



Executive Committee Meeting
CareerSource Chipola Community Room, 4636
Highway 90 East, Marianna, FL
April 30, 2020 @ 10:00 AM (CT)
Richard - (850) 557-2441; Lauren - (850) 693-3913

AGENDA

CALL TO ORDER	Arthur Obar
PUBLIC COMMENTS	Arthur Obar
UPDATES TO PURCHASING POLICY	Richard Williams
PROPOSED POLICY	
*NATURAL DISASTERS & EMERGENCY DECLARATIONS	Richard Williams
COVID-19 DISCUSSION	Richard Williams
ADJOURNMENT	Arthur Obar

Executive Committee Members

Arthur Obar Johnny
Eubanks Debbie Kolmetz
Mary McKenzie Janice
Sumner Darrin Wall Andy
Jackson

Updates to Purchasing Policy

Background: Staff are requesting approval of the proposed updates to the current Purchasing Policy to condense and clarify the sections included below. Both state and federal requirements and guidelines have been reviewed to ensure the local policy remains in compliance.

Staff Recommendation: Approve proposed updated Purchasing Policy as requested by staff.

V. Purchasing Thresholds

Micro Purchases - Purchases up to \$1,000 will be made in accordance with good purchasing practices. Efforts will be made to obtain maximum value for all expenditures. To the extent practicable, micro purchases will be distributed equitably among qualified suppliers.

Small Purchases ~~—Tier 1—~~ \$1,000 - ~~\$540,000~~ - An adequate number of price or rate quotes, either verbal or written, must be obtained from qualified sources for all purchases for goods or services.

~~Small Purchases —Tier 2— \$10,001— \$50,000— A minimum of three (3) written bids must be obtained on purchases of goods or services.—~~

Sealed Bids & Formal Requests for Proposals - Purchases over \$50,000 shall be made by obtaining competitive proposals or bids and will require formal, advertised solicitation through the solicitation of an Invitation to Negotiate (ITN) or Request for Proposal (RFP).

VI. Procurement Files

Micro Purchases – No documentation necessary as long as CSC considers the price to be reasonable and the purchase is approved by the CSC Executive Director and/or his designee.

Small Purchases ~~—Tier 1—~~ Documentation attached to the Purchase Order to include price or rate quotes from an adequate number of qualified sources, either verbal or written, documented on the Request for Quotes Form (Attachment III or III.a). Vendor selection must be based on vendor qualifications, product quality and availability, and competitive price. This can be done by obtaining online pricing, telephone quotes, etc. If the lowest priced item is not purchased, written justification should be included in the procurement file. ~~—Equipment purchases of \$5,000 or more are subject to the Department of Economic Opportunities Prior Approval Rules. All purchases of \$10,000 or more shall require written bids.~~

~~Small Purchases —Tier 2— Documentation attached to the Purchase Order to include three (3) written quotes documented and attached to the Request for Quotes Form (Attachment III or III.a), the Request to Purchase Form (Attachment IV) signed off on by the Executive Director, and the Board Minutes approving the purchase. Vendor selection must be based on vendor qualifications, product quality and availability, and competitive price. If the lowest priced item is not purchased, written justification should be included with the procurement file. In addition, equipment purchases of \$5,000 or more are subject to the Department of Economic Opportunities Prior Approval Rules~~ Sealed Bids & Formal Requests for Proposals – All documentation detailing the historical process of the procurement action will be maintained in a procurement file and retained until approved for destruction by the appropriate State or Federal Agency. Procurement files will contain, at a minimum, the following documentation for each individual procurement:

- Copy of the Public Notice announcing the Request for Bid/Invitation to Negotiate
- List of bidders mailed/e-mailed copies of the Public Notice
- The Pre-Bid Analysis Form
- The Request for Proposal/Invitation to Negotiate
- Copies of proposals received
- Record of proposal evaluations / ratings
- Board meeting minutes approving the action
- Cost and/or price analysis of accepted proposals
- Record of all written communications between proposers and staff during the procurement process

Proposed Policy – Natural Disasters & Emergency Declarations

Background: In response to COVID-19 and other recent natural disasters and emergencies, staff have determined a need for a policy specifically written to provide direction and ensure continued operations to the extent possible in the listed circumstances.

Staff Recommendation: Approve proposed policy as requested by staff.

Proposed Policy on Natural Disasters and Emergency Declarations

It is the intent of CareerSource Chipola to comply with requirements of national, state, and locally declared states of emergency. It is also the intent of CareerSource Chipola to both serve and protect our customers as well as our staff. In the event of a state of emergency CareerSource Chipola shall respond in accordance with local, state, and national requirements and directives.

In the event of a local, state, or national emergency that impacts one or more of the counties served by CareerSource Chipola the following steps will be taken in addition to any requirements of local, state, or federal officials.

1. The Executive Director in consultation with the Board Chair will determine the need to close one or more of the career centers.
2. In the absence or unavailability of the Board Chair the responsibility of the Board Chair shall be delegated to the Vice-Chair. In the event both the Chair and Vice-Chair are absent or unavailable the following shall be the order of rank for members to act in that role:
 - a. Immediate Past Chair
 - b. Secretary-Treasurer
 - c. Individuals members of the Executive Committee in alphabetical order of the county represented.
 - d. The business representative of the Board in alphabetical order by last name.
 - e. All other members of the Board in alphabetical order by last name.
3. The member serving in the role of Board Chair shall remain in that role until the Board Chair or Vice-Chair are available.
4. The Board Chair shall be authorized to act on behalf of the Board of Directors and take actions as deemed necessary for continued operations, or other actions deemed necessary to protect customers and staff.
5. If one or more centers remain open the Executive Director, on a case by case basis, has the authority to allow staff to return home for purpose of childcare, care of family members as defined in the bereavement policy, working from home, or other reasons deemed necessary.
6. Staff will take appropriate actions to protect equipment, facilities, and records depending on the type of event for which the emergency has been declared.
7. Management staff will continue all necessary operations required to provide remote services, aid all staff in working remotely, or as otherwise deemed necessary by the Executive Director in consultation with the Board Chair.
8. To the extent possible management staff shall implement actions as directed to provide services to the extent safe and reasonable, and if contact cannot be made with the Executive Director, Board Chair, or Vice-Chair each department head shall take actions as they deem necessary within their areas of responsibility.

9. If a state of emergency extends thirty days or more within a fiscal year all staff losing leave at the end of the fiscal year shall have the option of receiving pay for up to two weeks of leave at half of their regular rate of pay.
10. The Executive Director or their designee, shall have the authority to authorize actions requested by local, state, or federal officials that might otherwise be disallowed by the program for which the item or actions are requested.

If one or more counties served by CareerSource Chipola are in an area officially declared a hurricane watch county the following shall apply:

1. The Executive Director in consultation with the Board Chair will determine the need to close one or more of the career centers.
2. In the absence or unavailability of the Board Chair the responsibility of the Board Chair shall be delegated to the Vice-Chair. In the event both the Chair and Vice-Chair are absent or unavailable the following shall be the order of rank for members to act in that role:
 - a. Immediate Past Chair
 - b. Secretary-Treasurer
 - c. Individuals members of the Executive Committee in alphabetical order of the county represented.
 - d. The business representative of the Board in alphabetical order by last name.
 - e. All other members of the Board in alphabetical order by last name.
3. The member serving in the role of Board Chair shall remain in that role until the Board Chair or Vice-Chair are available.
4. The Board Chair shall be authorized to act on behalf of the Board of Directors and take actions as deemed necessary for continued operations, or other actions deemed necessary to protect customers and staff.
5. The phone tree shall be updated and where possible emergency cell phones shall be distributed to staff for business use only.
6. Management shall ensure actions to protect equipment, facilities, and records are complete to the extent possible.
7. The Executive Director may allow staff to work from home or commute to the nearest center even if that center is not their regular place of work.
8. Additional consideration will be given to those employees with children, elderly family members, or first responders living with them allowing for increased time required for preparation in the event of an evacuation order.
9. If possible, management staff will update the web site and social media to indicate any closure of facilities or changes in hours of operations or services.

If one or more counties served by CareerSource Chipola are in an area officially declared a hurricane warning county the following shall apply.

1. All items designated for a hurricane watch shall be in effect except when in conflict with an item in this section.
2. All centers in the region shall be closed immediately.
3. Staff will not be required to use leave for time lost due to actions taken for the hurricane warning.
4. Staff shall be paid for hours normally scheduled to work.
5. For both personal safety and in order to allow staff to return to work and providing services as quickly as possible, all Board issued cell phones and other electronic equipment may be used for personal reasons necessary to assist the individual for reasons of personal safety or to aid in a return to work at no cost to the individual until such time as designated by the Executive Director, but not to extend more than 72 hours after the event without approval of the Board Chair.

6. The Executive Director or their designee, shall have the authority to authorize actions requested by local, state, or federal officials that might otherwise be disallowed by the program for which the item or actions are requested.

In the case of severe weather, the Executive Director, with the approval of the Board Chair, shall be allowed to close one or more centers and direct employees to work from home.

If for any declared disaster or severe weather officials with the State of Florida direct state employees in the region to leave work or work from home the Executive Director shall, with the approval of the Board Chair, allow or require the same of all CareerSource Chipola staff.