



GENERAL MEETING MINUTES
Via Microsoft Teams/Conference Call
May 14, 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, Darrin Wall, Tracy Andrews, Larry Moore, Kristy Terry, Jesse Smallwood, Martha Compton, Frances Henderson.

The following board members were absent:

James Sellers, Tanya Burt, Ralph Whitfield, Johnny Eubanks, Sarah Clemmons, Keith Sutton, Andy Jackson.

Others present included:

Richard Williams, Lauren Morris, Rose Adams, Sara Johnson, Melody Wade, Kenny Griffin, Deena Johnson, Rachael Poole, Kyle Morgan, Debby Wood (CSC Staff); Daniel Harper (Department of Economic Opportunity).

PUBLIC COMMENTS

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

GENERAL MEETING MINUTES

Janice Sumner made the motion, Donnie Read seconded the motion, and the vote was unanimous to approve the minutes of the March 12, 2020 general meeting.

PERFORMANCE PRESENTATION

Daniel Harper from the Department of Economic Opportunity was in attendance to discuss CSC's 2018 program year performance and 2019 program funding. He stated that CareerSource Chipola's performance is inline with other regions across the state.

STATUS OF FUNDS REPORT

Richard Williams directed the board's attention to the Welfare Transition expenditure rate. He stated that the previously approved plan to use WT funding for a summer youth program was cancelled due to COVID-19, which would likely result in CSC having to return a portion of WT funding to the state. He also shared that while WT case numbers increased during COVID-19, participation was not required due to a waiver from the governor. Mr. Williams also pointed out two new funding sources: a COVID-19 NDWG grant and a COVID-19 PPE grant.

NDWG UPDATE

Rose Adams provided an update on the National Dislocated Work Grant, stating that there were 78 participants at 19 worksites across all five CSC counties. She also said several workers had been laid off temporarily as worksites shut down due to COVID-19. Ms. Adams stated that CSC has received additional funding for the Hurricane Michael NDWG program of more than \$1.2 million to carry the program through September 2020. She also shared that the state is also applying for additional funding to continue the program through 2023.

EXECUTIVE COMMITTEE MEETING

Richard Williams reviewed activity of the Executive Committee to include changes to the Purchasing Policy to align the purchasing thresholds and procurement files. The other item reviewed involved changes to the Natural Disaster and Emergency Declarations policy as needed in response to COVID-19 and emergencies such as Hurricane Michael. Both items were approved by the Executive Committee.

Janice Sumner seconded the motion presented by the Executive Committee. The vote was unanimous to approve the changes to both the Purchasing Policy and Natural Disaster and Emergency Declarations Policy as recommended by the Executive Committee.

2020-2021 TARGETED OCCUPATIONS AND ELIGIBLE TRAINING PROVIDER LISTS

Debby Wood stated that due to COVID-19, CareerSource Chipola has not been able to obtain the information needed to present an updated TOL and ETPL. She stated that both Chipola College and Florida Panhandle Technical College have been working diligently to provide the information. Ms. Wood requested approval from the board to extend the 2019-2020 TOL and ETPL through July 31, 2020, to continue serving customers under the existing lists and allow time for the schools and CSC to gather the required information. Richard Williams added that if the requested extension was needed to ensure CSC's ability to enroll individuals in training at both local institutions. **Martha Compton and Darrin Wall declared a conflict of interest and abstained from both the discussion and voting. Donnie Read made a motion to approve the extension of the 2019-2020 TOL and ETPL through July 31, 2020, as requested. Janice Sumner seconded the motion and the vote was unanimous to approve the request.**

CHIPOLA COLLEGE REQUEST FOR PROGRAM APPROVAL

Richard Williams stated that Chipola College needs approval from CareerSource Chipola to continue operating certain programs. He requested that the board approve the chair to sign a letter of support for the programs offered by Chipola College. **Darrin Wall declared a conflict of interest and abstained from both the discussion and voting. Donnie Read made the motion, Mary McKenzie seconded the motion, and the vote was unanimous to allow the chair to sign a letter of support as requested.**

COVID-19 NEG PROGRAM

Richard Williams shared that CareerSource Chipola has received \$150,000 to operate COVID-19 NEG program similar to the Hurricane Michael NDWG program. This funding is to help pay for individuals to work in humanitarian and sanitation roles to aid in ongoing efforts and recovery from COVID-19. Mr. Williams requested permission from the board to move forward with operating the program and accept the funds made available. **Janice Sumner made the motion, Martha Compton seconded the motion, and the vote was unanimous to allow CSC to operate the COVID-19 NEG program as requested.**

APPOINTMENT OF NOMINATING COMMITTEE

Arthur Obar appointed a new Nominating Committee which included: Calhoun County - Raymond Russell, Holmes County - Debbie Kolmetz, Jackson County - Tanya Burt, Liberty County - Donnie Read, and Washington County - Darrin Wall.

FLOWER FUND REQUEST

Richard Williams requested approval from the board to move \$1,000 to the Flower Fund from unrestricted funds. He noted that the Flower Fund is unrestricted funds used to send a plant or flowers to staff and board members when there is an illness, hospitalization, or death. **Mary McKenzie made the motion, Debbie Kolmetz seconded the motion, and the vote was unanimous to grant the request to transfer \$1,000 from unrestricted funds to the Flower Fund.**

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams reported the following:

- CSC has been in ongoing contact with the local health department to ensure reopening procedures are as safe as possible for the protection of CSC staff and customers. He also noted steps CSC has implemented social distancing, contactless service options, and increased sanitation as much as possible.
- CSC is assisting DEO with reemployment assistance by providing PIN resets, entering paper applications, assisting customers statewide by phone, etc.
- CSC established a work-from-home practice in the initial phases of COVID-19. Mr. Williams commended staff at all levels for being flexible and remaining diligent during this time.
- Employers are facing a unique situation of both worrying about layoffs and also needing new hires. While there are many jobs available, there is little interest from individuals in applying for those jobs due to the potential of receiving federal reemployment assistance at a higher rate than a lot of regular wages.
- CSC anticipates a high volume of job seekers back in the system when reemployment job search requirement waivers expire. Welfare Transition clients may increase as well.
- DEO Grantee-Sub Grantee Agreement deadline was pushed back. DEO received over 400 comments and is making changes to the agreement.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

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