



General Meeting
CareerSource Chipola Community Room,
4636 Highway 90 East, Marianna, FL
November 8, 2018 at 12:00 P.M. (CT)
Richard- (850) 557-2441; Kenny- (850) 557-2971

A G E N D A

CALL TO ORDER	Arthur Obar	
INVOCATION / PLEDGE TO FLAG	Donnie Read	
<i>Dinner – Sponsored by Opportunity Florida</i>		
ROLL CALL	Rachael Poole	
PUBLIC COMMENTS	Arthur Obar	
EMERGENCY ITEMS	Arthur Obar	
CONSENT ITEMS	Arthur Obar	
* Executive/Finance Committee September 10, 2018	Arthur Obar	Page 1
* Program Committee September 11, 2018	Arthur Obar	Pages 2-3
* General Meeting September 13, 2018	Arthur Obar	Pages 4-7
* Executive Committee October 19, 2018	Arthur Obar	Pages 8-9
STATUS OF FUNDS REPORT	Richard Williams	To Be Provided
HURRICANE MICHAEL UPDATE	Richard Williams	
PERFORMANCE REPORT	Debby Wood	To Be Provided
NEW BUSINESS		
* Increase Support & Training Services	Richard Williams	Page 10
* OJT Waiver	Richard Williams	

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* Performance Waiver

Richard Williams

BOARD MEMBER COMMENTS

Arthur Obar

ADJOURNMENT

Arthur Obar

MARK YOUR CALENDARS

Next Board Meeting- January 10, 2019



EXECUTIVE/FINANCE COMMITTEE MEETING

CareerSource Chipola Community Room
4636 HWY 90 East, Suite K, Marianna, Florida
September 10, 2018 at 10:00 AM (CT)

MINUTES

CALL TO ORDER

A quorum was present and Arthur Obar (chair) called the meeting to order.

Attendees- Debbie Kolmetz (via teleconference), Arthur Obar, Johnny Eubanks, Donnie Read (via teleconference), Larry Moore, Jesse Smallwood

Absentees- Raymond Russell, Jared Banta

Others- Richard Williams, Sara Johnson, Rachael Poole- CSC staff

PUBLIC COMMENTS

Arthur Obar asked if there were any comments from the public. There were no comments.

REQUEST FOR BUDGET APPROVALS

Richard Williams shared an overview of the proposed budget for the 2018-2019 program year, which included a 3% average raise for management staff and a reorganization of center staff. After a general discussion and questions for the Executive Director, **Larry Moore made a motion to approve the budget as presented. Johnny Eubanks seconded the motion. The vote was unanimous to approve the proposed budget for the 2018-2019 program year.**

R. Williams then shared an overview of the proposed performance funding budget. After a general discussion, **Larry Moore made a motion to approve the performance funding model budget as presented. Johnny Eubanks seconded the motion. The vote was unanimous to approve the proposed performance funding model budget.**

ADJOURNMENT

There being no more items to discuss, Arthur Obar adjourned the meeting.



PROGRAM COMMITTEE MEETING
CareerSource Chipola Community Room
4636 HWY 90 East, Suite K, Marianna, Florida
September 11, 2018 at 1:00 PM (CT)

MINUTES

CALL TO ORDER

A quorum was present and Arthur Obar (chair) called the meeting to order.

Attendees- Scott Kilpatrick, Mary McKenzie, Arthur Obar, Donnie Read, Janice Sumner, Darrin Wall

Absentees- Jared Banta, Martha Compton, Andy Jackson

Others- Richard Williams, Kenny Griffin, Lauren Morris, Rachael Poole, Debby Wood-CSC Staff

PUBLIC COMMENTS

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

ELECTION OF CHAIR

Darrin Wall nominated Donnie Read, Mary McKenzie seconded the nomination and the vote was unanimous to elect Donnie Read as chair of the program committee for the 2018-2019 program year.

WIOA ELIGIBILITY REQUEST

Debby Wood presented an overview of current income eligibility requirements for the Adult and Dislocated Workers program. She then presented the staff recommendation to increase the income eligibility from 200% of Poverty to 200%, 225% or 250% of the Lower Living Standard Income Level (LLSIL). After a general discussion, Darrin Wall made a motion to approve an increase in income eligibility from 200% of Poverty to 200% of the Lower Living Standard Income Level. After further discussion, D. Wall withdrew his original motion. **D. Wall made a motion to approve an increase of 225% of the Lower Living Standard Income Level, A. Obar seconded the motion and the vote was unanimous to approve the**

increase in income eligibility from 200% of Poverty to 225% of the Lower Living Standard Income Level.

WAIVER REQUEST

Richard Williams requested permission to request federal waivers for the 75% out-of-school youth and 20% work experience expenditure requirements. After a general discussion, **Janice Sumner made a motion to approve the waiver requests, Mary McKenzie seconded the motion and the vote was unanimous to allow CSC staff to seek the above listed WIOA federal waivers.**

CNA REQUEST

D. Wood requested that the board approve the addition of the Certified Nursing Assistant program to the Regional Targeted Occupations List. After a general discussion, **Mary McKenzie made a motion to approve the request, Darrin Wall seconded the motion and the vote was unanimous to add the Certified Nursing Assistant program to the Regional Targeted Occupations List.**

PROJECT FIRST STEP

D. Wood provided an overview of Project First Step, a program focused on helping individuals with criminal-related background issues gain employment. After a general discussion, **Darrin Wall made a motion to approve the program as presented, Mary McKenzie seconded the motion and the vote was unanimous to approve Project First Step.**

ADJOURNMENT

There being no more items to discuss, Donnie Read adjourned the meeting.



General Meeting

CareerSource Chipola Community Room,
4636 Highway 90 East, Marianna, FL
September 13, 2018 at 6:00 PM

MINUTES

CALL TO ORDER

A quorum was present and Arthur Obar (chair) called the meeting to order.

INVOCATION/PLEDGE TO THE FLAG

Donnie Read led the invocation and Pledge of Allegiance.

ROLL CALL

Attendees- Mary McKenzie, Raymond Russell, Janice Sumner, Debbie Kolmetz, Sandy Spear, Arthur Obar, Donnie Read, Ralph Whitfield, Tracy Andrews, Zenna Corbin, Darrin Wall, Sarah Clemmons, Frances Henderson, Andy Jackson, Scott Kilpatrick, Jesse Smallwood, Kristy Terry

Absentees- Tom Jenkins, Jared Banta, Travis Ephriam, Johnny Eubanks, Martha Compton, Larry Moore, Keith Sutton

Others- Richard Williams, Kenny Griffin, Deena Johnson, Sara Johnson, Lauren Morris, Rachael Poole, Melody Wade, Debby Wood

NEW MEMBER INTRODUCTIONS

New members, Sandy Spear and Tracy Andrews introduced themselves to CSC board members and staff.

PUBLIC COMMENTS

Arthur Obar asked if there were any public comments. There were no public comments.

EMERGENCY ITEMS

Arthur Obar asked if there were any emergency items. There were none.

CONSENT ITEMS

Members were asked if anyone had an item that they wished to remove for discussion.

Being none, Mary McKenzie made a motion to approve the consent items. Janice Sumner seconded the motion and the vote was unanimous to approve the consent items.

STATUS OF FUNDS REPORT

Richard Williams, Executive Director, presented the Status of Funds Report. Zenna Corbin, board member, commended CSC staff and board members on a job well done.

PERFORMANCE REPORT

Richard Williams, Executive Director, presented the Performance Report. There was general consent among board members to continue to use the presented format at future meetings.

COMMITTEE MEETINGS

Donnie Read made a motion to approve the budget for the 2018-2019 program year as presented, Jesse Smallwood seconded the motion and the vote was unanimous to approve the budget as presented, included raises and reorganization of the center.

Jesse Smallwood made a motion to approve the Performance Funding Model budget as presented, Donnie Read seconded the motion and the vote was unanimous to approve the Performance Funding Model budget as presented.

On behalf of the program committee, Donnie Read made a motion to increase the income eligibility from 200% of Poverty to 225% of the Lower Living Standard Income Level (LLSIL). Mary McKenzie seconded the recommendation presented by the program committee and the vote was unanimous to approve the increase in income eligibility.

On behalf of the program committee, Donnie Read made a motion to request federal waivers for the 75% out-of-school youth and 20% work experience expenditure requirements. Ralph Whitfield seconded the recommendation presented by the program committee and the vote was unanimous to allow CSC staff to seek the federal waivers.

On behalf of the program committee, Donnie Read made a motion to add the Certified Nursing Assistant program to the Regional Targeted Occupations List. Zenna Corbin seconded the recommendation presented by the program committee and the vote was unanimous to add the CNA program to the Regional Targeted Occupations List.

*Sarah Clemmons declared a conflict of interest and abstained from both the discussion and voting.

On behalf of the program committee, Donnie Read made a motion to approve the First Step program as presented, Darrin Wall seconded the recommendation presented by the program committee and the vote was unanimous to approve Project First Step.

Janice Sumner seconded the recommendation by the executive committee to move \$1,000 of unrestricted funds to the Flower Fund. The vote was unanimous to move \$1,000 to the Flower Fund.

CHAIR'S REQUEST FOR EXECUTIVE COMMITTEE

Arthur Obar requested the following members to serve on the executive committee: Arthur Obar, chair; Janice Sumner, vice-chair; Mary McKenzie (Calhoun), Debbie Kolmetz (Holmes); Andy Jackson (Jackson); Johnny Eubanks (Liberty) and Darrin Wall (Washington). **Raymond Russell made a motion to approve the chair's request for executive committee, Donnie Read seconded the motion and the vote was unanimous to approve the executive committee for the 2018-2019 program year.**

WIOA ITA WAIVER REQUEST

Richard Williams requested that the staff be able to seek a waiver of the state's ITA requirement the same as the previous years (15%) and give the chair the authority to sign the waiver request when submitted. **Darrin Wall made a motion to approve the request to seek a waiver of the state ITA requirement, Mary McKenzie seconded the motion and the vote was unanimous to approve the request.**

REVIEW OF ONE-STOP OPERATOR QUARTERLY REPORT

Richard Williams presented a review of the One-Stop Operator Quarterly Report.

DEO MONITORING

Debby Wood presented the DEO Monitoring Report to the board, followed by a question and answer period. No action was taken.

RELATED PARTY CONTRACTS

Donnie Read made a motion to approve all three related party contracts, Darrin Wall seconded the motion. A visual vote was taken and 17/17 board members present voted to approve related party contracts for Rex Lumber, Graceville, LLC; Rex Lumber, Bristol, LLC; and Florida Panhandle Technical College.

*The board members with a conflict of interest, Jared Banta (Rex Lumber, Graceville, LLC and Rex Lumber, Bristol, LLC) and Martha Compton (Florida Panhandle Technical College), were not present at the meeting.

EXECUTIVE DIRECTOR'S REPORT

- With regards to performance funding, Richard Williams thanked board members, board staff and center staff for their hard work and commitment to CSC and our region.

- Highlighted Customer Service Score with the business community.

BOARD MEMBER COMMENTS

Arthur Obar thanked CSC staff for their hard work and energy and board members for their time and dedication.

ADJOURNMENT

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



EXECUTIVE COMMITTEE MEETING
CareerSource Chipola Community Room
4636 HWY 90 East, Suite K, Marianna, Florida
October 19, 2018 11:00 AM (CT)

MINUTES

CALL TO ORDER

A quorum was present and Arthur Obar (chair) called the meeting to order.

Attendees- Johnny Eubanks, Debbie Kolmetz, Mary McKenzie, Arthur Obar, Janice Sumner

Absentees- Andy Jackson, Darrin Wall

Others- Sara Johnson, Rachael Poole, Richard Williams (CSC staff)

PUBLIC COMMENTS

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

DIRECTOR'S COMMENTS

Richard Williams shared updates about events following Hurricane Michael.

NEW BUSINESS

Richard Williams requested the ability to negotiate and sign a contract with a staffing firm for disaster employment. **Johnny Eubanks made a motion to approve the request. Mary McKenzie seconded the motion and the vote was unanimous to approve the request to give the Executive Director the power to negotiate and sign a contract with a staffing firm for disaster employment.**

Richard Williams requested the ability to negotiate and sign any disaster-related emergency expenditure, up to \$50,000, with the approval of the chair. **Johnny Eubanks made a motion to approve the request. Janice Sumner seconded the motion and the vote was unanimous to approve the request to negotiate and sign any disaster-related expenditure, up to \$50,000, with the approval of the chair.**

ADJOURNMENT

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

DRAFT

Potential Waiver Requests based upon those already granted in other states

1. Waiver to increase on-the-job training employer reimbursement up to 90 percent for businesses with 50 or fewer employees WIOA Section 134(c) (3)(H)(i) and 20 CFR 680.720 (b)
2. Waiver to allow the State to calculate the out-of-school youth requirement at the State level only WIOA Section 129(a)(4) and 20 CFR 681.410
3. Waiver of the limitation on the use of funds for capitalization of business to allow funds to be used to capitalize small business that were affected by Hurricanes Irma and Maria, up to \$5,000 per affected business WIOA Section 181(e)
4. Waiver to permit the State to exclude individuals affected by the disaster from the calculation of state and local performance measures WIOA Section 116(b) and (c)
5. Waiver to permit the State and its disaster-impacted local areas to use local Adult and Dislocated Worker formula funds for the development or identification of education and training programs that have the characteristics referenced in WIOA Section 134(a)(3)(A)(iii) and to allow the State and its disaster-impacted local areas to use Youth formula funds to support the development of alternative, evidence-based programs, and other activities that enhance the choices available to eligible youth and which encourage youth to reenter and complete secondary education, enroll in post-secondary education and advanced training, progress through a career pathway, and enter into unsubsidized employment that leads to economic self-sufficiency WIOA Sections 129(b)(2)(B)) and 134(a)(3)(A)(iii)
6. Waiver of the requirement that local WIOA Section X II-1 programs provide each of the 14 youth program elements to prioritize needed services to youth participants in hurricane-affected local areas 129(c)(2)
7. Waiver to allow WIOA Individual Training Accounts (ITAs) for in school youth 20CFR 681.550

INCREASE SUPPORT AND TRAINING SERVICES
DUE TO IMPACT OF HURRICANE MICHAEL

Background: CareerSource Chipola is seeking permission to increase the amount of training assistance and support services provided to participants who are enrolled in occupational skills training and/or participating in services focused on employment. The request is based on the need to provide increased service amounts to relieve the financial burden on participants. Without the additional assistance, there is a possibility of participants dropping out of training because of reduced household income/financial means of support. If this occurs, there will be a significant negative impact on our local performance, which can ultimately reduce future funding. Based on all program funding available (Welfare, WIOA, Performance Funding and National Dislocated Worker Grant), there is sufficient dollars to allow for the increase to help our participants complete training and enter employment.

Staff Recommendation: Allow CareerSource Chipola staff to increase the amount of training assistance and support services through June 30, 2018. Following the end of the program year, a recommendation will be made for the future program year.

- 1) The current threshold for Support Services is \$2,000 per Program Year (July 1 – June 30) and Success Coaches have an option to transfer up to \$1,000 per calendar year to the Individual Training Account (ITA) amount. The Executive Director has the authority to approve up to an additional \$1,000 over the yearly ITA amount spent for a student with reasonable cause.

o The staff recommendation is to increase the current threshold for Support Services to \$4,000 per Program Year and removed the current ability to increase the ITA for the program year ending June 30, 2019.

- 2) Current guidelines for training assistance is based on a combination of Pell grant assistance and program funding to cover the cost of training.

o The staff recommendation is to allow participants to maintain as much Pell grant funding as possible based on the cost of the training program and use the full amount available under CSC's Individual Training Account limit of \$5,000 (Welfare, WIOA, Performance Funding, and/or National Dislocated Worker Grant) dollars through June 30, 2019.

- 3) Current guidelines for transportation assistance are based on MapQuest mileage to/from the participant's home to the training/education institution.

Travel up to 150 miles per month	(1) \$25 card – value \$25
Travel up to 300 miles per month	(2) \$25 cards – value \$50
Travel up to 450 miles per month	(3) \$25 cards – value \$75
Travel up to 600 miles per month	(4) \$25 cards – value \$100
Travel up to 750 miles per month	(5) \$25 cards – value \$125

Travel more than 750 miles per month	(6) \$25 cards – value \$150
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- o **The staff recommendation is to increase the amount of transportation assistance to the following (double) through June 30, 2019:**

Travel up to 150 miles per month	(2) \$25 cards – value \$50
Travel up to 300 miles per month	(4) \$25 cards – value \$100
Travel up to 450 miles per month	(6) \$25 cards – value \$150
Travel up to 600 miles per month	(8) \$25 cards – value \$200
Travel up to 750 miles per month	(10)\$25 cards – value \$250
Travel more than 750 miles per month	(12)\$25 cards – value \$300

- 4) Current guidelines for earning an incentive for entering unsubsidized employment:

\$200 (for those participants who gain unsubsidized employment at 30 or more hours per week in the field of training or a related field).

\$100 (for those participants who were in training and gain unsubsidized employment at 30 or more hours per week not related to the field of training or for those customers who were not enrolled in training and were served only in Basic Career or Individualized Career services).

- o **The staff recommendation is to increase the amounts provided to participants for gaining employment through June 30, 2019:**

\$300 (for those participants who gain unsubsidized employment at 30 or more hours per week in the field of training or a related field).

\$200 (for those participants who gain unsubsidized employment at 30 or more hours per week not related to the field of training or for those customers who were not enrolled in training and were served only in Basic Career or Individualized Career services for employment).