

***General Meeting***

**June 10th, 2021 at 12:00 P.M. (CT)**

[***Join via Microsoft Teams Meeting***](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQ1ZjBjYmUtMWNlMC00OTc1LTllMzktMDYwN2JmY2ZhMDQz%40thread.v2/0?context=%7b%22Tid%22%3a%22381e462d-382b-4f05-b17c-e11350250b4b%22%2c%22Oid%22%3a%22ece6f519-14be-447e-9926-70a0c0b015a7%22%7d)

**or by phone at 561-570-4464 Conference ID: 685 216 224#**

**or in person at 4636 Highway 90, Suite K**

**Marianna, FL  32446 - Community Room**

**Richard - (850) 557-2441; Tabetha - (850) 633-2731**

***A G E N D A***

**CALL TO ORDER** Janice Sumner

**INTRODUCTION OF NEW MEMBER** Janice Sumner

**INVOCATION / PLEDGE TO FLAG**

**ROLL CALL** Tabetha Smith

**PUBLIC COMMENTS** Janice Sumner

**EMERGENCY ITEMS** Janice Sumner

**CONSENT ITEMS** Janice Sumner

\* General Meeting Minutes Janice Sumner Pages 3-6

March 13, 2021

**STATUS OF FUNDS REPORT** Richard Williams To be Provided

**COMMITTEE REPORTS**

\* Executive Committee Meeting Janice Sumner Page 7

May 12, 2021

**NEW BUSINESS**

\* Establishment of Future Meeting Janice Sumner Page 8

Times and Method

**NDWG UPDATE** Rose Adams Pages 9-11

**DEO PRELIMINARY MONITORING REPORT**  Debby Wood Pages 12-17

**LABOR FORCE AVAILABILTY PRESENTATION** Richard Williams Handout

**LABOR FORCE AVAILABILITY RESPONSE DISCUSSION**

Janice Sumner

**DIRECTOR’S COMMENTS** Richard Williams Page 18

\*Social Media Report

\*Target Occupation List

**BOARD MEMBER COMMENTS** Janice Sumner

**ADJOURNMENT** Janice Sumner

**MARK YOUR CALENDARS**

**Next Board Meetings –**

**August 5, 2021 (Annual Board Meeting)**

**September 9, 2021**

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**GENERAL MEETING MINUTES**

Via Microsoft Teams/Conference Call

March 11, 2021 at 10:00 AM (CT)

**CALL TO ORDER**

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

**INTRODUCTION OF NEW MEMBER**

Janice Sumner introduced new member, Wendy Blair of Rex Lumber.

**The following board members were present:**

Janice Sumner, Donnie Read, Raymond Russell, Sandy Spear, Travis Ephriam, Arthur Obar, Wendy Blair, Tracy Andrews, Larry Moore, Sarah Clemmons, Mary McKenzie, Darrin Wall, David Corbin, Jessie Smallwood.

**The following board members were absent:**

Debbie Kolmetz, James Sellers, Ralph Whitfield, Johnny Eubanks, Keith Sutton, Kristy Terry, Andy Jackson, Frances Henderson.

**Others present included:**

Richard Williams, Lauren Morris, Deena Johnson, Rose Adams, Sara Johnson, Melody Wade, Debby Wood, Tabetha Smith – CSC Staff

**PUBLIC COMMENTS**

Janice Sumner asked if there were any public comments. There were none.

**AUDIT REPORT**

Janice Sumner shared the results of the audit report as presented to the committee and stated it was a clean audit with no areas of concern. **Darrin Wall made the motion, Arthur Obar seconded the motion, and the vote was unanimous to accept the audit report as prepared by James Moore & Co.**

**GENERAL MEETING MINUTES**

**Arthur Obar made the motion, Wendy Blair seconded the motion, and the vote was unanimous to approve the minutes of the January 14th, 2021 general meeting.**

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**STATUS OF FUNDS REPORT**

Richard Williams noted that the WIOA Supplemental Funds have been expended as anticipated, and the Hurricane Funds (NDWG) will carry over for longer use. Mr. Williams also stated that CSC may be returning some funding to the state due to decrease participation levels as a result of Covid-19. He noted welfare transition funding specifically has been difficult to spend because of the statewide participation waiver.

**NDWG UPDATE**

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 43 participants at 13 worksites across all five CSC counties. She stated there are currently 12 job openings advertised for the program. She also shared that there were 13 participants at 7 worksites as part of the COVID-19 NDWG. Lastly, Ms. Adams shared that 1 individual is currently working for the City of Chipley as part of the Hurricane Sally NDWG, with 4 additional jobs advertised.

**YOUTH COMMITTEE REPORT**

Travis Ephriam shared the discussion of the youth committee regarding the extension of the eligibility deadline of the In-School Youth contract with Twin Oaks Juvenile Development, Inc. from March 10, 2021, to April 30, 2021, and the funding of the same contract from June 30, 2021 through November 30, 2021. He also noted the designated $50,000 of youth funding for In-School youth work experience. **Board Member Donnie Read abstained from all discussion and voting.** **The youth committee made a motion to approve all items as approved by the youth committee, Arthur Obar seconded the motion, and the vote was unanimous to allow the extension of both the eligibility and funding deadlines as well as the designation of $50,000 of youth funding for In-School youth work experience as approved by the youth committee.**

**EXECUTIVE COMMITTEE REPORT**

Chair Janice Sumner shared the report from the executive committee meeting. She stated the committee took the following actions:

* Approve a new contract with Linda Sumblin for One Stop Operator services.
* Approve the purchase of new cubicles with an approximate cost of $90,000 for the management office and Marianna career center.
* Approve an update of current audio/visual equipment with an approximate cost of $60,000 in the management office and Marianna career center.
* Approve an update of the current purchasing policy to allow purchase to be made through the state’s Vendor Bid System if the state vendor’s cost is better than that of at least one other source.

**The executive committee made the motion, Arthur Obar seconded the motion, and the vote was unanimous to approve these agenda items as approved by the Executive Committee.**

**CONTRACT WITH BOARD MEMBER CONFLICT**

****Debby Wood stated that Career Source Chipola would like to enter into an agreement with Oglesby Plants International, not to exceed $10,000 for on-the-job training. **Board Member Mary McKenzie abstained from all discussion and voting. Arthur Obar made the motion, Dr. Sarah Clemmons seconded the motion, and the vote was unanimous to approve a contract between CSC and Oglesby Plants International.**

**APPROVAL REQUEST – LEASE EXTENSION**

Richard Williams requested approval to extend the lease for the Management Office at Marianna Career Center, as allowed in the lease contract. **Donnie Read made the motion, Larry Moore seconded the motion, and the vote was unanimous to extend the lease as requested.**

**APPROVAL REQUEST – EXTENSION OF AUTHORITY TO PROVIDE DIRECT SERVICES**

Richard Williams requested approval to apply for an extension of CSC’s authority to provide direct services. Mr. Williams reminded the board that CSC is currently the direct service provider, he stated that one of the greatest benefits of being the direct service provider is the ability to put more funding directly in to work force services without having to pay an outside source. **Larry Moore made the motion, Darrin Wall seconded the motion, and the vote was unanimous to allow staff to apply for the extension of authority to provide direct services.**

**ONE-STOP OPERATOR REPORT**

Richard Williams shared the most recent One-Stop Operators report and there were no areas of concern. **Arthur Obar made the motion, Larry Moore seconded the motion, and the vote was unanimous to accept the One-Stop Operators report.**

**APPROVAL REQUEST – FLOWER FUND**

Richard Williams requested permission for staff to transfer $1000 of unrestricted funds to the Flower Fund. **Arthur Obar made the motion, Jesse Smallwood seconded, and the vote was unanimous to allow the transfer of $1000 to the Flower Fund.**

**EXECUTIVE DIRECTOR’S REPORT**

Mr. Williams reported the following:

* CSC received a note of appreciation from the Jackson County Board of County Commissioners for the funds to purchase the First-Place curriculum for the Endeavor Transition Training Academy.
* Kenny Griffin officially retired from CSC.
* Blountstown Career Center is preparing to reopen in the new location March 16th, 2021.
* HB 1507 and SB 98 are currently moving through legislature, and term limitations could be implemented if these bills pass. The proposed limit is a 6-year term for non-governmental Board Members.
* Stimulus payments and increased reemployment assistance has significantly impacted traffic in CSC centers as well job placements.
* Reemployment Assistance Fraud is prevalent; if individuals are concerned a fraudulent claim has been filed in their name, they can contact CSC for assistance.

**BOARD MEMBER COMMENTS**

Jesse Smallwood asked if Kenny Griffin’s position has been filled yet, Mr. Williams stated it had not – he is currently managing the Business Services Team and would like to wait until operations return to normal after Covid to determine how to move forward with the position.

Donnie Read inquired about staff for the Blountstown Career Center; Debby Wood responded that May McClellan will be staffing the Blountstown Center.

**ADJOURNMENT**

There being no further business to discuss, **Janice Sumner adjourned the meeting.**























