



**GENERAL MEETING MINUTES**  
CareerSource Chipola Community Room  
4636 HWY 90 East, Marianna, Florida  
September 14, 2017 at 6:00 PM (CT)

**CALL TO ORDER**

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

**The following board members were present:**

Raymond Russell, Debbie Kolmetz, Travis Ephriam, Johnny Eubanks, Darrin Wall, Andy Jackson, Jesse Smallwood, Frances Henderson, Keith Sutton, Mary McKenzie, Arthur Obar, Donnie Read, Thomas Mead, Zenna Corbin, Martha Compton, Scott Kilpatrick, Sarah Clemmons, Natalie Hardy

**The following board members were absent:**

Janice Sumner, Cheri Gilmore, Ralph Whitfield, Larry Moore, Jared Banta, Kristy Terry

**Others present included:**

Richard Williams, Melody Wade, Kenny Griffin, Lauren Morris, Deena Johnson, Sara Johnson, Lisa Wells (CSC staff)

**PUBLIC COMMENTS**

Johnny Eubanks announced that public comment cards were available for anyone wishing to make a comment.

**INTRODUCTION OF NEW MEMBERS**

New members were introduced: Natalie Hardy, Executive Director of Habilitative Services of North Florida; Frances Henderson, Executive Director of Jackson County ARC, Inc., and Dr. Sarah Clemmons, President of Chipola College.

**GENERAL MEETING MINUTES**

**Arthur Obar made the motion, Donnie Read seconded the motion and the vote was unanimous to approve the minutes of the August 15, 2017 annual meeting and the May 11, 2017 general meeting.**

## **STATUS OF FUNDS REPORT**

Richard Williams reviewed the Status of Funds Report for the period ending August 31, 2017.

## **REVIEW OF PROJECTED BUDGET FOR 2017-2018**

The Executive and Finance Committees met jointly prior to the board meeting. Mr. Williams stated that they reviewed the projected 2017-2018 budget which included rural funds added by CareerSource Capital Region and CareerSource Gulf Coast. Following a discussion, **Darrin Wall seconded the motion of the Executive and Finance Committees to approve the projected budget for 2017-2018 and the vote was unanimous.**

## **MINUTES OF BOARD MEMBER OF THE YEAR COMMITTEE MEETING**

Members reviewed the Minutes of the Board Member of the Year Committee meeting held on August 1, 2017. No motion was made.

## **MINUTES OF PROGRAM COMMITTEE MEETING**

Mr. Williams reviewed the actions of the Committee. Following this, **Arthur Obar seconded the recommendations of the July 18, 2017 Program Committee Meeting and the vote was unanimous.**

## **CHAIR'S RECOMMENDATION FOR EXECUTIVE COMMITTEE MEMBERSHIP**

**Arthur Obar made the motion, Darrin Wall seconded the motion and the vote was unanimous to approve the Chair's recommendation for Executive Committee membership for 2017-2018 as follows: Arthur Obar, Raymond Russell, Debbie Kolmetz, Larry Moore, Donnie Read, Thomas Mead and Johnny Eubanks**

## **COMMITTEE MEMBERSHIP 2017-2018**

Members were provided with a description of the responsibilities of each committee and forms were sent around for members to sign up.

## **AUDIT REQUEST FOR PROPOSAL**

A discussion was held of the Audit Request for Proposal and members were appointed to serve on a rating team. The proposal was released on August 28, 2017 with responses due by

September 18, 2017. Volunteering to serve were Donnie Read, Arthur Obar and Mary McKenzie.

### **REQUEST TO DISPOSE OF THE MOBILE UNIT**

Mr. Williams explained that the unit was originally donated to our region by the Orlando board and staff has tried to use it in several different ways, but our communities have not responded to it. **Mary McKenzie made the motion, Arthur Obar seconded the motion and the vote was unanimous to authorize the staff to dispose of the mobile one stop unit.**

### **REQUEST FOR PAYMENT OF DUES TO FLORIDA'S GREAT NORTHWEST**

**Raymond Russell made the motion, Donnie Read seconded the motion and the vote was unanimous to authorize the payment of \$2,500.00 for the 2017-2018 membership dues to Florida's Great Northwest.**

### **REQUEST FOR PAYMENT OF 2017-2018 OPPORTUNITY FLORIDA DUES**

Mr. Eubanks turned the gavel over to Mr. Obar, Vice-Chair, as he is Chair of the Opportunity Florida board. **Raymond Russell made the motion, Donnie Read seconded the motion and the motion passed to approve the payment of \$10,000 for the 2017-2018 membership dues for Opportunity Florida.** Johnny Eubanks and Darrin Wall, both members of the Opportunity Florida board, abstained from voting. Mr. Obar then turned the gavel back over to Mr. Eubanks.

### **REVIEW OF CARL PERKINS GRANT**

Members were provided with a brief description of a Carl Perkins Grant submitted by Jackson County School Board. The grant is a Rural and Sparsely Populated Entitlement Grant in the amount of \$61,749.00. No motion was made.

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Williams reported the following:

- Our offices were closed Friday and Monday due to the hurricane. Our region is on the list for use of the mobile unit and generators.
- Statewide compliance activities for the SNAP, Welfare Transition and Unemployment Program have been suspended for a month. We are continuing to work with these customers for their employment needs.
- Staff is working on a new Work Experience model which includes an incentive for youth for being on the job. The youth will learn valuable job skills. We plan to heavily publicize the program.

- The State will be giving us additional marketing dollars this year. We will use some of that money to advertise the youth incentive on various social media sites, as this is a hard group to reach.
- The SNAP program has been transitioned over to the Welfare Transition Program. The person that had been handling SNAP has previous training experience and will now be providing workshops to our customer. The workshops are designed to make participants more marketable in their job search.

## **ADJOURNMENT**

There being no more business to discuss, **Arthur Obar made the motion, Thomas Mead seconded the motion and the vote was unanimous to adjourn the meeting.**