



## **GENERAL MEETING MINUTES**

CareerSource Chipola Community Room  
4636 HWY 90 East, Suite K, Marianna, Florida  
March 8, 2018 at 5:30 PM (CT)

### **CALL TO ORDER**

A quorum was present and Johnny Eubanks, Chair, called the meeting to order. Larry Moore led the group in the Invocation and Pledge to the Flag.

#### **The following board members were present:**

Raymond Russell, Mary McKenzie, Debbie Kolmetz, Arthur Obar, Johnny Eubanks, Kristy Terry, Jesse Smallwood, Keith Sutton, Janice Sumner, Tom Jenkins, Jared Banta, Donnie Read, Zenna Corbin, Andy Jackson, Larry Moore, Natalie Hardy

#### **The following board members were absent:**

Travis Ephriam, Thomas Mead, Martha Compton, Frances Henderson, Ralph Whitfield, Darrin Wall, Scott Kilpatrick, Sarah Clemmons

#### **Others present included:**

Richard Williams, Deena Johnson, Sara Johnson, Lisa Wells, Debby Wood, Melody Wade, Kenny Griffin (CSC Staff); Darwin Gilmore, representing Dr. Sarah Clemmons and Chipola College.

### **PUBLIC COMMENTS**

Johnny Eubanks announced that public comment cards were available for anyone wishing to make a comment.

### **JOINT EXECUTIVE/FINANCE COMMITTEE MEETING**

Mr. Eubanks stated that the members of both committees had listened to a presentation by Bob Powell of the board's auditing firm, James Moore & Company, on the 2017 audit. He asked if any board members had questions for the staff or committee members. There being none, **Raymond Russell seconded the recommendation put forth by the Executive and Finance Committee to approve the audit of CareerSource Chipola for the year ending June 30, 2017.**

## **GENERAL MEETING MINUTES**

**Donnie Read made the motion, Arthur Obar seconded the motion and the vote was unanimous to approve the minutes of the November 9, 2017 general meeting.**

## **STATUS OF FUNDS REPORT**

Richard Williams reviewed the report, stating his main concern being the youth funds and finding youth to enroll in the program.

## **MINUTES OF YOUTH JOB READINESS MEETINGS**

Jared Banta stated that the main focus of the meeting on January 17, 2018 was to educate the board members on the work experience program and some of the obstacles faced by staff and the youth that we work with. The Roundtable meeting was set up by staff and included Youth Committee members and various school officials from the five county school systems in our region. Following discussion, **Jared Banta made the motion, Donnie Read seconded the motion and the vote was unanimous to approve the payment of a \$50.00 gift card to both youth participants that attended the January 17, 2018 Youth Committee meeting.**

## **SUMMARY OF CHANGES TO THE LOCAL WORKFORCE SERVICES PLAN**

Richard Williams stated that under the Workforce Innovation and Opportunity Act (WIOA), local boards are required to submit a comprehensive two-year modification to their four-year plan, revisiting plan strategies in response to changing economic conditions and the workforce needs in our area. He reviewed changes to the Organization Structure, Analysis of Need and Available Resources, Workforce Development Area Vision and Strategic Goals, Coordination of Services, a Description of the Local One Stop System and the Description of Program Services sections. He also answered questions for the members. Following the review, **Jared Banta made the motion, Janice Sumner seconded the motion and the vote was unanimous to approve the changes to the current Workforce Services Plan as presented and to authorize the Chair to sign off on the plan prior to submission to the State.**

## **EXTENSION FOR DIRECT PROVIDER OF WORKFORCE SERVICES**

Mr. Williams explained that our current authority will expire June 30, 2018. In order for the board to continue to operate the three career centers in the region, the board must formally request and extension of this designation from the Department of Economic Opportunity. The extension will be for three years, July 1, 2018-June 30, 2021, and must be approved and signed off on by both our board chair and the chair of the consortium. Following discussion, **Jared Banta made the motion, Larry Moore seconded the motion and the vote was unanimous to approve the Board seeking the designation as a direct service provider**

for LWDB#3 and that the Board Chair be authorized to sign off on the extension request.

## **REVIEW OF ONE STOP QUARTERLY REPORT**

Mr. Williams briefly reviewed the report which was for the 2<sup>nd</sup> Quarter of Program Year 2017-2018. He stated that our One-Stop Operator, Linda Sumblin, noted no concerns.

## **UPDATE ON PERFORMANCE FUNDING MEASURES**

Mr. Williams stated that the performance funding is funded by CareerSource Florida. As it currently stands, our region ranked number two on the performance standards and number three on the improvement standard. As it currently stands, our region should receive a little over \$1,000,000. Once the funds are confirmed, he will return to the board with some options for spending these funds.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Williams reported the following:

- He stated that he has been asked by the State to chair a placement task force for the local boards and has been working with CareerSource Florida and the Department of Economic Opportunity.
- Indirect Cost Plan- The State has questioned our region about some administrative staff members, Sara Johnson, Deena Johnson, Melody Wade, Lisa Wells and himself, charging time directly to programs when they know they are spending time directly on the program. He stated that our staff tracks time spent in order to assure each of the programs we operate are paying a fair share of expenses. The state has said that we must stop doing this and that the time spent must be recorded as either indirect admin or indirect program. He has let DEO know that we will do as directed, but we strongly disagree with the directive.
- Audit- Mr. Williams thanked the board for allowing us to switch auditors. He stated that James Moore & Company were prompt and diligent.
- Legislative- This was a very good year for us, with the exception of Quick Response Training Funds, which were cut from \$15 to \$9 million thus year.

## **ADJOURNMENT**

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