



BOARD MEETING

CareerSource Chipola, Community Room
4636 HWY 90 East, Suite K, Marianna, FL 32446
Thursday, May 9, 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. Rachael Poole recorded attendance.

Attendees- Mary McKenzie, Raymond Russell, Janice Sumner, Debbie Kolmetz, Travis Ephriam, Arthur Obar, Johnny Eubanks, Donnie Read, Ralph Whitfield, Darrin Wall, Sarah Clemmons, Andy Jackson, Larry Moore, Jesse Smallwood

Absentees- Sandy Spear, Jared Banta, Tracy Andrews, Zenna Corbin, Martha Compton, Frances Henderson, Keith Sutton, Kristy Terry

Others- Richard Williams, Rose Adams, Kenny Griffin, Deena Johnson, Sara Johnson, Lauren Morris, Rachael Poole, Melody Wade, Debby Wood-CSC Staff, Patrick Wright- FLDOE

PUBLIC COMMENTS

Arthur Obar asked if there were any public comments. He stated that Rachael Poole 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 March 14, 2019. Mary McKenzie seconded the motion and the vote was unanimous to approve the minutes from the Board Meeting on March 14, 2019.

STATUS OF FUNDS REPORT

Executive Director, Richard Williams, presented the Status of Funds report. Attention was first drawn to the National Dislocated Worker Grant. He explained that these were funds received as a result of Hurricane Michael and the program is expected to run for around two years. He then focused on the WIOA – State Level Hurricane Michael Recovery category. This is money from the State of Florida through CareerSource Florida allocated to be used for hurricane-related issues. These funds are being shown as unallocated as of now, until a decision is made for how to utilize the funds. Richard Williams then addressed the WIOA State Level – Building Construction Technology Project. He explained that this is a grant given to us through DEO, and specifically earmarked for Jackson County School Board's Building Construction Technology Project. He then moved to the WIOA Incentives portion of the Status of Funds report. He stated that this is some of the performance money received that are scheduled to expire at the end of December 2019. However, it is expected that either the life cycle of the funds will be extended, or the funds will be reissued to extend for a full year. Welfare Transition Program funds explained that \$225,000 of funds are planned to be allocated for a summer youth program within the school districts. He then stated that Wagner-Peyser Incentives will be reallocated to cover the lack of funding for DVOP, LVER and Reemployment.

NATIONAL DISLOCATED WORKER GRANT

Rose Adams presented an update on the National Dislocated Worker Grant. She gave an overview of job sites and the number of workers in each county. There are currently twenty-eight worksites and 119 active workers enrolled in the program. Thirty-nine individuals have obtained unsubsidized, permanent employment since beginning of the grant. Rose Adams closed by sharing a success story of one of the participants.

COMMITTEE MEETINGS

Arthur Obar reviewed the Executive-Finance Committee meeting minutes for review only from March 14, 2019. There were no questions or comments. He then presented the minutes from the Executive Committee meeting on April 12, 2019. Richard Williams explained the request for the Work Local campaign. **Johnny Eubanks declared a conflict of interest and abstained from both the discussion and voting. Raymond Russell seconded the motion presented by the board. The vote was unanimous to approve the request to proceed with the Work Local campaign as presented at the Executive Committee meeting on April 12, 2019.**

APPOINTMENT OF NOMINATING COMMITTEE

Johnny Eubanks made a motion for the current officers to maintain their positions for the remainder of their terms. (Arthur Obar – Chair, Janice Sumner – Vice Chair; Debbie Kolmetz – Secretary/Treasurer). Ralph Whitfield seconded the motion and the vote was unanimous for current officers to maintain their positions for the remainder of their terms.

SUPPORTIVE SERVICES FUNDING CHANGE

Debby Wood requested for Chipola staff to be able to decrease the amount of training assistance and support services, effective July 1, 2019, for participants enrolled in occupational skills training and/or solely receiving employment focused services. Specifically, the staff recommendations are to: reduce the support services threshold from \$4,000 to \$2,000 per program year (July 1 – June 30); allow participants to balance the Pell grant funding and all program funding, to the degree possible, to provide a blend of resources for the completion of training and attainment of self-sufficient employment with the determination being based on individual need and circumstance; reduce the amount of transportation amounts to the increments listed; and reduce the amount provided to participants gaining unsubsidized employment. In addition, Debby Wood requested that travel support services end for participants in the National Dislocated Workers Grant as of June 1, 2019. **After a general discussion, Janice Sumner made a motion to approve the request as presented by Debby Wood. Travis Ephriam seconded the motion and the vote was unanimous to approve the request as presented.**

CELEBRATION OF SUCCESS EVENT

Debby Wood requested approval to refocus the efforts of the youth program to award incentives at the point employment is gained or youth opt to enter post-secondary education to increase earning opportunities. The event will transition from an obtained GED event to a “Signing Day” type of celebration. This type of event will showcase youth who gained a recognized credential, obtained employment or enrolled in post-secondary education. CSC staff will continue to help participants with job search efforts, career exploration, and the selection of training programs with approved eligible providers. **Dr. Sarah Clemmons expressed her support of the new “Signing Day” celebration and made a motion to approve the request as presented. Darrin Wall seconded the motion and the vote was unanimous to move forward with the event as presented.**

ELIGIBLE TRAINING PROVIDER LIST

Debby Wood presented information regarding the proposed updated 2018-2019 Targeted Occupations List, as well as the 2019-2020 Targeted Occupations List. **Dr. Sarah Clemmons declared a conflict of interest and abstained from both the discussion and voting. After a general discussion, Johnny Eubanks made a motion to approve the updated 2018-2019 Targeted Occupations List, as well as the 2019-2020 Targeted Occupations List. Travis Ephriam seconded the motion and the vote was unanimous to approve the Targeted Occupation Lists as presented.**

TANF SUMMER YOUTH EMPLOYMENT PROGRAM

Richard Williams led a discussion regarding the proposed TANF Summer Youth Program. Due to the brief turnaround on the grant, as well as procurement requirements, the staff recommendation is to allow CareerSource Chipola staff to contract with school districts are not subject to the procurement. Contracts with school districts are not subject to the procurement process and will allow CareerSource Chipola to move the program forward in a rapid manner. **Dr. Sarah Clemmons, Darrin Wall and Donnie Read declared a conflict of interest and**

abstained from the discussion and voting. Janice Sumner made a motion to approve the request for the TANF Summer Youth Program. Mary McKenzie seconded the motion and the vote was unanimous to approve the TANF Summer Youth Program as submitted.

CONTRACTS WITH BOARD MEMBER CONFLICT

CareerSource Chipola is requesting permission to be able to enter into a contract with the Calhoun-Liberty Journal for up to \$5,000 for on-the-job training (OJT). **Johnny Eubanks abstained from the discussion and voting. After a general discussion, Donnie Read made a motion to approve the request, Raymond Russell seconded the motion and the vote was unanimous to approve the request as presented.**

CareerSource Chipola is also seeking permission to enter into contracts for the TANF Summer Youth Program with the Washington County School Board for up to \$15,000, Jackson County School Board for up to \$55,000 and Chipola College for up to \$20,000. Larry Moore, Dr. Sarah Clemmons, and Darrin Wall declared a conflict of interest and abstained from both the discussion and voting. **After a general discussion, Donnie Read made a motion to approve the requests as presented. Janice Sumner seconded the motion and the vote was unanimous to approve the request to enter into contracts with the Washington County School Board, Jackson County School Board and Chipola College for the TANF Summer Youth Program.**

ONE STOP OPERATOR REVIEW

Richard Williams reviewed the report submitted by Linda Sumblin, One-Stop Operator. There were no questions or comments.

REPORT ON IT INFRASTRUCTURE

Richard Williams presented an overview of the most recent Technology Audit Report submitted by Ken Osman.

DIRECTOR'S COMMENTS

Richard Williams requested to be able to maximize the expenditure of funds. Raymond Russell made a motion to approve the request, Jesse Smallwood seconded the motion and the vote was unanimous to approve the request to maximize the expenditure of funds. Patrick Wright from FLDOE described his role as Apprenticeship and Training Representative and welcomed board members to speak with him after the meeting if they are interested in apprenticeship. Richard Williams then explained the staffing changes effective on June 1, 2019. Sonia Ubias will be moving from the career center at Chipola College to the position of leading the First Step program. Rachael Poole will be moving to the career center at Chipola College, as well as teaching the course, Career and Life Planning. Lauren Morris will be moving into the current role of Administrative Assistant, which will be revamped to also incorporate additional programmatic responsibilities. Richard Williams then presented an overview of Opportunity Florida's recent visit to Mississippi to gain insight into long-term hurricane recovery efforts.

ADJOURNMENT

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