MARK YOUR CALENDARS

May 14, 2026



General Meeting
January 15, 2026, 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. Al Bryant led the group in the Invocation and the Pledge of Allegiance to the Flag.

The following board members were present:

Janice Sumner, Debbie Kolmetz, Travis Ephriam, Jonathan Fuqua, Kevin Buchanan, Johnny Eubanks, Donnie Read, Al Bryant, Tracy Andrews, David Corbin, Davis Bouvin, Bryan Lee, Penny Bryan

The following board members were absent:

Mary McKenzie, Brandi Money, Sandy Spear, Kyle Coates, Tracy Andrews, Sarah Clemmons, Kyle Peddie, Justin Stephens, Keith Sutton

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Deena Johnson, Melody Wade, Tabettha Basford, Regina Golden, Eva Woods – CSC Staff

CONSENT ITEM – 11/13/25 MEETING

Donnie Read reviewed the drafted minutes from the November 13, 2025, meeting. The Board noted no issues and had no questions.

STATUS OF FUNDS REPORT

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

MISSION MOMENT

Regina Golden, Success Coach for CSC in Chipley, and Eva Woods, Regional WIOA Program Manager, went before the Board to share their work in recruiting 14 Nursing Students at the October 2025 Nursing Orientation at Chipola College. They were able to witness these students' graduation in December 2025.

ONE STOP OPERATOR REPORT

Donnie Read offered to the Board the second One-Stop Operator report of the 2025-2026 Program Year. The Board noted no issues and had no questions.

Board Orientation/Annual Training

Richard Williams discussed updates and reviewed the Board Member Orientation information with the Board of Directors. No action needed.

OJT REIMBURSEMENT CHANGE

Johnny Eubanks made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to approve the OJT waiver request, with up to 100% reimbursement, based on the guidelines presented to the board.

BY-LAWS

Janice Sumner made the motion, Bryan Lee seconded the motion, and the vote was unanimous to approve the staff-recommended changes to the CareerSource Chipola Board of Directors By-Laws due to changes in legislation, as well as policies adopted by CareerSource Florida and Florida Commerce.

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

Jonathan Fuqua made the motion, Johnny Eubanks seconded the motion, and the vote was unanimous to adjourn the January 15, 2026, Board meeting.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

PARTICIPATION REFORM

ACTION REQUIRED

Background

The Supplemental Nutrition Assistance Program (SNAP) Employment and Training program is funded by the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS). Florida SNAP Employment & Training (E&T) program is designed to assist eligible participants to obtain skills through education, training, or work experience that will increase self-sufficiency and lead to employment. The Florida Department of Commerce (FloridaCommerce), in partnership with CareerSource Chipola, is responsible for the administration of SNAP E&T. The program's engagement is limited to Able-Bodied Adults Without Dependents (ABAWDs) who are required to participate in work activities to maintain eligibility for food assistance. CareerSource Chipola's role is to ensure engagement in allowable work activities for 20 hours per week for the population between the ages of 18-64.

On July 4, 2025, President Donald J. Trump signed Public Law 119-21, the One Big Beautiful Bill Act of 2025 (OBBA). The law contains several provisions that affect the Supplemental Nutrition Assistance Program. These include changes to SNAP eligibility, benefits, and program administration. The intent of the Act is to refocus the program back on the most vulnerable, increase income potential for healthy adults, and make systematic changes to reduce extensive waste and abuse.

As part of the refocused efforts, CareerSource Chipola wishes to proceed with stricter enforcement guidelines for SNAP recipients due to changes in the legislation. Based on the number of participants being referred from the Florida Department of Children and Families (DCF) and the lack of funding coming from FloridaCommerce, the change must be made. Per conversation with the DCF, it is anticipated that no additional funding will be forthcoming for the SNAP as the changes in law are intended to move participants off the SNAP rolls. To accomplish this, CareerSource Chipola wishes to use the same approach as was used in Welfare Reform in the late 1990's. The assignment of SNAP recipients to attend supervised job search in the career center classrooms as opposed to going into various community resources to complete job search. In this manner, staff can supervise the participants and ensure they are on a path leading to employment. Per DCF, the participants should not be engaged in supervised job search for more than 3-4

months due to the employment opportunities available. The lack of transportation is no longer a reason for an exemption from the 20 hours of weekly participation. Per DCF, if the participant resides within a two-hour commuting distance, they can be required to participate. For their travel, an electronic reimbursement request can be submitted through DCF.

Action

The Board staff is requesting permission to move forward with participation reform for the intended purpose of moving the population off the SNAP roles for those that are work ready and able. And, to help increase the opportunities for those not work ready.



CareerSource Chipola (CSC) – LWDB 03
 February 23, 2026 – February 27, 2026
 Preliminary Review Exit Summary

Program	Cases Reviewed	Findings	Other Non-Compliance Issues (ONIs)
Welfare Transition (WT)	24		2
Supplemental Nutrition Assistance Program – Employment & Training (SNAP E&T)	24	1	1
Workforce Innovation and Opportunity Act (WIOA) and Special Projects	48	5	4
Rapid Response (RR)			
Wagner-Peyser (WP)	55		4
Jobs for Veterans State Grant (JVMSG)	30		
Complaint System	45		
Migrant Seasonal Farmworkers (MSFW)			
Board Governance			2
Management Process Review			
Totals		6	13

Executive Summary: For the review period of February 1, 2025, to December 31, 2025, programmatic monitoring activities included assessing CSC's program operations, management practices, system protocols, performance outcomes, and internal controls, utilizing FloridaCommerce's programmatic monitoring tools, to determine if CSC operated in compliance with each of the programs' laws, regulations, state and local plans, policies and guidance, and any contract or agreement terms. Monitoring also included sample testing of randomly selected participant case file records from each of the workforce programs reviewed. An acronym list is located at the end of this summary report.

Programmatic and performance issues identified in the report are categorized as findings, issues of noncompliance, and observations based on a scale of high, medium, and low risk probabilities. High, medium, and low risk factors are used to separate issues that present more of a threat to program operations including issues that may potentially impact the fiscal integrity or delivery of services within program operations. While no material issues or weaknesses came to the reviewers' attention other than those contained in the following summary, there is no assurance that other issues do not exist. **NOTE: A voluntary 10-day response period is available following issuance of this summary for CSC to provide additional documentation which may or may not lead to resolution of issues or instances on the final report.**

Corrective Action Plan (CAP): The following general CAP requirements will need to be developed, implemented, and an LWDB response is expected post-issuance of the report to address issues identified below for each Finding. Other Non-Compliance Issue (ONI), and any additional program specific issues identified in the report. The general

CAP requirements to be addressed are as follows: copies of updated local operating procedures/policies addressing the requirement; a monitoring schedule showing timeframes activities/services to be monitored; documentation of completed or intended staff training/retraining, including dates, agendas, and roster (as applicable); and written communication to staff regarding the issues.

WT							Total Cases: 24	
Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Compliance Actions	
1. Two participants did not have an initial assessment completed in OSSST within 30 days of becoming eligible for cash assistance during the review period. One of the participants did not have all of the required elements.	<u>45 CFR 261.11-14, Temporary Assistance for Needy Families (TANF) State Plan 2023-2026; and FloridaCommerce Memorandum entitled "Individual Responsibility Plan (IRP), Alternative Requirement Plan (ARP) and Initial Assessment (IA) in One Stop Service Tracking (OSSST) System" Dated October 22, 2014.</u> <u>45 CFR 261.11-14.</u>	N/A	N/A	N/A	Y	N/A	CSC must provide an assurance that an initial assessment is completed within 30 days of the case becoming mandatory and includes all required elements.	
2. Seven participants did not have the appropriate information resource from the CLFF Tool suite administered or the CLFF code (30) entered into OSSST.	<u>Memorandum dated June 19, 2024 - titled House Bill 1267 Implementation.</u>	N/A	N/A	N/A	Y	N/A	CSC must ensure that case managers administer the CLFF tool suite to assist public benefit recipients participating in workforce development programs as required by House Bill 1267.	
3. Three participants had a transportation support service entered in OSSST, the dollar amount was entered; however, there were no begin or end dates.	<u>TANF State plan 2023-2026 Section 3.3.</u>	N/A	N/A	N/A	N/A	Y	Although the support service documentation was in the participant case files, CSC must ensure the information is accurately recorded in OSSST so that it does not negatively impact performance.	
4. Job Participant Rate hours (JPRs) for one participant were not recorded correctly in OSSST.	<u>45 CFR 261.60-62. 45 CFR 262: section 445.023F.5.</u>	N/A	N/A	N/A	N/A	Y	Although the JPR documentation was in the participant case file, CSC must ensure the information is accurately recorded in OSSST so that it does not negatively impact performance.	
Totals - WT		0	0	0	2	2		

SNAP E&T										Total Cases: 24	
Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Compliance Actions				
1. Four participants did not have their initial appointment code 590 status code ended within two business days of initial appointment date.	<u>FloridaCommerce Memorandum</u> entitled <u>"Supplemental Nutrition Assistance Program Employment and Training able-bodied Adults without Dependents Initial Engagement Process Changes"</u> dated January 5, 2017.	N/A	Y	N/A	N/A	N/A	CSC must provide an assurance that the 590 status codes are ended in OSST within two business days of completion of the appointment or no-show.				
2. A participant was assigned to employment and another component that exceeded a total of 120 hours for the months of February-April 2025.	<u>7 CFR 273.7(e)(4)(ii)</u> ; and <u>SNAP Toolkit</u> .	N/A	N/A	N	Y	N/A	CSC must provide an assurance that when employment is combined with another component, the total hours of participation must not exceed hours defined in program guidance.				
Totals – SNAP E&T		0	1	0	1	0					

WIOA										Total Cases: 48	
Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Compliance Actions				
Adult/Dislocated Worker (DW)										Cases: 30 (29 Adult/1 DW)	
1. Documentation to verify employment status at program entry did not match information recorded in Employ Florida for one participant.	<u>Federal Data Validation Requirements; and TEGLE 23-19 change 2.</u>	N/A	N/A	N	Y	N/A	CSC must provide confirm employment status at program entry to correct the discrepancy in the identified participants' case file. CSC must also provide an assurance that all eligibility documentation is maintained in participant case files and matches the information recorded in Employ Florida.				
2. The case file review revealed that CSC Grievance and Complaint forms dated after	<u>20 CFR 683.600.</u>	N/A	N/A	N	Y	N/A	CSC must provide documentation showing that a signed copy of the				

<p>the notification of the state agency name change on July 1, 2023, for six participants did not include the correct name for Florida Commerce as required by law.</p>							<p>updated Grievance/Complaint and EEO/Discrimination form has been obtained and placed in the participant's case file if the case files are still active.</p>
<p>3. Documentation of the Objective Assessment was missing in twenty two participants case files.</p>	<p><u>20 CFR 681.320 (b)(2); and WIOA Section 129(c)(1)(A).</u></p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>CSC must provide documentation of the objective assessment for each participant if the case file is still active. CSC must also provide an assurance that adequate documentation verifying the participant's objective assessment will be maintained in the participant's case file and made available upon request in the future.</p>
<p>4. For two participants engaged in an Occupational Skills Training that was not funded by an ITA, documentation of a Training Contract was not retained in the case files.</p>	<p><u>20 CFR 680.450; WIOA Sec. 122 (b)(1)(D); Sec. 122 (b)(4)(A); and Sec. 122 (a)(3); CareerSource Florida Workforce Policy P90 IV.B.1.; and TEGl 19-16.</u></p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>CSC must provide documentation to support the use of the Training Contracts used to fund these OSTs. CSC must also ensure that this documentation is retained in the case file and matches as is recorded in employ Florida.</p>
<p>5. Documentation to support the MSG attainment recorded in Employ Florida was missing from one participant case file.</p>	<p><u>20 CFR Part 677.155 (a)(v); WIOA Sec. 116 and TEGl 10-16 Change 3.</u></p>	<p>N/A</p>	<p>N/A</p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>CSC must provide documentation to support the MSG as recorded in Employ Florida if the case is still open and active. CSC must also provide an assurance that staff understand the requirements and intent of MSGs including how to review, document, and timely record results.</p>
<p>Youth The review did not reveal any Findings, Other Noncompliance Issues, or Observations.</p>							
<p>Cases: 07 (07 Out of School/0 In School)</p>							
<p>Special Projects Cases: 11 (Adult/Youth)</p>							
<ul style="list-style-type: none"> • 864 Hope Florida Initiative – Adult (2) • Sector-Based Training Initiatives – Adult (3) • WIOA Rural Initiatives – Adult (3) • Youth Career Exploration (3) 							
<p>1. No coordination of effort for tracking three participants' co-enrollment in programs and activities with multiple funding streams.</p>	<p><u>20 CFR 680.230; and WIOA Section 134(c)(2)(A)(v).</u></p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>CSC must provide documentation explaining the impact each activity had on the specific funding source. CSC must assess the cause of the problem and</p>

								develop a process to ensure consistency when co-enrolling participants to include uniform procedures for documenting and tracking the assignment of different services and the costs associated with each funding stream. A copy of the procedures or a timeline when this will be completed must be provided.
2. The WE training agreements were missing from two participant case files.	<u>WIOA Local Workforce Plan and WE contract agreement, WIOA Sec. 129(c)(2)(C), 20 CFR 681.600</u>	N	Y	N/A	N/A	N/A	N/A	CSC must provide a copy of the executed training agreements if the case files are still open. If no agreements are provided, participant ineligibility may lead to questioned costs. CSC must also provide an assurance that staff have or will review all open WE case files to ensure that the activity is coded correctly, and that training agreements are maintained in the case files or a centrally accessible location and provided upon request.
3. The credential attainment recorded in Employ Florida for one participant did not meet the definition of a nationally recognized credential.	<u>Federal Data Validation Requirements TEGL 10-16 Change 3, WIOA Sec. 3 (52), Sec. 116(b)(2)(A), and WIOA Sec. 129 (c)(1)(C)(i)</u>	N	Y	N/A	N/A	N/A	N/A	CSC must ensure that credentials recorded in Employ Florida meet the definition of a nationally recognized credential that documents measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation.
4. Documentation to support the MSG attainment recorded in Employ Florida was missing from one participant case file.	<u>20 CFR Part 677.155 (a)(v), WIOA Sec. 116 and TEGL 10-16 Change 3</u>	N/A	N/A	N	Y	N/A	N/A	CSC must provide documentation to support the MSG as recorded in Employ Florida if the case is still open and active. CSC must also provide an assurance that staff understand the requirements and intent of MSGs including how to review, document, and timely record results.
Totals - WIOA		0	5	0	4	0	0	
PERFORMANCE REVIEW COMMENTS								
During the performance review there were no unsatisfactory trends revealed that would impact the region's ability to meet the negotiated goals. CSC expressed the challenges unique to this region's economically depressed labor market citing the closure of a large local Paper Mill, and maintained that consistent networking with industry partners								

within the community support the region's readiness to provide information and resources to their participants. Another challenge this region faces is the lack of available public transportation serving as a large barrier to employment for several participants, and also the prevalence of employers seeking skilled labor while expressing little interest in entry level laborers. Some strategies CSC has employed to meet these challenges include making use of social media to market the available services to a wider audience, and inviting industry partners to participate in the Robotics Competition hosted by local school districts highlighting the talent of students preparing to enter the labor market.

Rapid Response

Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Compliance Actions
The review did not reveal any Findings, Other Noncompliance Issues, or Observations.							

WP

Total Cases: 55

Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Compliance Actions
WP – General							
Cases: 45							
1. One job seeker had service code (134 – Employer Pre-Screening) recorded in Employ Florida was not adequately documented.	<u>Employ Florida Service Code Guide for Jobseeker Services.</u>	N/A	N/A	N	Y	N/A	CSC must provide an assurance that CSC staff will review and monitor entry of all WP job seeker services in Employ Florida to ensure the services provided fit the description of the service code(s) recorded and are adequately documented.
2. Three job seekers with a staff-referral to a job order did not have the minimum requirements and qualifications for the position documented in Employ Florida.	<u>CSF P099.</u>	N/A	N/A	N	Y	N/A	CSC must provide an assurance that CSC staff will verify that all job seekers meet all minimum qualifications as listed on the job order in Employ Florida prior to staff referral. Additionally, CSC staff must provide an assurance that all of those qualifications will be documented in the job seeker's registration and/or profile.
3. Three employers had a service code (E01 – On-site Visit) recorded in Employ Florida that was not adequately documented.	<u>Employ Florida Service Code Guide for Employer Services.</u>	N/A	N/A	N/A	N/A	Y	CSC must provide an assurance that CSC staff will review and monitor entry of all employer services in Employ

									Florida to ensure the services provided fit the description of the service code(s) recorded and are adequately documented.
WP/RESEA									
4. Thirteen job seekers' EDPs recorded in Employ Florida were missing specific long and/or short term occupational or educational goals.	<u>Employ Florida Service Code Guide for Jobseeker Services.</u>	N/A	N/A	Y	Y	N/A			CSC must provide documentation with the GAP that staff have or will develop and/or update the EDP with clear and specific long-term occupational or educational goals and if the application is still open or the job seeker is still active in Employ Florida. Additionally, CSC must provide an assurance that staff have or will review all future EDP codes recorded in Employ Florida to ensure case notes have been recorded identifying all required elements to the service(s) provided.
RESEA									
5. Ten participant case files were missing documentation of the provision of a specific LMI.	<u>Employ Florida Service Code Guide for Jobseeker Services.</u>	N/A	N/A	N	Y	N/A			CSC must provide documentation of the provision of the LMI information for the RESEA participant if the participant is still open and available. An assurance must also be provided by CSC that all future participants will be provided specific LMI information and that the specific LMI will be documented and retained in the file.
Totals - WP		0	0	1	4	1			
JVSG									
Total Cases: 30									
Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Compliance Actions		
JVSG Participants									
Cases: 15									
The review did not reveal any Findings, ONIs, or Observations.									
Local Veteran Employment Representative (LVER)									
Cases: 15									
The review did not reveal any Findings, ONIs, or Observations.									

Veterans Readiness and Employment (VRE) / Chapter 31							Cases: 0
The review did not reveal any Findings, ONIs, or Observations.							
Totals - JVSG		0	0	0	0	0	0

Complaint System							Total Reviewed: 45
Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Compliance Actions
The review did not reveal any Findings, ONIs, or Observations.							
Total - Complaint System		0	0	0	0	0	0

Board Governance							
1. One former Board Member did not file Financial Ethics Form 1F within 60 days of departure from the board.	<u>1123145 F.S.</u>	N	N	N	Y	N/A	CSC must ensure that all former board members file their financial disclosure statement within 60 days of resignation from their appointments. This should be stated during the orientation and resignation process.
2. One Board seat representing private sector small business has been vacant since July 18, 2024. Documentation indicates that the vacancy has not been filled by the CLEO(s) during this period.	<u>107(b-c) WIOA: 445.007 F.S.</u>	N	N	N	Y	N/A	Within 30 days of receipt of this report, CSC must provide documentation of formal written notification to the CLEO(s) requesting appointment; submit evidence of recruitment or nomination efforts; and provide a projected timeline for appointment to restore/maintain compliant composition.
Totals – Board Governance		0	0	0	2	0	

Management Process Review							
1. The appropriate common identifier was not on the front entrance window of the comprehensive American Job Center (AJC) certified career centers.	<u>AP 093.</u>	N/A	N/A	N/A	N/A	Y	CSC must provide proof of the appropriate common identifier on the front of the window of the comprehensive American Job Center (AJC) centers. An assurance must also

