



**GENERAL MEETING MINUTES**  
Via Microsoft Teams/Conference Call  
July 9, 2020 at 10:00 AM (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, Janice Sumner, Debbie Kolmetz, Raymond Russell, Mary McKenzie, Sandy Spear, Travis Ephriam, Donnie Read, Johnny Eubanks, Darrin Wall, Tracy Andrews, Larry Moore, Sarah Clemmons, Keith Sutton, Kristy Terry, Jesse Smallwood, Martha Compton.

**The following board members were absent:**

Mary McKenzie, James Sellers, Tanya Burt, Ralph Whitfield, Andy Jackson, Frances Henderson.

**Others present included:**

Richard Williams, Lauren Morris, Rose Adams, Sara Johnson, Melody Wade, Kenny Griffin, Deena Johnson, Rachael Poole, Debby Wood (CSC Staff).

**PUBLIC COMMENTS**

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

**GENERAL MEETING MINUTES**

**Larry Moore made the motion, Janice Sumner seconded the motion, and the vote was unanimous to approve the minutes of the May 14, 2020 general meeting.**

**STATUS OF FUNDS REPORT**

Richard Williams stated that the status of funds was not a final report of the year. He also stated that there would be some funds being returned to the state due to the impacts of the coronavirus on local operations and that there would also be a significant amount of WIOA and WT funds carried forward into the new program year.

**NDWG UPDATE**

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 60 participants at 17 worksites across all five CSC counties. She also shared that there were 14 participants at 6 worksites as part of the COVID-19 NDWG. Ms. Adams stated that the state had recently submitted a request for additional funds to carry the program through September 2022.

**NOMINATING COMMITTEE REPORT / ELECTION OF OFFICERS**

Arthur Obar presented the recommendation from the nominating committee for officers for the 2020-2021 program year. The recommendation by the nominating committee included: chair – Janice Sumner; vice-chair -

Debbie Kolmetz; secretary/treasurer – Donnie Read. **Larry Moore made the motion to accept the nominations as presented by the Executive Committee. Jesse Smallwood seconded the motion and vote was unanimous to elect the presented slate of officers.**

## **YOUTH COMMITTEE MEETING**

Richard Williams began the discussion by stating that board member Donnie Read had a conflict of interest and had filed a form to declare that and did not attend or participate in the Youth Committee meeting. Mr. Williams then stated that staff had proposed releasing an Invitation to Negotiate for Services to In-School Youth. There was not a quorum of members present at the Youth Committee meeting, so no action was taken, but all members present expressed their approval. **Donnie Read declared a conflict of interest and abstained from both the discussion and voting. Larry Moore made a motion to approve the release of an ITN for in-school youth services. Darrin Wall seconded the motion and the vote was unanimous to approve.**

## **ONE STOP OPERATOR QUARTERLY REPORT**

Richard Williams reviewed the report submitted by Linda Sumblin, One-Stop Operator. He stated that it was a good report. There were no questions or comments.

## **CSC & DEO AGREEMENT**

Richard Williams shared that the Chipola Regional Workforce Consortium met previously and voted to allow the chair to sign the agreement without the inclusion of Level 2 Background screenings. Mr. Williams stated that the staff recommendation was to sign the agreement as approved by the Consortium which does not contain the level 2 screenings, with the understanding that it would be added back in if the screenings become allowable by FDLE. A review of additional elements of the agreement and brief discussion followed. **Donnie Read made the motion, Janice Sumner seconded the motion, and the vote was unanimous to sign the agreement with DEO without the requirement of the Level 2 Background screenings.**

## **ABANDONED POSITION**

Richard Williams shared that board member Tanya Burt had not attended a meeting since September 2019 and after multiple attempts, staff are unable to contact Ms. Burt. Following CSC By-Laws, the Executive Committee made a recommendation to declare the position abandoned and begin the process to have a new member appointed. **Donnie Read made the motion, Larry Moore seconded the motion, and the vote was unanimous to declare the Jackson County private sector position held by Tanya Burt abandoned.**

## **DISCUSSION OF FUTURE MEETINGS**

Richard Williams led a discussion to determine the format of board meetings and the annual meeting going forward during COVID-19. **Following a brief discussion, Donnie Read made the motion, Larry Moore seconded the motion, and the vote was unanimous to cancel the annual meeting and move forward with regular meetings by video until the Governor moves the state into level three. The motion passed unanimously.**

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Williams reported the following:

- CSC center staff have received recognition from various individuals and legislators in appreciation of their willingness to help individuals in our local area work through the reemployment assistance system.
- Staff are working diligently with both employers and job seekers to encourage those currently unemployed to move into one of the large numbers of available positions.
- CSC received a good preliminary report from the recent programmatic monitoring.

## **BOARD MEMBER COMMENTS**

None.

## **ADJOURNMENT**

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