



## ***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.