



## **EXECUTIVE COMMITTEE MEETING MINUTES**

Via Video Conference and Phone  
April 30, 2020 at 10:00 AM (CT)

### **CALL TO ORDER**

A quorum was present and Arthur Obar, Chair, called the meeting to order.

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

Arthur Obar, Debbie Kolmetz, Janice Sumner, Mary McKenzie

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

Johnny Eubanks, Darrin Wall, Andy Jackson

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

Richard Williams, Lauren Morris, Sara Johnson (CSC staff)

### **PUBLIC COMMENTS**

Arthur Obar asked if there were any public comments, which there were not.

### **UPDATES TO PURCHASING POLICY**

Richard Williams discussed proposed updates to the CSC Purchasing Policy, which involved removing the current tiers of small purchases and combining those thresholds into one small purchase category as allowable under state and federal guidelines. **Janice Sumner made the motion; Mary McKenzie seconded the motion and the motion was unanimous to approve the proposed updates to the CSC Purchasing Policy as presented.**

### **PROPOSED POLICY – NATURAL DISASTERS & EMERGENCY DECLARATIONS**

Richard Williams discussed a proposed policy to provide direction and ensure continued operations to the extent possible in the event of natural disasters and/or emergency declarations at the local, state, and national level. Mr. Williams noted that there has not been any such policy in place previously, but that staff feel it is necessary in response to COVID-19 and other recent emergencies. Mary McKenzie made the motion; **Janice Sumner seconded the motion, and the motion was unanimous to approve the proposed Natural Disasters & Emergency Declarations Policy as written.**

## **COVID-19 DISCUSSION**

Richard Williams lead a discussion regarding CSC's current operations during the COVID-19 pandemic. He stated that there was a "soft" opening of the Chipley center on April 30, 2020, and that the Washington County Board of County Commissioners had provided masks, gloves, a no-contact thermometer, and sanitizing wipes. He also noted that customers were only admitted by appointment and both customers and staff were being screened for health and safety prior to entering the building. He stated that the other two centers and the management office were still closed to the public, but that measures were being taken to prepare to fully reopen across the region.

Mr. Williams asked the committee what CareerSource Chipola could be doing to assist local employers during the pandemic. Committee member Mary McKenzie expressed concern over having to compete with the current unemployment benefits to find individuals willing to work.

## **ADJOURNMENT**

There being no further business to discuss the meeting was adjourned.