



GENERAL MEETING MINUTES
CareerSource Chipola Community Room
4636 HWY 90 East, Suite K, Marianna, Florida
March 12, 2020 at 6:00 PM (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, Travis Ephriam, Donnie Read, Johnny Eubanks, Tracy Andrews, Larry Moore, Jesse Smallwood, Andy Jackson, Martha Compton.

The following board members were absent:

Mary McKenzie, Sandy Spear, James Sellers, Tanya Burt, Ralph Whitfield, Darrin Wall, Sarah Clemmons, Keith Sutton, Kristy Terry, Frances Henderson.

Others present included:

Richard Williams, Lauren Morris, Rose Adams, Sara Johnson, Melody Wade, Kenny Griffin, Deena Johnson, Rachael Poole (CSC Staff); Paul Miller (Northwest Florida Manufacturers Council).

PUBLIC COMMENTS

Arthur Obar announced that public comment cards were available for anyone wishing to make a comment.

GENERAL MEETING MINUTES

Larry Moore made the motion, Martha Compton seconded the motion, and the vote was unanimous to approve the minutes of the January 9, 2020 general meeting.

PERFORMANCE PRESENTATION

The Department of Economic Opportunity was unable to attend and opted to present at the next meeting scheduled for May 14, 2020.

ANNUAL AUDIT REVIEW & APPROVAL

Chair Arthur Obar called for discussion on the audit report that was presented to the Executive/Audit Finance Committee by Katherine Munday of auditing firm James Moore & Company. Chair Arthur Obar stated that it was an excellent report and congratulated the staff on their good work. **Johnny Eubanks made the motion, Andy Jackson seconded the motion, and the vote was unanimous to accept the audit report as presented.**

STATUS OF FUNDS REPORT

Finance Director Sara Johnson shared that two funding sources were added: WIOA State Level – Emerging Initiatives and WIOA State Level – In School Youth. Richard Williams stated that the Reemployment line included funding that was initially in the budget but had not yet been received from the state. Instead, that funding will be coming from Rural Initiatives, which is allowable.

NDWG UPDATE

Rose Adams provided an update on the National Dislocated Work Grant, stating that there were 90 participants working across all five CSC counties. She also said there were 30 additional jobs in the pipeline to be filled. Ms. Adams also mentioned that because there is still such a need for the work being done through the NDWG program, it was possible that there would be an extension past September 2020.

MARCH YOUTH COMMITTEE MEETING

Debby Wood shared that CSC had received the \$300,000 of in-school youth funding as requested from the state. She stated that CSC had presented the youth committee with four program options to utilize this funding. Ms. Wood said the youth committee voted to place primary focus on after school programs that will include career exploration elements, and a secondary focus on a summer youth employment program. She also stated that unallocated Welfare Transition funding will be used to fund summer programs as done previously as an allowable Teen Pregnancy Prevention program. Richard Williams mentioned that some of the youth funding may be used to create career exploration materials to take into local schools to educate students about realistic careers and post-secondary education opportunities available in our local area. Debby Wood stated that these are special state level funds, so outcomes will not affect local performance or formula funds. **Raymond Russell made the motion, Tracy Andrews seconded the motion, and the vote was unanimous to approve the In-School Youth program options as recommended by the Youth Committee. Martha Compton, Larry Moore, and Donnie Read abstained from the discussion and vote. A Memorandum of Voting Conflict form (Form 8B) has been provided to each and will be filed upon receipt.**

Richard Williams followed the discussion by requesting the youth committee be granted authority to further develop and implement the aforementioned youth programs. He stated that the next general board meeting is scheduled for May 2020 but because these programs will involve local school districts, it is important to expedite the initial program development and approval process to complete before the end of the current school year and allow for summer implementation. **Janice Sumner made the motion, Raymond Russell seconded the motion, and the vote was unanimous to allow the youth committee to implement the in-school youth programs. Martha Compton, Larry Moore, and Donnie Read continued their previously declared abstentions.**

APPROVAL REQUEST – BRIGHTWAY INSURANCE CONTRACT

Debby Wood stated that Brightway Insurance was interested in entering into an On-The-Job Training contract with CareerSource Chipola. She stated that because board member Travis Ephriam has a conflict as an owner of the company, the contract must be approved by the board by a two-thirds vote. Richard Williams also noted that the contract must be sent to the state for approval as well, due to the conflict of interest. **Johnny Eubanks made the motion, Andy Jackson seconded the motion, and the vote was unanimous to approve the contract with Brightway Insurance. Travis Ephriam abstained from the discussion and vote. A Memorandum of Voting Conflict form (Form 8B) was filed.**

APPROVAL REQUEST – 2020-2024 LOCAL WORKFORCE SERVICES PLAN

Richard Williams that the 2020-2024 Local Workforce Services Plan had been updated to include the items voted on in the previous board meeting and that no public comments had been received. He requested permission from the board to submit the plan to the state for approval, after it is also approved by the Chief

Elected Official. **Donnie Read made the motion, Larry Moore seconded the motion, and the vote was unanimous to allow staff to submit the 2020-2024 Local Workforce Services Plan to the state.**

MONITORING REVIEW CLOSEOUT LETTER

Richard Williams shared a letter from the Department of Economic Opportunity stating that the Corrective Action Plan submitted by CareerSource Chipola had been accepted and the 2018-2019 quality assurance review has been closed.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams reported the following:

- Several board members and one staff member were registered to attend the NAWB Forum scheduled for March 21-24 in Washington, D.C., which has been postponed. CSC has not previously had a policy regarding the reimbursement of travel expenses in the event of a cancellation not of their accord. He requested that the board grant permission to reimburse the costs expended by the individual for their own travel to the event, less any credit they may receive. **Donnie Read made the motion, Larry Moore seconded the motion, and the vote was unanimous to allow CSC to reimburse travel expenses less any credit received in the event of a cancellation beyond the control of those scheduled to attend.**
- He commented on the audit report received by Board members and reminded them that it was given an unmodified opinion, which is the best outcome. He also thanked staff for the hard work that goes on year-round to make that possible.
- The Rural Regional Development Grant (RRDG) bill, which includes a bill to clarify the roles and responsibilities of CareerSource Florida and the Department of Economic Opportunity has passed both the house and senate and is awaiting the governor's signature.
- It is expected that the state will request an extension of the National Dislocated Worker Grant for ongoing disaster recovery related to Hurricane Michael. Mr. Williams stated that cities, counties, and non-profits continue to discover additional needs regularly.
- CSC is exploring apprenticeship program opportunities, specifically within the manufacturing sector.
- He said he continues to receive questions and positive comments regarding the Building Trades project that is a partnership between CSC and the Jackson County School Board. JCSB Superintendent and board member Larry Moore stated that the project has been very well received and continues to gain support both in the schools and the community.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

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