



General Meeting

[Join via Microsoft Teams Meeting](#)

or by phone at 561-570-4464 Conference ID: 312 613 6#

August 13, 2020 at 10:00 A.M. (CT)

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

A G E N D A

CALL TO ORDER	Janice Sumner	
INVOCATION / PLEDGE TO FLAG	Donnie Read	
ROLL CALL	Lauren Morris	
PUBLIC COMMENTS	Janice Sumner	
EMERGENCY ITEMS	Janice Sumner	
CONSENT ITEMS	Janice Sumner	
* General Meeting Minutes July 9, 2020	Janice Sumner	Pages 1-3
NEW BUSINESS		
* Appointment of Executive Committee	Janice Sumner	Page 4
* Flooring ITN Vendor Approval	Richard Williams	To Be Provided
* Holiday Closure Schedule	Richard Williams	Page 5
* Florida/Georgia Workforce Alliance Memorandum of Understanding	Richard Williams	Pages 6-7
* Proposed Targeted Occupations List/ Eligible Training Providers 2020-2021	Debby Wood	Pages 8-9
DIRECTOR'S COMMENTS	Richard Williams	
BOARD MEMBER COMMENTS	Janice Sumner	
ADJOURNMENT	Janice Sumner	

MARK YOUR CALENDARS

Next Board Meeting – Thursday, September 10, 2020



GENERAL MEETING MINUTES
Via Microsoft Teams/Conference Call
July 9, 2020 at 10:00 AM (CT)

CALL TO ORDER

A quorum was present and Arthur Obar, Chair, called the meeting to order. Donnie Read led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Arthur Obar, Janice Sumner, Debbie Kolmetz, Raymond Russell, Mary McKenzie, Sandy Spear, Travis Ephriam, Donnie Read, Johnny Eubanks, Darrin Wall, Tracy Andrews, Larry Moore, Sarah Clemmons, Keith Sutton, Kristy Terry, Jesse Smallwood, Martha Compton.

The following board members were absent:

Mary McKenzie, James Sellers, Tanya Burt, Ralph Whitfield, Andy Jackson, Frances Henderson.

Others present included:

Richard Williams, Lauren Morris, Rose Adams, Sara Johnson, Melody Wade, Kenny Griffin, Deena Johnson, Rachael Poole, Debby Wood (CSC Staff).

PUBLIC COMMENTS

Arthur Obar asked if there were any public comments. There were none.

GENERAL MEETING MINUTES

Larry Moore made the motion, Janice Sumner seconded the motion, and the vote was unanimous to approve the minutes of the May 14, 2020 general meeting.

STATUS OF FUNDS REPORT

Richard Williams stated that the status of funds was not a final report of the year. He also stated that there would be some funds being returned to the state due to the impacts of the coronavirus on local operations and that there would also be a significant amount of WIOA and WT funds carried forward into the new program year.

NDWG UPDATE

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 60 participants at 17 worksites across all five CSC counties. She also shared that there were 14 participants at 6 worksites as part of the COVID-19 NDWG. Ms. Adams stated that the state had recently submitted a request for additional funds to carry the program through September 2022.

NOMINATING COMMITTEE REPORT / ELECTION OF OFFICERS

Arthur Obar presented the recommendation from the nominating committee for officers for the 2020-2021 program year. The recommendation by the nominating committee included: chair – Janice Sumner; vice-chair - Debbie Kolmetz; secretary/treasurer – Donnie Read. **Larry Moore made the motion to accept the nominations as presented by the Executive Committee. Jesse Smallwood seconded the motion and vote was unanimous to elect the presented slate of officers.**

YOUTH COMMITTEE MEETING

Richard Williams began the discussion by stating that board member Donnie Read had a conflict of interest and had filed a form to declare that and did not attend or participate in the Youth Committee meeting. Mr. Williams then stated that staff had proposed releasing an Invitation to Negotiate for Services to In-School Youth. There was not a quorum of members present at the Youth Committee meeting, so no action was taken, but all members present expressed their approval. **Donnie Read declared a conflict of interest and abstained from both the discussion and voting. Larry Moore made a motion to approve the release of an ITN for in-school youth services. Darrin Wall seconded the motion and the vote was unanimous to approve.**

ONE STOP OPERATOR QUARTERLY REPORT

Richard Williams reviewed the report submitted by Linda Sumblin, One-Stop Operator. He stated that it was a good report. There were no questions or comments.

CSC & DEO AGREEMENT

Richard Williams shared that the Chipola Regional Workforce Consortium met previously and voted to allow the chair to sign the agreement without the inclusion of Level 2 Background screenings. Mr. Williams stated that the staff recommendation was to sign the agreement as approved by the Consortium which does not contain the level 2 screenings, with the understanding that it would be added back in if the screenings become allowable by FDLE. A review of additional elements of the agreement and brief discussion followed. **Donnie Read made the motion, Janice Sumner seconded the motion, and the vote was unanimous to sign the agreement with DEO without the requirement of the Level 2 Background screenings.**

ABANDONED POSITION

Richard Williams shared that board member Tanya Burt had not attended a meeting since September 2019 and after multiple attempts, staff are unable to contact Ms. Burt. Following CSC By-Laws, the Executive Committee made a recommendation to declare the position abandoned and begin the process to have a new member appointed. **Donnie Read made the motion, Larry Moore seconded the motion, and the vote was unanimous to declare the Jackson County private sector position held by Tanya Burt abandoned.**

DISCUSSION OF FUTURE MEETINGS

Richard Williams led a discussion to determine the format of board meetings and the annual meeting going forward during COVID-19. **Following a brief discussion, Donnie Read made the motion, Larry Moore seconded the motion, and the vote was unanimous to cancel the annual meeting and move forward with regular meetings by video until the Governor moves the state into level three. The motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams reported the following:

- CSC center staff have received recognition from various individuals and legislators in appreciation of their willingness to help individuals in our local area work through the reemployment assistance system.
- Staff are working diligently with both employers and job seekers to encourage those currently unemployed to move into one of the large numbers of available positions.
- CSC received a good preliminary report from the recent programmatic monitoring.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

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



Chair's Request for Executive Committee

Chair – Janice Sumner*

Vice-Chair – Debbie Kolmetz*

Calhoun – Raymond Russell

Holmes – Sandy Spear

Jackson – Arthur Obar**

Liberty – Donnie Read

Washington – Tracy Andrews

* Per by-laws: "The executive committee shall be appointed by the chair with the consent of the majority of the board of directors. The executive committee shall consist of the chair, vice-chair and one additional member from each county served by the board."

**Per by-laws: "If the previous chair is still a member of the board of directors, the previous chair shall be appointed to the executive committee in one of the member county positions."

The agreement signed with DEO requires the main career center in Marianna to be closed following a county, state, or federally recognized calendar. Below is a list of the current closed dates for the region, Jackson County, state, and federal.

Holiday Comparison

Holiday/Date Observed in 2021	CareerSource Chipola	Jackson County	Florida	Federal
New Year's Day/Jan. 1	Yes	Yes	Yes	Yes
Martin Luther King Day/Jan. 18	Yes	Yes	Yes	Yes
Washington's or Presidents Day Birthday/Feb. 15	No	Yes	No	Yes
Good Friday/Apr. 2	No	Yes	No	No
Memorial Day/May 31	Yes	Yes	Yes	Yes
Independence Day/July 5	Yes	Yes	Yes	Yes
Labor Day/Sept 6	Yes	Yes	Yes	Yes
Columbus Day/Oct. 11	No	No	No	Yes
Veterans Day/Nov. 11	Yes	Yes	Yes	Yes
Thanksgiving/Nov. 25	Yes	Yes	Yes	Yes
Day after Thanksgiving/Nov. 26	Yes	Yes	Yes	No
Christmas Day/Dec. 24	Yes	Yes	Yes	Yes
Christmas Eve or Day After/Dec 23	Yes	Yes	No*	No
Total Days	10	12	9	10
Notes: *The Governor may grant state employees an extra day on Christmas Eve in which case that becomes a paid holiday; however, that is usually not known until one or two days in advance.				

Due to the requirements of DEO we must follow a county, state, or federal closure schedule. Staff presents the following options for consideration:

1. Choose one of the three schedules and adjust the number of paid holidays as/if necessary.
2. Adopt the Florida holiday schedule and add one "personal day" that staff can take any day during the program year with prior approval.



Memorandum of Agreement
between
CareerSource North Florida, CareerSource Capital Region, CareerSource Northeast
Florida
and
The Georgia Department of Labor Career Centers, Thomasville and Valdosta,
Brunswick, & Savannah
and
Georgia Workforce Development Boards: Southern Georgia, Southwest Georgia and
Coastal Georgia

Purpose: This Memorandum of Agreement (MOU) is entered into between CareerSource Capital Region (CSCR), CareerSource North Florida (CSNF), CareerSource Northeast Florida (CSNE), and The Southwest Georgia Workforce Development Board, Southern Georgia Workforce Development Board, Coastal Georgia Workforce Development Board, and Georgia Department of Labor Career Centers, Thomasville and Valdosta, and Brunswick. This MOU serves to assist all parties in fulfilling regional goals and requirements as outlined in the Workforce Innovation and Opportunity Act (WIOA) of 2014.

Term of Agreement: The agreement is effective for the period of March 1, 2018 to June 30, 2023 and is renewable for subsequent two-year terms if desired.

Roles and Responsibilities: Under this collaborative arrangement, the listed parties agree to the following roles and responsibilities.

- Establish a systematic method of communication between all DOL/WDB parties.
- Work together on hiring needs that affect the region, knowing that workers come from all over the region and cross county and state lines.
- Share information on layoffs, rapid response, company hiring needs, etc. in order to offer services to companies and job seekers throughout the broader region of North Florida and South Georgia.
- Share information on Career Pathways as it develops, in order to offer businesses the best talent possible. www.mycareerpathways.org
- Share best practices that serve our common business and job-seeker customers.
- Coordination and cooperation between the Business Services teams when working across the state line on behalf of a business client. Develop protocols for sharing as needed.
- Meet twice a year to assess the effectiveness of the partnership and review joint activities.
- Facilitate local managers meetings twice a year to assure cooperation and collaboration.
- Develop processes to commonly serve job seeking customers that cross regional boundaries.
- Share regional WIB policies and coordinate in order to have the best impact on customers – both business and job seekers.
- Invite state leadership from both Florida and Georgia to attend and provide informational updates. Include state and US Regional DOL/WDB leadership in communications and planning.

- Communicate needs across the state lines, both ways, whenever requests for assistance to businesses comes in. Example: Georgia business requests Florida assistance with filling jobs, or vice versa.
- Share information on training programs; however, funds to support training will be expended only for a region's job seeker unless a highly unusual circumstance arises. In such a case, a mutual agreement will be reached between two WDBs.
- Career Centers will serve each other's customers with Wagner Peyser services no matter where they appear and request assistance finding a job or filing unemployment claim.
- Train front line staff in Employ Georgia and Employ Florida labor exchanges and encourage job seekers to post resumes in both.

This agreement will be monitored by all parties, based on the flow of information and communications, the adoption of any needed protocols, the increase of business usage of each state's labor exchange, and the coordination between Career Center leaderships in serving business and individual customers.

Authorizing Signatures – Board Chair and Board CEO/Executive Director:

Date

Date

CAREERSOURCE CHIPOLA PROGRAM YEAR (PY) 2020-2021
PROPOSED TARGETED OCCUPATIONS LIST/ELIGIBLE TRAINING PROVIDERS

Background: The Workforce Innovation and Opportunity Act (WIOA) requires the Governor, through CareerSource Florida, to establish criteria, information requirements and procedures regarding the eligibility of providers of training services to receive funds under WIOA for the provision of training services in local workforce areas of the State. CareerSource Chipola's (CSC's) Targeted Occupations List is developed in conjunction with the local area educational agencies and employers to meet this requirement. This list is used to identify occupations for which eligible adults, dislocated workers, and youth may receive training assistance under WIOA.

Local Training Providers/Programs

Chipola College
Business Administration
Certified Nursing Assistant
Computer Information Technology
Correctional Officer
Crossover from Correctional Officer to Law Enforcement
Engineering Technology
Firefighter (dual certification in EMT)
Fire Science Technology
Help Desk Support Technician
Industrial Management Technology
IT Support Specialist
Law Enforcement Officer
Network/Cyber Security
Network Server Administration
Network Support Technician
Nursing (RN)
Paramedic/Emergency Medical Technician (may or may not require dual certification in Firefighter, dependent upon occupation)
Welding Technology
Welding Technology, Advanced

Florida Panhandle Technical College
Applied Cybersecurity
Applied Information Technology
Carpentry 1
Carpentry 1
Combined Corrections & Law Enforcement Dual Certification
Commercial Vehicle Driving
Commercial Vehicle Technician
Correctional Officer
Crossover from Correctional Officer to Law Enforcement
Crossover from Law Enforcement to Corrections
Diesel Systems Technician 1/Medium & Heavy Truck & Bus Technician 1
Diesel Systems Technician 2/Medium & Heavy Truck & Bus Technician 2
Drafting
Electrician
Heavy Equipment Operation
Heavy Equipment Operation Technician
Law Enforcement Officer
Medical Administrative Specialist
Network Support Services
Network Systems Administration
Patient Care Technician
Phlebotomy
Practical Nursing
Welding Technology
Welding Technology Advanced

Staff Recommendation:

Approve the request to Regional Demand/Targeted Occupations List for PY 2020-2021.

ACTION NEEDED:

For Chipola College and the Florida Panhandle Technical College to be Eligible Training Providers for our Local Workforce Development Board, the training institutions and programs must be approved by the Board.