



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: November 19, 2025
PLACE: 2703 NE 14th Street, Ocala, FL 34470
TIME: 9:30 a.m.

MEMBERS PRESENT

Al Jones
Arno Proctor
Carl Flanagan
Charles Harris
Fred Morgan
Jeff Chang
Pete Beasley

MEMBERS ABSENT

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM

Cira Schnettler, CSCLM
Bob Stermer, Board Attorney

CALL TO ORDER

The meeting was called to order by Carl Flanagan, Chair, at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the August 27, 2025, meeting.
Pete Beasley seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following update:

- CareerSource Florida and Florida Commerce sent a letter to the Chair informing the Board that our region has been placed on a performance improvement plan. Commissioner Zalak and Board Chair Carl Flanagan, along with CLM leadership attended a conference call on November 14 with the State representatives to identify the metrics that need improvement, so that a corrective action plan can be developed.
 - Carl Flanagan applauded Rusty Skinner on his handling of the meeting.

Concerns were raised and addressed by both sides. As part of the efforts to adhere to the metrics identified for needing improvement we will be shifting our approach in such areas as dislocated workers, event management, and apprenticeships. Some restructuring has already begun.

Workforce Issues that are Important to our Community

There were no issues discussed

PUBLIC COMMENT

None

ACTION ITEMS

WRA Grant

Rusty Skinner explained that CareerSource CLM will be partnering with the City of Williston and other agencies to submit an application for grant funds to provide career awareness and training elements for careers in the aviation industry. We submitted a grant request for \$150,000 to CareerSource Florida to assist in funding the project. We have proposed using \$70,000 for career path marketing. The City of Williston will be the grant applicant for the grant provided through US EDA. We will reimburse the City of Williston up to \$80,000 for the completion and delivery of the Workforce, Labor, and Market Study for the Williston Regional Airport Economic Development Plan. There are anticipated revisions to the contract language, and the final contract will be presented at the December Board meeting. We will be sending a letter of commitment to the City of Williston. Charles Harris approved sending the letter of commitment to the City of Williston. Pete Beasley seconded the motion. Motion carried.

Continuity of Operations Plan

Dale French explained that the continuity plan is now a requirement by CareerSource Florida and will be a component of the annual monitoring. The document will be a living document that will require routine updates of information with any major changes needing to be approved by the Board. Arno Proctor made a motion to approve the Continuity of Operations Plan. Jeff Change seconded the motion. Motion carried.

Internal Control Questionnaire

Dale French informed the committee that the Internal Control Questionnaire is a compliance tool to review our IT and finance systems. CareerSource Florida requested the tool be completed and returned before the committee and board meetings. Once the tool has been approved by this committee it will be submitted. Pete Beasley approved the questionnaire to be signed by the board chair and submitted. Arno Proctor seconded the motion. Motion carried.

Gazelle Conversion

Dale French explained that an additional piece of software was needed in the Gazelle conversion. Fred Morgan approved the one-time sole source purchase from CSM Consulting to complete the Gazelle system replacement. Arno Proctor seconded the motion. Motion carried.

CF Lease

Charles Harris approved the 12-month CF lease agreement. Arno Proctor seconded the motion. Motion carried.

PROJECT UPDATES

Paycom Conversion

Dale French was happy to report that the conversion was successful. ADP services will be available through January 31, 2026, as a precautionary measure in the event any additional information needed to be pulled from the software.

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:48 a.m.

APPROVED:_____