



**General Meeting**  
**January 9, 2025, at 6:00 P.M. (CT)**  
**[Join via Microsoft Teams Meeting](#)**  
**or by phone at 561-570-4464 Conference ID: 755 172 198#**  
**or in person at 4636 Highway 90, Suite K**  
**Marianna, FL 32446 - Community Room**  
**Richard - (850) 557-2441; Tabetha - (850) 693-3913**

**A G E N D A**

<b>CALL TO ORDER</b>	Donnie Read, Chair	
<b>INVOCATION / PLEDGE TO FLAG</b>	Travis Ephraim	
<b>ROLL CALL</b>	Tabetha Basford	
<b>PUBLIC COMMENTS</b>	Donnie Read	
<b>EMERGENCY ITEMS</b>	Donnie Read	
<b>CONSENT ITEMS</b>		
*General Meeting Minutes November 14, 2024	Donnie Read	Pg 2-4
<b>STATUS OF FUNDS REPORT</b> (To be provided)	Richard Williams	
<b>MISSION MOMENT</b> *Veteran Resource Festival on January 14, 2025	Chris Bailey/Scott Simmons	

**COMMITTEE REPORTS**

\*Executive Committee Meeting  
January 7, 2025

Donnie Read

**ONE-STOP OPERATOR REPORT**

\*PY 2024-2025 Second Quarter

Donnie Read

Pg 5-13

**CUSTOMIZED TRAINING**

Richard Williams

Pg 14

**YOUTH TRAINING**

Richard Williams

**NEW BUSINESS**

Request to Issue Bid for One-Stop Operator

Richard Williams

**DIRECTOR'S COMMENTS**

Richard Williams

**BOARD MEMBER COMMENTS**

Donnie Read

**ADJOURNMENT**

Donnie Read, Chair

**MARK YOUR CALENDARS**

**March 13, 2025**



**General Meeting  
November 14, 2024, at 6:00 P.M. (CT)**

**MINUTES**

**CALL TO ORDER**

A quorum was present, and Donnie Read, Chair, called the meeting to order. Travis Ephriam led the group in the Invocation and Pledge to the Flag.

**The following board members were present:**

Raymond Russell, Janice Sumner, Sandy Spear, Debbie Kolmetz, Travis Ephriam, Johnny Eubanks, Donnie Read, Justin Stephens, Dr. David Bouvin, Bryan Lee, Penny Bryan

**The following board members were absent:**

Mary McKenzie, Kyle Coates, Jonathan Fuqua, Kevin Buchanan, Al Bryant, Tracy Andrews, David Corbin, Dr. Sarah Clemmons, Kyle Peddie, Keith Sutton

**Others present included:**

Richard Williams, Sara Johnson, Deena Johnson, Debby Wood, Melody Wade, Tabetha Basford– CSC Staff

Daniel Harper, Yvette McCullough, Kristy Farina, Kenneth Williams - FloridaCommerce

**ANNUAL PERFORMANCE PRESENTATION**

Daniel Harper of FloridaCommerce introduced Yvette McCullough, Kristy Farina, and Kenneth Williams to the board and presented CareerSource Chipola's 2022-2023 Annual Performance Review.

**GENERAL MEETING MINUTES**

Travis Ephriam made the motion, Janice Sumner seconded the motion, and the vote was unanimous to approve the minutes of the September 12, 2024, general meeting.

## **STATUS OF FUNDS REPORT**

Richard Williams and Sara Johnson discussed the Status of Funds Report.

## **MISSION MOMENT**

Debby Wood invited the board and their employers to the Paychecks for Patriots event held at the Marianna Center on November 19, 2024.

## **COMMITTEE REPORTS**

The Program Committee made the motion, Sandy Spear seconded the motion the vote was unanimous to approve the Ag Tech vocabulary and scoring sheet created in the October 23, 2024 committee meeting.

Travis Ephriam and Richard Williams had a discussion with the board on the November 1, 2024, Youth Committee Meeting

## **ONE-STOP OPERATOR REPORT**

Donnie Read presented CareerSource Chipola's first quarter one-stop operator report for the program year 2024-2025.

## **PY 22-23 PROGRAMMATIC AND MONITORING REPORT**

Mr. Williams shared the latest report supplied by FloridaCommerce on Program Year 2022-2023.

## **CONFLICT OF INTEREST FORM**

Mr. Williams gave the board an annual refresher on how to thoroughly fill out Conflict of Interest forms.

## **BOARD MEMBER COMMENTS**

None.

## **ADJOURNMENT**

Sandy Spear made the motion, Janice Sumner seconded the motion, and the vote was unanimous to adjourn the November 14 Board Meeting.



**CareerSource Chipola One-Stop Operator (OSO) Quarterly Review  
PY 2024-2025 Second Quarter  
\*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
BACKGROUND  
(\*Located at the End of this Report)**

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**One-Stop Career Center:** 4636 Highway 90, Marianna, Florida 32446

**Date of Unannounced One Stop Center on Site Review:** November 13, 2024 \* *(Documentation attached of the adjustment of the date of review)*

**Conducted by** Linda Sumblin, CareerSource Chipola contracted One-Stop Operator Consultant

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An unannounced onsite review was conducted by the One- Stop Operator (OSO) on November 13, 2024 at the CareerSource Chipola One-Stop Marianna Center. The purpose of the review was to assess the effective delivery of applicable services across program lines and with other organizations as required by WIOA (Workforce Innovation and Opportunities Act)

**CareerSource Chipola Staff Met by One-Stop Operator on November 13, 2024:**

- Tabetha Basford, Administrative Specialist

As identified by the US Department of Labor and Florida Department of Labor, the One-Stop areas of the OSO review included:

- Flow of Services; Hours of Operation
- Basic Services Available/Program Delivery
- Partner Memorandum of Understandings
- Effectiveness
- OSO General Comments.

## CareerSource Chipola – One-Stop Operator PY 2024-2025 2nd Quarter Review Summary of Review

### Flow of Services

CSC is a partner of the US Department of Labor American Job Centers and CareerSource Florida established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunities Act of 2014, which is designed to provide a full range of assistance to job seekers under one roof. CSC broadly identifies as member of the American Job Center Network as required. CSC offers training referrals, career counseling, job listings, and similar employment-related services to job seekers and the business community as outlined in detail below.

The CareerSource Center delivery of services hours extended to the public are clearly noted at the main entrance and can be found via the CareerSource Chipola website. In addition to the CSC services offered onsite, the services can be accessed via the website 7 days/24 hours at [careersourcechipola.com](http://careersourcechipola.com). Holiday Closure (*including "Closed on State Holidays*) is posted via CareerSource Chipola website, multi social media avenues, entrance of facility, and visually displayed in One Stop Center.

The CSC One-Stop Center staff assisting customers with program information/delivery are knowledgeable of local, state, and federal CSC services. Each of the CSC staff observed by the OSO were extremely professional and considerate with co-workers and customers.

As the universal customer enters the One-Stop Center (with customer entrance limitations), customers are directed to the Atlas registration/sign-in system. The OSO noted that CSC staff have the expertise to design, administer and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices, and priorities to meet local community and the universal customer-based needs. The One-Stop Center continues to utilize the ATLAS electronic filing system that provides access to case files and customer activity information through the internet. The electronic system allows staff to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy. In addition, the Atlas system allows the CSC to track customer services as well as "waiting time for CSC services" for monitoring of delivery of services.

In addition to the onsite workshops, virtual workshops are also extended to registered users by logging in with assigned kiosk login. All workshops are open to the public and are offered free of charge. The following workshops are available on-line:

- Setting Goals
- Stress & Time Management
- Employ Florida Marketplace
- Dress with Confidence
- Resume Skills
- Interview with Enthusiasm
- Improving Your Memory
- Financial Planning
- Employ Florida Marketplace

During the 2024-2025 OSO 2<sup>nd</sup> Quarter onsite review, it was noted that the Center service delivery system for CSC customers was well thought out and established to meet the goals of the customers. The staff provided excellent and informative customer service.

**Flow of Services Comments:**

**No suggestions/concerns noted.**

**CareerSource Chipola Marianna One-Stop Center – Hours of Operation**

CSC Hours of Operation notices are posted via the Career Source Chipola website, social media platforms, and multi locations at the Center:

**Hours of Operation:  
Monday – Friday 8:00 AM – 5:00 PM  
Closed on State Holidays**

In addition to the CSC services offered onsite, the services can be accessed via website 7 days/24 hours at [careersourcechipola.com](http://careersourcechipola.com).

Also posted on the CareerSource Chipola website and Center, “Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711”.

**Hours of Operation Comments:**

**No suggestions/concerns noted.**

**Basic Services Available/Program Delivery**

CSC Marianna One-Stop Career Center offers a wide range of *job seeker and employer* services including job postings, local and statewide Labor Market Information (LMI), and skill-based job matching available online at Employ Florida Marketplace (EFM) - [www.employflorida.com](http://www.employflorida.com). As noted in the WIOA Legislative Required Partners matrix below, CareerSource Chipola has established program service delivery methods for requirement WIOA partners. The CSC program systems and partner relationships are well developed and internally reviewed ongoing for enhancement and growth. CSC is to be acknowledged for their positive partnerships and performance outcomes.

Additional (*but not limited to*) resources/referrals CSC extends (*as noted in the CSC Center and CSC website*):

- Chipola College
- Florida Panhandle Technical College
- Opportunity Florida
- Vocational Rehabilitation
- Tobacco Free Florida

**Program Delivery Comments:**

**No suggestions/concerns noted.**

**Memorandum of Understandings (MOU)**

As noted in prior OSO reports, the Basic elements/description of services as outlined in legislation of the MOU is included with the CSC MOU's:

- *Method/s for referring individuals*
- *Duration/Procedures of MOU*
- *Resolution of MOU Disputes*
- *Cost Sharing*

A matrix (identifying entity delivery services; MOU execution date; and method of delivery of services) of the required WIOA MOU's is noted below.

As shared by Tabettha Basford, Administrative Specialist, there have been no edits to the currently executed CSCMOU's.

**Memorandum of Understandings (MOU) Comments**

**No suggestions/concerned noted.**

**Effectiveness**

One of the outlined elements in WIOA legislation for OSO to review the Center "Effectiveness" as defined below.

The CSC OSO based the Effectiveness ranking of the program/delivery of Center services on a Scale of 1-10 with ten being top performance). Three areas of Effectiveness ranked as defined in the WIOA legislation:

- 1) *Provider job seekers with skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families.*
- 2) *Provide access and opportunities to job seekers, including individuals with barriers to employment.*
- 3) *Enable business and employers to easily identify and hire skills workers*

**CareerSource Chipola One Stop Operator Effectiveness Comments**

**As a result of the 2024-202 2nd Quarter One-Stop Operator review as outlined, the One-Stop Operator ranked the current Effectiveness for the CareerSource Chipola at 9.5 out of a ranking of 10.0.**



## General Comments

DEO Guidance Issued from 7/1/2024 to current date.

The following Department of Economic Opportunity (DEO) Communiques, Administrative policies, or Memorandums posted following the start of the 1st Quarter, PY 2024-2025. It is noted that all DEO Policies/Communiques/Memoranda's are being reviewed/implemented by the CSC leadership team as applicable.

Administrative Policies – None Noted on the DEO website

Communiques - None Published since the previous OSO report.

Memoranda - None Published since the previous OSO report.

### **CSC Unemployment Data:**

Overview of the CareerSource Chipola Region Not Seasonally Adjusted November 15, 2024

The unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 4.1 percent in October 2024. This rate was 0.5 percentage point greater than the region's year ago rate of 3.6 percent.

The region's October 2024 unemployment rate was 0.6 percentage point above the state rate of 3.5 percent. The labor force was 42,510, down 495 (-1.2 percent) over the year.

There were 1,733 unemployed residents in the region.

**\*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**

Under the Workforce Innovation and Opportunity Act (WIOA), the vision for one-stop career centers is characterized by providing excellent customer service to job seekers and employers, customer-centered service delivery, and continuous improvement. As defined by Florida guidance, identified One-Stop Centers should strive to assure quality services are being delivered in the most efficient and effective ways possible, through full integration and coordination of one-stop career center partners and resources to support seamless service delivery.

<p><b>Workforce Innovation and Opportunity Act (WIOA)</b></p>	<p>The goals and format of the One-Stop-Operator are set out in Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113-128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.</p>
<p><b>One-Stop Operator Role and Responsibilities</b></p>	<p>As outlined and agreed by both parties (CSC and OSO) the 2017-2018 executed OSO contract, was renewed on June 10, 2019, for an additional one-year term for delivery of outlined One-Stop Operator Services for the period PY 2019-2020. The renewed OSO was based on performance, business needs and the availability of funds.</p> <p>As outlined by legislation, the Local Board defines the role and responsibilities of One-Stop career center operators in its local area. The Local Board may vary roles and responsibilities for career centers within its local area.</p> <p>As defined by CareerSource Chipola and agreed by OSO Contractor for this review as: Conduct program year 2019-2020 quarterly unannounced visits to the Marianna Career Center. Within thirty (30) days of the visit provide a report indicating if the Marianna Career Center is effectively delivering services across program lines and with other organizations as required by WIOA. If it is determined the Center is not effectively providing services, the report must include recommended actions to be undertaken at the Center to correct any issues. Additionally, as part of the required report, the Contractor may include comments on best practices or suggestions for improvement.</p>
<p><b>CareerSource Chipola Background</b></p>	<p>The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region (<i>servicing Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the approved Interlocal Agreement.</p>

	<p>The CareerSource Chipola One-Stop and satellite locations are located to population centers, governmental buildings and shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state systems access, case management, and data/print sharing. The ATLAS electronic filing system provides access to case file and customer activity information through the internet. This electronic system allows staff(s) at any location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy.</p>
<p><b>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor Execution Date of Renewed Contract: June 10, 2019</b></p>	<p><i>Credentials:</i> Linda Sumblin was formerly employed with the CareerSource Okaloosa Walton since Board inception in 1996. She was named Executive Director October 2011. Prior to being named the Executive Director, Linda served in many areas for the Board including the Chief Operating Officer/Assistant Director. Linda's career in workforce development began in January 1989 when she joined the Private Industry Council, the predecessor governing board for job training.</p> <p>As initial contracted OSO for the period July 1, 2017, through June 30, 2018 (<i>with a 2-year renewal as agreed by both parties</i>). Linda Sumblin has declared no conflict of interest with any entities of CareerSource Chipola (Board, staff, or partners) and that firewalls have been established to ensure conflict of interest policies and procedures are adhered.</p> <p>It is understood and agreed that the One-Stop Operator cannot assist in the development, preparation, and submission of local plans; and that they cannot manage or assist in the competitive process for selecting operators or select or terminate One-Stop Operator, Career Services and Youth Providers.</p>

**CareerSource Chipola Memorandum of Understandings**

NOTE: NO Changes in the MOU's during the One-Stop onsite review. \*Denotes WIOA Legislative Required Partners

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Title I – Adult	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site

*Title I – Dislocated Worker	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Youth	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title II – Adult Education and Literacy Act	Calhoun School Board Holmes School Board Jackson School Board Liberty School Board Washington School Board Florida Panhandle Technical Center (Washington-Holmes Technical Center)	Calhoun School Board- 8/14/2017 Holmes School Board – 9/14/2016 Jackson School Board – 3/15/2016 Liberty School Board – 6/07/2016 Washington School Board – 8/14/2017 Florida Panhandle Technical Center August 14, 2017	Electronic/ Direct Referral
*Title III - Wagner Peyser Employment Services	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title IV – Vocational Rehabilitation	Vocational Rehabilitation Division of Blind Services	February 2, 2017 December 16, 2016	Electronic Referral
*Title V – Older American Act (SCSEP)	National Caucus and Center on Black Aged, Inc. (SEP)	May 15, 2016 Cost Sharing with In-Kind Staffing Support	On Site
*Veterans Employment and Training Services Under Chapter 41 of Title 38, U.S.C.	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Trade Adjustment Assistance Act (TAA) NAFTA Assistance Activities	CareerSource Chipola	Master Agreement with Department of Economic Opportunity	On Site
*Unemployment Insurance (Note: CareerSource Chipola extends “re-employment assistance”)	Department of Economic Opportunity (No DEO staff onsite to extend UI assistance)	Master Agreement with Department of Economic Opportunity	Electronic/ Telephone Referral
*Temporary Assistance For Needy Families (TANF)	CareerSource Chipola Healthy Families North Florida	<ul style="list-style-type: none"> <li>Cooperative Agreement with Department of Economic Opportunity (Funded by DCF)</li> <li>Department of Children and Family Services – November 9, 2016</li> <li>Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative)</li> </ul>	On Site Referral
*Post Secondary Vocational Education under Carol Perkins Career and Technical Education (CTE)	Chipola College Florida Panhandle Technical Center (Washington-Holmes Technical Center) Calhoun School Board Holmes School Board	Chipola College* – 10/13/2016 Updated 1/2021 Florida Panhandle Technical Center*– 8/14/2017 Calhoun School Board- 8/14/2017 Holmes School Board* – 9/14/2016	Electronic/ Direct Referral

	Jackson School Board  Liberty School Board  Washington School Board	Jackson School Board – 3/15/2016  Liberty School Board – 6/07/2016  Washington School Board*– 8/14/2017  <i>*Multi-MOU's for varying programs identified</i>	
*Job Corps	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic/ Direct Referral
*Community Services Block Grant (CSBG)	Tri-County Community Council  Capital Area Community Action Agency	Tri-County - May 17, 2016  Capital Area Community Action Agenda - May 17, 2017	Electronic Referral
*HUD Employment Programs (U.S. Department of Housing and Urban Development)	Tri-County Community Council	May 17, 2016	Electronic/  Telephone Referral
*Migrant and *Seasonal Farm Worker	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral
*Native American Program (Tribes, Tribal Organization, Native Hawaiians)	Department of Economic Opportunity (No known sector population identified in Area)	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral

It is the opinion of the Chipola CareerSource contracted One-Stop Operator based on legislative review that the Chipola CareerSource Board and staff are acknowledge and have and/or implementing the goals and format of the One-Stop-Operator requirements as set forth in the Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113-128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.

*Linda Sumblin*

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**Linda Sumblin, One-Stop Operator**

\_\_\_\_\_  
October 14, 2024

**Date**

**CUSTOMIZED TRAINING APPLICATION AND CONFLICT OF INTEREST  
DISCLOSURE FOR BOARD MEMBER**

**Program Year July 1, 2024 – June 30, 2025**

**Background:** Chapter 445 Section 007 Florida Statutes and CareerSource FLORIDA Strategic Policy 2017.05.17.C.2 promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Contracts are transparent and administered through processes designed to ensure fairness and accountability. CareerSource Chipola contracts with board members, or with entities for which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

Board members who may have a conflict of interest relating to a CSC contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract. The actions will be recorded in the Board meeting minutes.

CSC is currently promoting Customized Training and Youth Training as a means of providing support to the local employers in need of skill upgrades for current workers to help the company remain competitive and ensure continued employment for workers.

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Oglesby Plants International, Inc. And Twin Oaks Juvenile Development have expressed interest in submitting a grant application under our customized training or youth training initiatives, therefore, board members are formally notified of a conflict of interest and the members will abstain from discussion or voting on any items related to the grant programs.

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**Action Needed:**

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- 1) Board member, Mary McKenzie, declare a Conflict of Interest.
  - 2) Board member/chair, Donnie Read, declare a Conflict of Interest
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2) Review and approve the Customized Training Application.

If and when received.

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