



General Meeting
CareerSource Chipola Community Room,
4636 Highway 90 East, Marianna, FL
March 12, 2020 at 6:00 P.M. (CT)
Richard - (850) 557-2441; Lauren - (850) 693-3913

A G E N D A

CALL TO ORDER	Arthur Obar	
INVOCATION / PLEDGE TO FLAG	Donnie Read	
Dinner – Sponsored by Opportunity Florida		
ROLL CALL	Lauren Morris	
PUBLIC COMMENTS	Arthur Obar	
EMERGENCY ITEMS	Arthur Obar	
CONSENT ITEMS	Arthur Obar	
* General Meeting Minutes January 9, 2020	Arthur Obar	Pages 1-3
PERFORMANCE PRESENTATION	Department of Economic Opportunity	
*ANNUAL AUDIT REVIEW & APPROVAL	Katherine Munday, James Moore & Co.	
STATUS OF FUNDS REPORT	Richard Williams	To Be Provided
NDWG UPDATE	Rose Adams	Pages 4-5
COMMITTEE MEETINGS		
* March Youth Committee Meeting	Debby Wood	To Be Provided
NEW BUSINESS		
* Contract with Board Member Conflict Brightway Insurance	Debby Wood	Pages 6-10

(Continued on next page)

* Approval Request
2020-2024 Local Workforce Services Plan

Richard Williams

Monitoring Review Closeout Letter

Richard Williams

Page 11

DIRECTOR'S COMMENTS

Richard Williams

BOARD MEMBER COMMENTS

Arthur Obar

ADJOURNMENT

Arthur Obar

***Requires board action**

MARK YOUR CALENDARS

Next Board Meeting – Thursday, May 14, 2020



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 to 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.

National Dislocated Worker Grant

Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Liberty	2	3
Calhoun	4	24
Jackson	14	61
Washington	1	2
<u>Holmes</u>	<u>1</u>	<u>1</u>
TOTAL	22	91
	2/25/2020	



Current Workers by Job Title

- 59 - General Laborers
- 17 - Humanitarian
- 9 - Recovery Support Workers



Total Grant Applicants – 328
Total Temporary Placements – 239
Total *Individuals* Placed in Temporary Jobs - 194

Unsubsidized Job Placements Verified to Date

35 Temp Workers from Worksites
49 Other Certified Applicants
84 Total Employed Permanent Jobs



ON-THE-JOB TRAINING APPLICATION AND CONFLICT OF INTERST DISCLOSURE
FOR BOARD MEMBER

Program Year July 1, 2020 – June 30, 2021

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 On-the-Job Training as a means of providing support to the local employers in need of workers and customers in need of employment.

An On-the-Job Training Application has been received from Brightway Insurance; therefore, the conflict of interest process must be completed.

Action Needed:

- 1) Board member, Travis Ephriam, declare a Conflict of Interest.
 - 2) Review and approve OJT Application.
-



CAREERSOURCE CHIPOLA ADMIN USE ONLY
 Date Application Received 02/18/2020
 Staff Initials: AO

SECTION 1: WORKSITE PROVIDER INFORMATION

COMPANY LEGAL BUSINESS NAME:		
FORMER NAME(S) UNDER WHICH BUSINESS HAS OPERATED:		
STREET ADDRESS: <u>2867 Caledonia St.</u>		
(IS THIS ADDRESS A COMMERCIAL LOCATION/STORE FRONT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO)		
CITY: <u>Marianna</u>	ZIP: <u>32446</u>	COUNTY: <u>Jackson</u>
HAS YOUR BUSINESS OPERATED AT THIS LOCATION FOR AT LEAST 120 DAYS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
BUSINESS WEBSITE, IF APPLICABLE: <u>Brightway.com</u>		EMPLOY FLORIDA USERNAME:
AUTHORIZED BUSINESS CONTACT PERSON: <u>Tavares Horne</u>		
TITLE: <u>AAO</u>	EMAIL: <u>tavares.horne@brightway.com</u>	
PHONE #: <u>850 683-3460</u>	EXTENSION:	FAX #:
DATE OF INCEPTION: (IN FLORIDA) <u>6/2014</u>	YEARS IN BUSINESS: (IN FLORIDA) <u>5 yrs.</u>	# OF FULL-TIME EMPLOYEES: (NON-FAMILY MEMBERS) <u>0</u>
*DOES BUSINESS UTILIZE A PROFESSIONAL EMPLOYER ORGANIZATION (PEO)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, NAME OF PEO:		
TYPE OF BUSINESS:	<input checked="" type="checkbox"/> FOR-PROFIT	<input type="checkbox"/> NON-PROFIT
	<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> PARTNERSHIP
	<input type="checkbox"/> CORPORATION	<input checked="" type="checkbox"/> CORPORATION
WORKSITE PROVIDER'S FEDERAL ID #: <u>83-3975758</u>	UNEMPLOYMENT COMPENSATION ID #: <u>N/A</u>	
FLORIDA SALES TAX REG. #: <u>N/A</u>	WORKERS' COMPENSATION POLICY #: <u>N/A</u>	
LIABILITY COVERAGE POLICY #: <u>09 0005811088 302</u>	PRIMARY NAICS OR SIC CODE OF THE BUSINESS:	
IS THE BUSINESS/OCCUPATION IN AN INDUSTRY SECTOR TARGETED BY CAREERSOURCE CHIPOLA AND/OR INCLUDED ON THE CURRENT REGIONAL TARGETED OCCUPATIONS LIST? <input type="checkbox"/> NO <input type="checkbox"/> YES; WHICH ONE?:		
<input type="checkbox"/> AGRICULTURE, MINING, AND CONSTRUCTION	<input type="checkbox"/> TRADE	
<input type="checkbox"/> AGRICULTURE, FORESTRY, FISHING, HUNTING	<input type="checkbox"/> TRANSPORTATION AND WAREHOUSING	
<input type="checkbox"/> CONSTRUCTION	<input type="checkbox"/> INFORMATION	
<input type="checkbox"/> MANUFACTURING	<input checked="" type="checkbox"/> FINANCIAL ACTIVITIES	
<input type="checkbox"/> TRADE, TRANSPORTATION, AND UTILITIES	<input type="checkbox"/> PROFESSIONAL & BUSINESS SERVICES	
<input type="checkbox"/> EDUCATION & HEALTH CARE SERVICES	<input type="checkbox"/> LEISURE & HOSPITALITY	
<input type="checkbox"/> OTHER SERVICES	<input type="checkbox"/> GOVERNMENT	
<input type="checkbox"/> REGIONAL TARGETED OCCUPATION LIST. WHAT IS THE OCCUPATIONAL TITLE:		
ARE YOU A MEMBER OF THE CAREERSOURCE CHIPOLA BOARD OF DIRECTORS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
IS YOUR BUSINESS CURRENT ON ALL STATE OF FLORIDA TAX OBLIGATIONS?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
IS YOUR BUSINESS CURRENT ON ALL FEDERAL TAX OBLIGATIONS?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
DOES YOUR BUSINESS HAVE ANY OUTSTANDING LIENS, JUDGMENTS, OR OTHER DEFAULTS?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
HAVE YOU OR YOUR BUSINESS RECEIVED A FEDERAL DEBARMENT NOTICE?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
HAS YOUR BUSINESS HAD ANY LAYOFFS OR FURLOUGHS IN THE PAST 12 MONTHS?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
DOES YOUR BUSINESS HAVE ANY PROJECTED LAYOFFS/FURLOUGHS IN THE NEXT 12 MONTHS?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
IS YOUR BUSINESS BEING SOLD OR MERGING WITH ANOTHER COMPANY?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

**ON-THE-JOB TRAINING (OJT) GRANT
WORKSITE PROVIDER APPLICATION**

DESCRIPTION OF YOUR BUSINESS, PRODUCT(S) AND/OR SERVICE(S): <i>Personal Lines Insurance</i>	
IS YOUR BUSINESS CURRENTLY RECEIVING/APPLYING FOR OTHER TRAINING GRANT FUNDS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SUCH AS: <input type="checkbox"/> INCUMBENT WORKER TRAINING (IWT - (LOCAL LEVEL)	<input type="checkbox"/> FLORIDA FLEX (STATE LEVEL)
HAS YOUR BUSINESS EVER RECEIVED AN IWT (LOCAL) /OJT GRANT FROM CAREERSOURCE CHIPOLA? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF SO, WHICH ONE & WHEN:	

■ **SECTION 2: POSITION INFORMATION**

PROVIDE THE FOLLOWING INFORMATION FOR EACH POSITION THAT IS EXPECTED TO RECEIVE ON-THE-JOB TRAINING. PLEASE LIST EACH JOB TITLE SEPARATELY.

POSITION TITLE: <i>Customer Service Rep.</i>	NUMBER OF EXPECTED POSITIONS WITH THIS TITLE: <i>2</i>	O*NET CODE:
IN DEMAND/HIGH GROWTH OCCUPATION: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
HOURS PER WEEK: <i>40 hrs.</i>	SUPERVISOR TO TRAINEE RATIO: <i>1 to 1</i>	ANTICIPATED STARTING HOURLY WAGE: <i>\$12</i>
ANTICIPATED HOURLY WAGES AT TRAINING COMPLETION: <i>\$12.25</i>	BENEFITS (INITIAL HIRE AND AT TRAINING COMPLETION):	
LIST OF PAID HOLIDAYS: <i>3 New Year's Day, Fourth of July, Christmas</i>		
POSITION TITLE:	NUMBER OF EXPECTED POSITIONS WITH THIS TITLE:	O*NET CODE:
IN DEMAND OR HIGH GROWTH OCCUPATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOURS PER WEEK:	SUPERVISOR TO TRAINEE RATIO:	ANTICIPATED STARTING HOURLY WAGE:
ANTICIPATED HOURLY WAGES AT TRAINING COMPLETION:	BENEFITS (INITIAL HIRE AND AT TRAINING COMPLETION):	
LIST OF PAID HOLIDAYS:		
POSITION TITLE:	NUMBER OF EXPECTED POSITIONS WITH THIS TITLE:	O*NET CODE:
IN DEMAND OR HIGH GROWTH OCCUPATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOURS PER WEEK:	SUPERVISOR TO TRAINEE RATIO:	ANTICIPATED STARTING HOURLY WAGE:
ANTICIPATED HOURLY WAGES AT TRAINING COMPLETION:	BENEFITS (INITIAL HIRE AND AT TRAINING COMPLETION):	
LIST OF PAID HOLIDAYS:		

■ **SECTION 3: PREVIOUS PARTICIPANT/TRAINEE INFORMATION**

PROVIDE THE FOLLOWING INFORMATION FOR EACH PARTICIPANT/EMPLOYEE THAT THE BUSINESS HAS PREVIOUSLY RECEIVED AN OJT AWARD (IF ANY).

**ON-THE-JOB TRAINING (OJT) GRANT
WORKSITE PROVIDER APPLICATION**

PRIOR OJT PARTICIPANTS	JOB TITLE(S)	OUTCOME OF TRAINING
N/A	N/A	N/A

SECTION 4: FEDERAL AND LOCAL CRITERIA

PLEASE CAREFULLY CONSIDER THE FOLLOWING QUESTIONS AND ANSWER ACCORDINGLY. NOTE: THESE QUESTIONS ARE PART OF THE SCORING CRITERIA FOR CONSIDERATION OF YOUR APPLICATION.

WILL SUCCESSFUL OJT PARTICIPANTS BE RETAINED IN LONG-TERM EMPLOYMENT?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
WILL OJT FUNDS BE USED, DIRECTLY OR INDIRECTLY, TO PROMOTE OR DETER UNION ORGANIZING?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
WILL THIS POSITION DISPLACE, IN WHOLE OR IN PART (REDUCTION IN HOURS), ANY EMPLOYEES? No	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
WILL PARTICIPANTS BE PAID WAGES THAT ARE AT LEAST EQUAL TO OTHER EMPLOYEES OF THE SAME OCCUPATION WITH SIMILAR EXPERIENCE?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
WILL PARTICIPANTS BE PROVIDED THE SAME WORKERS' COMPENSATION, HEALTH INSURANCE, UNEMPLOYMENT INSURANCE, RETIREMENT BENEFITS, ETC. AS REGULAR, NON-OJT EMPLOYEES?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
WILL THE WORKSITE PROVIDER COMPLY WITH NON-DISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INVESTMENT ACT OF 1998 AND ITS REGULATIONS?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THE WORKSITE PROVIDER COMMIT TO UTILIZE CAREERSOURCE CHIPOLA TO POST JOB OPENINGS AND RECRUIT QUALIFIED CANDIDATES?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THE WORKSITE PROVIDER COMMIT TO PROVIDING QUALITY TRAINING AND ADVANCEMENT OPPORTUNITIES TO PARTICIPANTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

SECTION 5: WORKING CONDITIONS

DOES THE WORKSITE PROVIDER FURNISH THE NECESSARY SAFETY GEAR, IF APPLICABLE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> N/A
ARE ARRANGEMENTS MADE FOR INCLEMENT WEATHER (IF WORKSITE IS OUTDOORS)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> N/A
WILL THE WORK INVOLVE DUTIES FOR RELIGIOUS ENTITIES OR POLITICAL LOBBYING ACTIVITIES? N/A	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/>

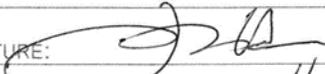
**ON-THE-JOB TRAINING (OJT) GRANT
WORKSITE PROVIDER APPLICATION**

■ **SECTION 6: CERTIFICATION BY AUTHORIZED COMPANY REPRESENTATIVE**

NOTE: THE INDIVIDUAL SIGNING THE APPLICATION BELOW MUST HAVE AUTHORITY TO ENTER INTO CONTRACTS ON BEHALF OF THE APPLYING BUSINESS.

HAVE YOU FULLY REVIEWED THIS CAREERSOURCE CHIPOLA ON-THE-JOB TRAINING APPLICATION AND UPON RECEIPT OF AN ON-THE-JOB TRAINING AGREEMENT, WILL YOU BE WILLING TO EXECUTE THE AGREEMENT? YES NO

As an authorized representative of the business listed in this application, I hereby certify that the information included in and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved this program.

SIGNATURE: 	TITLE: AAO
TYPE NAME: James Horne	DATE: 2/15/2020

PLEASE SUBMIT APPLICATION NO LESS THAN FOURTEEN (14) DAYS PRIOR TO THE ANTICIPATED START DATE OF TRAINING TO:

ON-THE-JOB TRAINING PROGRAM
ATTN: PROGRAMS COORDINATOR
CAREERSOURCE CHIPOLA
4636 Highway 90 East, Suite K
Marianna, FL 32446
OR via email to: debby.wood@careersourcechipola.com

OR via fax to: (850) 482-3590

PLEASE MAKE SURE THE FOLLOWING INFORMATION IS SUBMITTED:

- SIGNED OJT WORKSITE PROVIDER APPLICATION
- POSITION DESCRIPTION(S) FOR EACH POSITION
- TRAINING OUTLINE(S) FOR EACH POSITION



Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

February 25, 2020

Mr. Richard Williams, Executive Director
CareerSource Chipola
4636 Hwy. 90 East, Suite K
Marianna, FL 32446

Dear Mr. Williams:

The Department of Economic Opportunity would like to thank you and CareerSource Chipola staff for your participation and cooperation in the 2018-2019 quality assurance review of your workforce programs. Your Corrective Action Plan for resolving the findings and other noncompliance issues identified in the report has been accepted. Consequently, this correspondence closes the 2018-2019 quality assurance review process.

Should you have any questions or require additional information, please contact Ken Williams at (850) 245-7457 or via email at Kenneth.Williams@deo.myflorida.com.

Sincerely,

Shila A. Salem, Chief
Bureau of One-Stop and Program Support

SAS/omb

cc: Michelle Dennard
Mary Lazor
Andrew Collins
Ken Williams

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.