



General Meeting
CareerSource Chipola Community Room,
4636 Highway 90 East, Marianna, FL
September 13, 2018 at 6:00 PM

MINUTES

CALL TO ORDER

A quorum was present and Arthur Obar (chair) called the meeting to order.

INVOCATION/PLEDGE TO THE FLAG

Donnie Read led the invocation and Pledge of Allegiance.

ROLL CALL

Attendees- Mary McKenzie, Raymond Russell, Janice Sumner, Debbie Kolmetz, Sandy Spear, Arthur Obar, Donnie Read, Ralph Whitfield, Tracy Andrews, Zenna Corbin, Darrin Wall, Sarah Clemmons, Frances Henderson, Andy Jackson, Scott Kilpatrick, Jesse Smallwood, Kristy Terry

Absentees- Tom Jenkins, Jared Banta, Travis Ephriam, Johnny Eubanks, Martha Compton, Larry Moore, Keith Sutton

Others- Richard Williams, Kenny Griffin, Deena Johnson, Sara Johnson, Lauren Morris, Rachael Poole, Melody Wade, Debby Wood

NEW MEMBER INTRODUCTIONS

New members, Sandy Spear and Tracy Andrews introduced themselves to CSC board members and staff.

PUBLIC COMMENTS

Arthur Obar asked if there were any public comments. There were no public comments.

EMERGENCY ITEMS

Arthur Obar asked if there were any emergency items. There were none.

CONSENT ITEMS

Members were asked if anyone had an item that they wished to remove for discussion.

Being none, Mary McKenzie made a motion to approve the consent items. Janice Sumner seconded the motion and the vote was unanimous to approve the consent items.

STATUS OF FUNDS REPORT

Richard Williams, Executive Director, presented the Status of Funds Report. Zenna Corbin, board member, commended CSC staff and board members on a job well done.

PERFORMANCE REPORT

Richard Williams, Executive Director, presented the Performance Report. There was general consent among board members to continue to use the presented format at future meetings.

COMMITTEE MEETINGS

Donnie Read made a motion to approve the budget for the 2018-2019 program year as presented, Jesse Smallwood seconded the motion and the vote was unanimous to approve the budget as presented, included raises and reorganization of the center.

Jesse Smallwood made a motion to approve the Performance Funding Model budget as presented, Donnie Read seconded the motion and the vote was unanimous to approve the Performance Funding Model budget as presented.

On behalf of the program committee, Donnie Read made a motion to increase the income eligibility from 200% of Poverty to 225% of the Lower Living Standard Income Level (LLSIL). Mary McKenzie seconded the recommendation presented by the program committee and the vote was unanimous to approve the increase in income eligibility.

On behalf of the program committee, Donnie Read made a motion to request federal waivers for the 75% out-of-school youth and 20% work experience expenditure requirements. Ralph Whitfield seconded the recommendation presented by the program committee and the vote was unanimous to allow CSC staff to seek the federal waivers.

On behalf of the program committee, Donnie Read made a motion to add the Certified Nursing Assistant program to the Regional Targeted Occupations List. Zenna Corbin seconded the recommendation presented by the program committee and the vote was unanimous to add the CNA program to the Regional Targeted Occupations List.

*Sarah Clemmons declared a conflict of interest and abstained from both the discussion and voting.

On behalf of the program committee, Donnie Read made a motion to approve the First Step program as presented, Darrin Wall seconded the recommendation presented by the program committee and the vote was unanimous to approve Project First Step.

Janice Sumner seconded the recommendation by the executive committee to move \$1,000 of unrestricted funds to the Flower Fund. The vote was unanimous to move \$1,000 to the Flower Fund.

CHAIR'S REQUEST FOR EXECUTIVE COMMITTEE

Arthur Obar requested the following members to serve on the executive committee: Arthur Obar, chair; Janice Sumner, vice-chair; Mary McKenzie (Calhoun), Debbie Kolmetz (Holmes); Andy Jackson (Jackson); Johnny Eubanks (Liberty) and Darrin Wall (Washington). **Raymond Russell made a motion to approve the chair's request for executive committee, Donnie Read seconded the motion and the vote was unanimous to approve the executive committee for the 2018-2019 program year.**

WIOA ITA WAIVER REQUEST

Richard Williams requested that the staff be able to seek a waiver of the state's ITA requirement the same as the previous years (15%) and give the chair the authority to sign the waiver request when submitted. **Darrin Wall made a motion to approve the request to seek a waiver of the state ITA requirement, Mary McKenzie seconded the motion and the vote was unanimous to approve the request.**

REVIEW OF ONE-STOP OPERATOR QUARTERLY REPORT

Richard Williams presented a review of the One-Stop Operator Quarterly Report.

DEO MONITORING

Debby Wood presented the DEO Monitoring Report to the board, followed by a question and answer period. No action was taken.

RELATED PARTY CONTRACTS

Donnie Read made a motion to approve all three related party contracts, Darrin Wall seconded the motion. A visual vote was taken and 17/17 board members present voted to approve related party contracts for Rex Lumber, Graceville, LLC; Rex Lumber, Bristol, LLC; and Florida Panhandle Technical College.

*The board members with a conflict of interest, Jared Banta (Rex Lumber, Graceville, LLC and Rex Lumber, Bristol, LLC) and Martha Compton (Florida Panhandle Technical College), were not present at the meeting.

EXECUTIVE DIRECTOR'S REPORT

- With regards to performance funding, Richard Williams thanked board members, board staff and center staff for their hard work and commitment to CSC and our region.
- Highlighted Customer Service Score with the business community.

BOARD MEMBER COMMENTS

Arthur Obar thanked CSC staff for their hard work and energy and board members for their time and dedication.

ADJOURNMENT

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