



General Meeting
CareerSource Chipola Community Room,
4636 Highway 90 East, Marianna, FL
September 19, 2019 at 6:00 P.M. (CT)
Richard - (850) 557-2441; Lauren - (850) 693-3913

A G E N D A

CALL TO ORDER	Arthur Obar	
INTRODUCTION OF NEW MEMBERS	Arthur Obar	
INVOCATION / PLEDGE TO FLAG	Donnie Read	
Dinner – Sponsored by Opportunity Florida		
ROLL CALL	Lauren Morris	
PUBLIC COMMENTS	Arthur Obar	
EMERGENCY ITEMS	Arthur Obar	
CONSENT ITEMS	Arthur Obar	
* General Meeting Minutes July 11, 2019	Arthur Obar	Pages 1-4
STATUS OF FUNDS REPORT	Richard Williams	To Be Provided
NDWG UPDATE	Rose Adams	Pages 5-7
CHIPOLA PLACEMENT CENTER UPDATE	Rachael Poole	To Be Provided
OJT CONFLICT OF INTEREST DISCLOSURE FOR BOARD MEMBERS	Debby Wood	Page 8
NEW BUSINESS		
* Approval Request Opportunity Florida Dues	Richard Williams	Page 9
* Approval Request 2019-2020 Budget	Richard Williams	Pages 10-11

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* Approval Request Extension of QLM Contract	Richard Williams	Page 12
* Approval Request In-School Youth Program Model	Debby Wood	Page 13
* Approval Request IT Infrastructure Bids*	Richard Williams	Page 14
DIRECTOR'S COMMENTS	Richard Williams	
BOARD MEMBER COMMENTS	Arthur Obar	
ADJOURNMENT	Arthur Obar	

MARK YOUR CALENDARS

Next Board Meeting – Thursday, November 14, 2019



BOARD MEETING

CareerSource Chipola, Community Room
4636 HWY 90 East, Suite K, Marianna, FL 32446
Thursday, July 11, 2019 at 6:00 PM (CST)

MINUTES

CALL TO ORDER

A quorum was present and Arthur Obar (chair) called the meeting to order. Donnie Read led the invocation and Arthur Obar led the pledge to the flag. Lauren Morris recorded attendance.

Attendees- Raymond Russell, Janice Sumner, Debbie Kolmetz, Arthur Obar, Donnie Read, Sarah Clemmons, Andy Jackson, Larry Moore, Jesse Smallwood, Tracy Andrews, Keith Sutton, Martha Compton

Absentees- Sandy Spear, Zenna Corbin, Frances Henderson, Mary McKenzie, Kristy Terry, Travis Ephriam, Ralph Whitfield, Johnny Eubanks, Darrin Wall

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

PUBLIC COMMENTS

Arthur Obar asked if there were any public comments. He stated that Lauren Morris had the public comment cards if anyone needed one.

EMERGENCY ITEMS

Arthur Obar asked if there were any emergency items. He noted that there were none from the staff. There were no emergency items from the board members.

CONSENT ITEMS

Janice Sumner made a motion to approve the minutes from the Board Meeting on May 9, 2019. Martha Compton seconded the motion and the vote was unanimous to approve the minutes from the Board Meeting on May 9, 2019.

STATUS OF FUNDS REPORT

Executive Director, Richard Williams, presented the Status of Funds report. He stated that there were no major changes from the previous report. There is some carryover in WIOA funds from Program Year 2018-2019 to PY 2019-2020. Mr. Williams also stated that CareerSource Chipola will be returning some unused funds from PY 2018-2019 to the state, but that this was to be expected with the amount of hurricane money received that displaced other funding and impacted the indirect rate.

NATIONAL DISLOCATED WORKER GRANT

Richard Williams presented an update on the National Dislocated Worker Grant. He gave an overview of job sites and the number of workers in each county. There are currently twenty-nine worksites and ninety active workers enrolled in the program. Fifty-five individuals have obtained unsubsidized, permanent employment since beginning of the grant. CareerSource Chipola is in the process of requesting more funds for the NDWG program, and expects the program to continue for an estimated two years. It was also mentioned that USDOL will be in the Panhandle beginning July 16, 2019, to begin auditing program records. Mr. Williams clarified the requirements that must be met for organizations and government agencies to receive subsidized employees, and Martha Compton shared her experience with the four participants placed at Florida Panhandle Technical College as part of the NDWG program.

WT/SNAP PARTICIPATION UPDATE

Debby Wood provided an update on the Welfare Transition and Supplemental Nutrition Assistance Programs, beginning with an overview of program requirements. Ms. Wood shared that since Hurricane Michael, participation numbers in both programs have decreased significantly and are now at the lowest level CareerSource Chipola has experienced. Currently, 65% of WT and 68% of SNAP participants have failed to comply, resulting in a sanction and the loss of cash assistance and food stamp benefits. Mandatory participants are not completing the program requirements, and are not returning upon the loss of benefits to comply in order to have benefits restored. A general discussion followed.

EXTENSION OF TEMPORARY POSITIONS

Richard Williams requested approval to extend the term of the two At-Will Temporary positions created to operate the disaster worker program in the region. Donnie Read asked if the positions were open-ended or if there was an anticipated end date. Mr. Williams stated that the positions would likely end when the workload was reduced to a level that could be handled by permanent staff. **Donnie Read made a motion to approve the request as presented as Richard Williams. Larry Moore seconded the motion and the vote was unanimous for temporary positions to continue as necessary, at the discretion of the Executive Director.**

IT/NETWORKING VENDORS

Richard Williams presented an overview of the IT infrastructure and network redesign. He stated that prior approval for the network as a whole was denied by the state and must now be requested piece by piece as bids are received for various the various elements. He stated that bids were accepted and two were received that provide a pricing advantage as well as previous experience working with similar systems in other workforce regions. Mr. Williams requested that the board grant prior approval to contract with Christopher Young for the networking portion and Joseph McConnell for the thin client element as recommended by IT consultant Ken Osman. **Larry Moore made a motion to approve the request as presented by Richard Williams. Janice Sumner seconded the motion and the vote was unanimous to approve the request as presented.**

ALTERNATE DATE FOR SEPTEMBER MEETING

Richard Williams requested approval to hold the September board meeting on a date other than the second Thursday of the month due to the Workforce Professional Development Summit held the same week in Orlando and attended by the majority of CSC staff. Mr. Williams stated that the meeting could be moved either one week prior to the regularly scheduled date, or one week after. **Raymond Russell made a motion to approve the request and move the meeting to September 19, 2019. Janice Sumner seconded the motion and the vote was unanimous to move forward with September 19, 2019, as the rescheduled date.**

ONE STOP OPERATOR REVIEW

Richard Williams reviewed the report submitted by Linda Sumblin, One-Stop Operator. Jesse Smallwood asked if there were any documented inaccuracies. Mr. Williams confirmed there were not. Janice Sumner asked if the contract with Ms. Sumblin was renewed to which Mr. Williams replied that the \$4,000 contract had in fact been renewed for the current year. A brief general discussion followed.

CHIPOLA COLLEGE PERKINS V GRANT

Richard Williams the Chipola College Perkins grant to the board. No action was required.

PRELIMINARY MONITORING REVIEW

Debby Wood presented a recap of the most recent programmatic monitoring review, stating that the actual preliminary report had not yet been received from the state. She stated that it was a successful review with only a couple of findings in the Welfare Transition program, no findings in Wagner Peyser, and one finding in the Workforce Innovation and Opportunity Act program. Ms. Wood also stated that there were no disallowed costs.

DIRECTOR'S COMMENTS

Richard Williams reiterated the comments Debby Wood made regarding the programmatic monitoring review. He then reviewed the financial audit held during the last week of the 2018-2019 program year, stating that there were no apparent troubling issues or concerns revealed

during the audit. Mr. Williams then moved to the announcement of the annual meeting to be held the second Thursday of August with a detective theme. Mr. Williams also stated that the Memorandum of Understanding had been signed with the Jackson County School Board for a Building Technology project.

Kenny Griffin was called upon to provide an overview of Project First Step, who stated that 350-360 non-violent, non-sex offender incarcerated individuals were preparing to be released into our area. He noted that once those offenders had been through a thorough screening process by the Department of Corrections, the number dropped to seven that were eligible to be served through the Project First Step program. Mr. Griffin said the department noted that the majority of offenders preparing for release had a violent background or were registered sex offenders and FDC requested that the program consider allowing violent offenders to participate. He also stated that the number of offenders preparing to release in the five counties covered by CSC was much lower than anticipated and that those being released elsewhere but desiring to move to this area could also be considered. Richard Williams stated that CSC would be considering specific charges of the offenders and the circumstances surrounding those charges before making a determination of eligibility for Project First Step.

Mr. Williams shared an overview of the recent changes made in the CSC partnership with Chipola College including the new location of the center and the course being taught by CSC staff, Rachael Poole.

He then presented a comparison of employment and the local labor force between October 2018 and May 2019. He stated that the data suggests the labor force has rebounded following Hurricane Michael but what is seen in the CSC centers and with local employers presents a much different scenario.

Mr. Williams began a discussion of the issues experienced in meeting the expenditure requirements for the Out of School Youth and Youth Work Experience programs. He noted the state had responded positively to verbal requests but taken no action. After much discussion, **Raymond Russell made a motion to write a formal letter to the CareerSource Florida board requesting permission to expend youth funds on in-school youth. Donnie Read seconded the motion and the vote was unanimous. Keith Sutton declared a conflict of interest and abstained from discussion and voting.**

BOARD MEMBER COMMENTS

Donnie Read commented that through his organization's work providing meals following Hurricane Michael, he had been encouraged to hear that several families that moved to the local area after being displaced from their homes had decided to stay permanently.

ADJOURNMENT

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



WIOA
**National Dislocated Worker Grant
(NDWG)**

September 19, 2019 Board Meeting

Serving Calhoun, Holmes, Jackson, Liberty, and Washington Counties



National Dislocated Worker Grant Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Liberty	3	6
Calhoun	4	20
Jackson	13	51
Washington	4	5
<u>Holmes</u>	<u>1</u>	<u>2</u>
<u>TOTAL</u>	<u>25</u>	<u>84</u>
Current of 9/2/2019		
An additional 3 labor positions are advertised.		





Current Workers by Job Title

- 58 - General Laborers
- 16 - Humanitarian
- 10 - Recovery Support Workers

Job Placements Verified to Date

- 31 Temp Workers from Worksites
- 48 Eligible Applicants
- 79 Total Employed Permanent Jobs**

Total Grant Applicants – 308

Total Temporary Placements – 220

(Includes transferred workers)

Total *Individuals* Placed in Temporary Jobs - 181



OJT CONFLICT OF INTEREST DISCLOSURE FOR BOARD MEMBERS

Background: Chapter 445 Section 007 Florida Statutes and CareerSource FLORIDA Strategic Policy 2017.05.17.C.2 promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Contracts are transparent and administered through processes designed to ensure fairness and accountability. CareerSource Chipola contracts with board members, or with entities for which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

Board members who may have a conflict of interest relating to a CSC contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract. The actions will be recorded in the Board meeting minutes.

CSC is currently promoting On-the-Job Training as a means of providing support to the local employers in need of workers and customers in need of employment. As a Board member, if you are interested in completing an OJT Application for consideration, please indicate interest at the meeting and declare a potential conflict of interest.

Action Needed: If interested, notify the Board, declare a potential conflict of interest and request an OJT Application be forwarded, in hard copy or electronically.

**APPROVAL REQUEST FOR PAYMENT OF
OPPORTUNITY FLORIDA MEMBERSHIP DUES**

Background: As a regional economic development alliance, Opportunity Florida has been involved in many projects and activities that impact the communities that our board represents. In addition, Opportunity Florida and this board continue to have a rewarding and mutually beneficial relationship.

Staff Recommendation: Staff recommends approval of the payment of \$10,000 for the 2019-2020 Membership Dues for Opportunity Florida.

Proposed
 CareerSource Chipola 2019-2020 Budget

Funding Source/Income	Totals		
	2019-2020	2018-2019	Difference
SNAP	\$ 89,534	\$ 75,000	\$ 14,534
CSF Marketing Program	\$ 23,906	\$ 23,906	\$
Reemployment Assistance	\$ 4,040	\$ 4,040	\$
Reemployment Eligibility and Assessment	\$ 18,054	\$ 20,327	\$ (2,273)
Rural Initiatives	\$ 206,250	\$ 206,250	\$
Sub Leases/Staffing Reimbursement	\$ 14,900	\$ 29,900	\$ (15,000)
Unrestricted Funds not otherwise categorized	\$ 5,000	\$ 5,000	\$
Opportunity Florida Contract	\$ 130,000	\$ 130,000	\$
Rural Study Funding from CSF	\$	\$ 37,659	\$ (37,659)
Veteran's Services - DVOP	\$ 47,964	\$ 47,964	\$
Veteran's Services - LVER	\$ 52,937	\$ 52,937	\$
Chipola College	\$ 15,000	\$ 15,000	\$
Wagner Peyser	\$ 114,318	\$ 115,711	\$ (1,393)
Welfare Transition Program	\$ 326,457	\$ 317,494	\$ 8,963
WIOA Adult	\$ 479,517	\$ 481,163	\$ (1,646)
WIOA Dislocated Worker	\$ 336,957	\$ 313,982	\$ 22,975
WIOA Dislocated Worker Supplemental	\$	\$ 39,307	\$ (39,307)
WIOA Supplemental	\$	\$ 59,190	\$ (59,190)
WIOA Youth	\$ 696,837	\$ 711,626	\$ (14,789)
WP Incentives	\$ 51,887	\$ -	\$ 51,887
NDWG Funding	\$ 2,500,000	\$ -	\$ 2,500,000
Performance Funding (Round 2)	\$ 753,449	\$ -	\$ 753,449
Performance Funding (Round 3)	\$ 223,873	\$ -	\$ 223,873
Totals	\$ 6,090,880	\$ 2,686,456	\$ 3,404,424

	2019-2020	2018-2019	Difference
Accounting/Finance Consulting	\$ 18,000	\$ 17,000	\$ 1,000
Advertising	\$ 2,000	\$ 2,000	\$
Data Lines and Telephone	\$ 62,000	\$ 57,500	\$ 4,500
Equipment/Furniture	\$ 100,000	\$ 5,000	\$ 95,000
Equipment Maintenance/License	\$ 65,000	\$ 47,000	\$ 18,000
Garbage Disposal/Janitorial	\$ 3,000	\$ 3,000	\$
Insurance	\$ 24,000	\$ 23,000	\$ 1,000
Legal/Corporate Fees	\$ 1,000	\$ 1,000	\$
Marketing/Outreach	\$ 125,000	\$ 3,000	\$ 122,000
Memberships and Dues	\$ 18,000	\$ 18,000	\$
Pest Control	\$ 2,000	\$ 1,750	\$ 250
Postage	\$ 2,500	\$ 3,000	\$ (500)
Professional Employment Agency Fee	\$ 21,000	\$ 20,000	\$ 1,000
Rent	\$ 123,000	\$ 138,400	\$ (15,400)
Salary/Fringes - CareerSource Chipola staff	\$ 1,427,490	\$ 1,398,166	\$ 29,324
Salary/Fringes - DEO Staff	\$ 146,808	\$ 143,310	\$ 3,497
Security Systems	\$ 2,000	\$ 2,000	\$
Storage Rooms	\$ 3,100	\$ 3,100	\$
Supplies	\$ 50,000	\$ 15,000	\$ 35,000
Trade Adjustment Act Program	\$	\$ -	\$
Training Materials	\$ 2,000	\$ 2,000	\$
Travel/Training - CareerSource Chipola Staff	\$ 30,000	\$ 10,000	\$ 20,000
Travel/Training - CareerSource Chipola Board	\$ 15,000	\$ 6,000	\$ 9,000
Travel/Training - DEO Staff	\$ 1,000	\$ 1,000	\$
Utilities	\$ 30,000	\$ 30,000	\$
Welfare Transition Program	\$ 30,000	\$ 30,000	\$
WIOA Adult Program	\$ 100,000	\$ 100,000	\$
WIOA Dislocated Worker Program	\$ 7,500	\$ 5,000	\$ 2,500
WIOA Youth Program	\$ 150,000	\$ 150,000	\$
NDWG Training and Employment	\$ 2,000,000	\$ -	\$ 2,000,000
Other Contractual Services	\$ 50,000	\$ -	\$ 50,000
Other	\$ 10,000	\$ 10,000	\$
Total	\$ 4,621,398	\$ 2,307,726	\$ 2,313,672
Planned Carryover Funds			
All Program Carryover	\$ 1,469,482	\$ 378,730	\$ 1,090,752
	\$ 6,090,880	\$ 2,686,456	\$ 3,404,424

**APPROVAL REQUEST FOR EXTENSION OF
QUALITY LABOR MANAGEMENT CONTRACT**

Background: Following Hurricane Michael, CareerSource Chipola entered into a contract with staffing company Quality Labor Management. QLM currently serves as the employer of record for the NDWG program, providing payroll and workers' compensation services for program participants.

The current contract expires September 30, 2019, with the option to extend through September 30, 2020.

Staff Recommendation: Grant CSC staff permission to extend the current contract with Quality Labor Management through September 30, 2019.

APPROVAL REQUEST OF IN-SCHOOL YOUTH PROGRAM MODEL

Background: As directed by the CareerSource Chipola (CSC) Board of Directors, a written Youth Program Waiver was submitted to the Department of Economic Opportunity (DEO) and CareerSource Florida (CSF). The request included a waiver of the regulatory requirement to serve 75% out-of-school youth as well as a waiver of the 20% work experience expenditure requirement. This waiver would give CSC flexibility to provide customized regional solutions based on two needs; 1) the need for flexibility to improve youth services based on unique local economic, education, and workforce pipeline conditions, and 2) the need for flexibility to strengthen the regional role by working closely with school systems.

The waiver request was denied. However, DEO/CSF notified CareerSource Chipola to provide a youth service delivery model outline and proposed budget. This information would allow the State to provide additional funds to serve the in-school youth population.

Staff Recommendation: Direct CareerSource Chipola staff to develop a service delivery model and budget for in-school youth services with defined outcomes. Outreach will be conducted with local school districts and their consortium(s) to determine an interest in providing contracted in-school youth services in Calhoun, Holmes, Jackson, Liberty and Washington Counties.

APPROVAL REQUEST FOR BID ON IT INFRASTRUCTURE PROJECT

Background: As progress continues on the IT Infrastructure project, it is necessary to seek bids on varying components of the infrastructure.

*This agenda item is only necessary in the event that bids are received prior to the September 19, 2019 board meeting.

Staff Recommendation: Grant CSC staff permission to review bids and sign agreements with preferred vendors for the completion of the ongoing IT Infrastructure project.
