



GENERAL MEETING MINUTES
CareerSource Chipola Community Room
4636 HWY 90 East, Suite K, Marianna, Florida
January 9, 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, Debbie Kolmetz, Raymond Russell, Sandy Spear, Travis Ephriam, Donnie Read, Darrin Wall, Larry Moore, Sarah Clemmons, Jesse Smallwood, Andy Jackson, Martha Compton.

The following board members were absent:

Janice Sumner, Mary McKenzie, James Sellers, Tanya Burt, Ralph Whitfield, Johnny Eubanks, Tracy Andrews, Keith Sutton, Kristy Terry, Frances Henderson.

Others present included:

Richard Williams, Lauren Morris, Rose Adams, Sara Johnson, Melody Wade, Kenny Griffin, Deena Johnson, and Debby Wood (CSC Staff); Daniel Krug (Florida Makes).

PUBLIC COMMENTS

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

GENERAL MEETING MINUTES

Raymond Russell made the motion, Jesse Smallwood seconded the motion and the vote was unanimous to approve the minutes of the November 14, 2019 general meeting.

OUR WORKFORCE WHY

A short video of successful WIOA participants was share with the Board.

STATUS OF FUNDS REPORT

Richard Williams stated that there were no major concerns. He noted that the budget was significantly higher this year due to the disaster funding that was received. Finance Director Sara Johnson mentioned that it is allowable to change 100% between Adult and Dislocated Worker funds. She said that because the DW funds are generally harder to spend, she has been swapping them over to reserve the Adult funds for later.

NDWG UPDATE

Rose Adams provided an update on the National Dislocated Work Grant, stating that there were 81 participants at 23 worksites. She also said there were 15 additional jobs in the pipeline to be filled. Ms. Adams also mentioned that approval had been received to increase the number of hours participants are able to work from 2080 to 4160.

APPROVAL REQUEST – NDWG GRANT MODIFICATION – TRAINING AND OJT

Rose Adams stated that it has been approved by the USDOL to add short term, occupational skills, and on-the-job training to the list of services available to NDWG participants. Richard Williams noted that the staff recommendation included in the agenda specified OJT only and amended the staff recommendation to include all allowable training activities. **Travis Ephriam made the motion, Larry Moore seconded the motion, and the vote was unanimous to approve training activities for NDWG participants.**

APPROVAL REQUEST – TWIN OAKS JUVENILE DEVELOPMENT, INC. CONTRACT

Rose Adams stated that Twin Oaks Juvenile Development, Inc. was interested in becoming a worksite provider for the NDWG program. She stated that because board member Donnie Read has a conflict as the CEO 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. **Larry Moore made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the contract with Twin Oaks Juvenile Development, Inc. Donnie Read abstained from the vote and discussion. A Memorandum of Voting Conflict form (Form 8B) was filed.**

BOARD DIRECTION AND INPUT – 2020-2024 LOCAL WORKFORCE SERVICES PLAN

Richard Williams shared that staff are currently writing the 2020-2024 Local Workforce Services Plan and brought two items to the attention of the board for feedback:

1. Does the Board of Directors wish to change the current method that allows a designee to attend a meeting but not vote on behalf of the member?
 - a. **Raymond Russell made the motion, Debbie Kolmetz seconded the motion.**
 - b. **The vote was unanimous to leave the current policy as is.**
2. Does the Board of Directors wish to change the current policy requiring meetings of the full board to be in person except at the direction of the chair under special circumstances and does the Board of Directors wish to continue to allow committee meetings to be held by electronic means?
 - a. **Donnie Read made the motion, Debbie Kolmetz seconded the motion.**
 - b. **The vote was unanimous to leave the current policy as is.**

ONE STOP OPERATOR REVIEW

Richard Williams reported that there is no action that needed to be taken on the full report shared with the Board, and we received a good report.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams reported the following:

- The Chipola Works ad campaign has had a significant positive effect on the reach of our existing social media accounts. He also asked Lauren Morris to speak to the board regarding the progress of the Chipola Works ad campaign, who shared that the digital aspect of the campaign had been very successful, and the print and radio portions would be launching soon.
- Due to the increased funding from the NDWG program that requires additional work on behalf of the audit team, the cost of the audit itself will be increasing this year. The additional cost incurred by the NDWG program should also be able to be paid from that same funding source. Board member Donnie Read asked that the information regarding the increase be shared with the board. Mr. Williams stated that it was public information and would be released when available.

- The robotics competition will be held March 19, 2020, at the old Marianna High School gym. Middle schools have been added to the competition this year. In addition, Gulf Power is contributing funds to allow the winning team to travel to a VEX Robotics competition if they choose to attend.
- The state notified Mr. Williams that they are processing the NFA for the previously requested youth money. When the NFA is released, a proposed plan for the funds will be brought to the youth committee.
- Richard Williams and Kenny Griffin attended a meeting about disaster recovery and resiliency organized by the National Association of Workforce Boards. Mr. Williams assured the board that staff are following rules and requirements for disaster funding as closely as possible and requesting clarification from the state when needed. He also noted that CareerSource Florida fully supports the efforts and work of CareerSource Chipola in this matter.

BOARD MEMBER COMMENTS

Board Chair Arthur Obar noted that a guest was present during the meeting. Daniel Krug from the University of West Florida introduced himself and stated that he represented the Florida Makes program. He shared some information regarding the program and the work his office is doing to promote and support manufacturing.

ADJOURNMENT

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