



**BOARD MEETING AGENDA**  
**REVISED AGENDA**

**Wednesday, June 10, 2026 – 11:30 a.m.**

**College of Central Florida – Marion Campus – Strategic Planning Room**  
**3001 SW College Road, Ocala, FL 34474**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/88462842661>  
**Conference Line: 1 646 558 8656 Meeting ID: 884 6284 2661**

Call to Order		C. Flanagan
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		C. Flanagan
Approval of Minutes, March 4, 2026	Pages 3 - 39	C. Flanagan
Introduction of New Members		C. Flanagan
Recognition of Chair and Outgoing Board Members		A. Proctor

**DISCUSSION ITEMS**

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Financial Disclosure Forms / Annual Conflicts Reminder		R. Skinner
Board Membership Status		R. Skinner

**ACTION ITEMS**

Workforce Champion – Presentation	Page 40	D. French
2026/2027 Budget	Pages 41 - 44	D. French
Penn Foster Agreement	Pages 45 - 48	D. French
Powell and Jones Agreement	Pages 49 - 55	D. French
HBI Contract	Pages 56 - 65	D. French
State Action on PIP/Action Steps	Pages 66 - 71	R. Skinner
Annual Indicator of Performance Goal Setting	Pages 72 - 73	R. Skinner

**CONSENT AGENDA**

<u>CEO Contract Review – 5/12/2026, 5/27/2026</u>	Page 74	C. Flanagan
CEO Contract Renewal		
<u>Nominating Committee – 5/20/2026</u>	Pages 75 - 77	P. Reddish
Affirmation of Chair		
Nomination of Vice-Chair		

**OUR VISION STATEMENT**

*To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.*



Nomination of Treasurer

Performance and Monitoring – 5/5/2025  
No Action Items

J. Chang

Business and Economic Development – 5/6/2026  
No Action Items

P. Beasley

Career Center – 5/7/2026  
No Action Items

C. Harris

Education and Industry Consortium - 5/14/2026  
No Action Items  
Minutes attached

Pages 78 - 83

R. Skinner

Marketing and Outreach – 5/13/2026  
No Action Items

A. Jones

Executive Committee – 4/29/2026 - 5/27/2026  
By-Laws Amendment  
Workforce Summit Sponsorship  
2026-2027 Budget  
Benefits Annual Renewal  
Schedule of Operations  
Decision Steps: Self Insurance  
CD Staffing Contract

Pages 84 - 113

C. Flanagan /  
R. Skinner

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

**LUNCH**

**OUR VISION STATEMENT**

*To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.*



**CAREERSOURCE CITRUS LEVY MARION  
BOARD MEETING**

**MINUTES**

DATE: March 4, 2026  
PLACE: College of Central Florida, Lecanto Campus  
TIME: 11:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Andy Starling  
Angela Juaristic  
Arno Proctor  
Ben Whitehouse  
Carl Flanagan  
Charles Harris  
Darlene Goddard  
Debra Stanley  
Edward Suor  
Fred Morgan  
Jeff Chang  
Jennifer Roach  
Jorge Martinez  
Kathy Judkins  
Larry White  
Mark Paugh  
Michael Belkin  
Pat Reddish  
Pete Beasley  
Staci Bertrand  
Theresa Flick

**MEMBERS ABSENT**

Equilla Wheeler  
John Murphy  
Kevin Cunningham  
Tamara Boyle

DRAFT

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM  
Sandra Crawford, CSCLM  
Laura Byrnes, CSCLM  
Melissa Saco, CSCLM  
Christopher Wilkinson, CSCLM

Cira Schnettler, CSCLM  
Robert Stermer, Attorney  
Kristen Barry, One Stop Operator  
Tony Waterson, One Stop Operator  
Brad Hough, Powell, and Jones

**CALL TO ORDER**

The meeting was called to order by Carl Flanagan, Chair, at 11:33 a.m.

## **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

## **PUBLIC COMMENT**

None

## **APPROVAL OF MINUTES**

Theresa Flick made a motion to approve the minutes from the December 10, 2025, meeting. Charles Harris seconded the motion. Motion carried.

## **ACTION ITEMS**

For each action item Rusty Skinner or Dale French reviewed points of consideration and staff recommendations.

### **Powell and Jones Audit Report**

Brad Hough presented the audit presentation and was happy to report that there were no findings.

Steven Baham made a motion to accept the 2025 finance audit. Mark Paugh seconded the motion. Motion carried.

### **Local Area Designation / Direct Services Provider Extension**

Kathy Judkins made a motion to approve the Chair's signature on the board certification documents, Local Area Redesignation request, and the intent to serve as the Direct Service provider, as well as submitting the documents to the Consortium for their action. Theresa Flick seconded the motion. Motion carried.

### **Drone Training Program**

Steven Baham made a motion to approve the drone operation, and repair and maintenance programs with CF to locally supplement the approved State Eligible Training Provider List. Charles Harris seconded the motion. Motion carried.

### **Mid- Year Budget Update**

Edward Suor made a motion to approve the mid-year budget and expenditure reports. Steven Baham seconded the motion. Motion carried.

### **Insurance Benefits RFP**

Steven Baham made a motion to accept Apex Insurance Advisors as the health benefits broker. Darlene Goddard seconded the motion. Motion carried.

### **Contract with CBG**

Rusty Skinner explained that CBG is a health insurance consultant that serves as a third-party administrator for companies that would like to function as a self-insured agency for employee health benefits. There was discussion on the benefits and challenges of transitioning to a self-insured organization.

Edward Suor made a motion to enter into a contract with CBG health consultants for a customized proposal for health benefits. Theresa Flick seconded the motion. Pat Reddish dissented. All other members voted in favor. Motion carried.

## Payroll Services RFQ

Kathy Judkins made a motion to approve the payroll RFQ and select a service provider prior to June 30, 2026. Mark Paugh seconded the motion. Motion carried.

## **CONTRACTS**

### Master Contracts Requiring 2/3rds Vote

1. Citrus County Chamber of Commerce - \$20,000
  - o Al Jones made a motion to approve the Citrus County Chamber of Commerce contract. John Murphy and Kevin Cunningham previously declared a conflict but were not present. Carl Flanagan declared a conflict and abstained from the vote. Steven Baham seconded the motion. Motion carried.
2. College of Central Florida - \$200,000
  - o Kathy Judkins made a motion to approve the College of Central Florida contract. Mark Paugh declared a conflict and abstained from the vote. Edward Suor seconded the motion. Motion carried.
3. Marion County School Board - \$50,000
  - o Al Jones made a motion to approve the Marion County School Board contract. Ben Whitehouse declared a conflict and abstained from the vote. Mark Paugh seconded the motion. Motion carried.
4. Levy County Schools - \$10,000
  - o Kathy Judkins made a motion to approve the Levy County Schools contract. Tamara Boyle previously declared a conflict but was not present. Mark Paugh seconded the motion. Motion carried.

### Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities - \$20,000 each

5. Citrus County BOCC
  - o Kathy Judkins made a motion to approve the Citrus County BOCC contract. Steven Baham declared a conflict and abstained from the vote. Mark Paugh seconded the motion. Motion carried.
6. Novari Care
  - o Steven Baham made a motion to approve the Novari Care contract. Kathy Judkins declared a conflict and abstained from the vote. Theresa Flick seconded the motion. Motion carried.
7. Lockheed Martin
  - o Kathy Judkins made a motion to approve the Lockheed Martin contract. Jeff Chang declared a conflict and abstained from the vote. Pete Beasley seconded the motion. Motion carried.
8. Key Training Center
  - o Kathy Judkins made a motion to approve the Key Training Center contract. Theresa Flick declared a conflict and abstained from the vote. Steven Baham seconded the motion. Motion carried.
9. Ancorp
  - o Theresa Flick made a motion to approve the Ancorp contract. Arno Proctor declared a conflict and abstained from the vote. Kathy Judkins seconded the motion. Motion carried.
10. Ocala Housing Authority
  - o Steven Baham made a motion to approve the Ocala Housing Authority contract. Angela Juaristic declared a conflict and abstained from the vote.

Darlene Goddard seconded the motion. Motion carried.

Contracts Not Requiring 2/3rds Vote- No Conflicts

11. Southern Indiana Works
12. Powell and Jones – Subrecipient Monitoring
13. Region 6 Financial Services Agreement
14. Underwood and Sloan
15. Ocala Metro Chamber and Economic Partnership
16. Levy County BOCC
17. Powell and Jones - Joint Audit

Darlene Goddard made a motion to approve all contracts with no board member conflicts. Arno Proctor seconded the motion. Motion carried.

**DISCUSSION ITEMS**

State Update

Rusty Skinner provided the following updates:

- Florida Commerce was onsite for the annual monitoring. Overall, management believes monitoring was a success and we are awaiting the final report. One item that was not noted in previous monitoring's was that there are two committees that do not include non-board community members, which are required by state statute. Community members will be invited to join those committees.
- The State has released the first quarter 2025-2026 letter grades. We continue to maintain a B grade, with a minimal drop in score from 86.11-84. Some of the formulas that make up the scores have been adjusted.

Workforce Issues that are Important to our Community

No issues were brought up by the board.

**CONSENT AGENDA**

Performance and Monitoring – 2/3/2026

No Action Items

In Committee Chair Jeff Chang's absence, Sandra Crawford provided a summary of the committee activities.

Business and Economic Development – 2/4/2026

No Action Items

In Committee Chair Pete Beasley's absence, Melissa Saco provided a summary of the committee activities.

Education and Industry Consortium – 2/12/2026

No Action Items

Minutes attached

Rusty Skinner provided a summary of the committee activities.

Career Center – 2/5/2026

No Action Items

Committee Chair Charles Harris was having technical difficulties. Chris Wilkinson provided a summary of the committee activities.

Marketing and Outreach – 2/11/2026

No Action Items

Committee Chair Al Jones provided a summary of the committee activities.

Executive Committee – 1/30/2026, 2/25/2026

Board Chair Carl Flanagan provided a summary of the committee activities.

Insurance Benefits RFP Release  
Bronson Lease  
Regional Planning Area Expansion  
Williston Airport Labor Study  
Form 990

Steven Baham made a motion to approve the Executive committee consent agenda items. Theresa Flick seconded the motion. Motion carried.

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:00 p.m.

**APPROVED:** \_\_\_\_\_



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 4, 2026  
Executive Committee, Wednesday, February 25, 2026**

### **TOPIC/ISSUE:**

2025 Year End Finance Audit

### **BACKGROUND:**

Powell and Jones concluded their financial audit for the year ending June 30, 2025. This audit is conducted annually. The full report is attached for review.

### **POINTS OF CONSIDERATION:**

No issues were identified in the report as detailed on pages 41 and 42.

### **STAFF RECOMMENDATIONS:**

Accept the monitoring as presented.

### **COMMITTEE ACTION:**

Al Jones made a motion to accept the 2025 finance audit. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**

Steven Baham made a motion to accept the 2025 finance audit. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, March 4, 2026**

#### **TOPIC/ISSUE:**

State Certifications

#### **BACKGROUND:**

Local workforce areas and Boards are required to periodically renew their local area designation, have their board composition certified as meeting federal and state requirements and, in our case, gain approval to be a direct service provider.

#### **POINTS OF CONSIDERATION:**

Florida Commerce has requested that local boards whose certifications expire on June 30, 2026, submit documents required to renew their status and ability by March 23, 2026.

#### **STAFF RECOMMENDATIONS:**

Approve the following to be submitted to the Consortium for their action.

- Board certification documents
- Local Area Redesignation request
- Intent to serve as the Direct Service Provider

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Chair's signature on the board certification documents, Local Area Redesignation request, and the intent to serve as the Direct Service provider, as well as submitting the documents to the Consortium for their action. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, March 4, 2026**

#### **TOPIC/ISSUE:**

Drone program approval

#### **BACKGROUND:**

We are working with the College of Central Florida and Unmanned Safety Institute (USI) to bring drone operation and maintenance and repair programs to our area to support the Williston Airport Project. The College of Central Florida will be the official provider.

#### **POINTS OF CONSIDERATION:**

We currently use the State Eligible Training Provider List for our training programs. However, drone operation and repair is not a State approved program at this time. They are, however, approved certifications on the State's Master Credential List. We can supplement the State list with locally approved programs that support local initiatives.

#### **STAFF RECOMMENDATIONS:**

Approve drone operation and repair and maintenance programs with the College of Central Florida to locally supplement the approved State Eligible Training Provider List.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Steven Baham made a motion to approve the drone operation, and repair and maintenance programs with CF to locally supplement the approved State Eligible Training Provider List. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting, Wednesday, March 4, 2026 Executive Committee, Wednesday, February 25, 2026**

#### **TOPIC/ISSUE:**

Budget and Expenditure summary for period 7/01/2025 – 12/31/2025

#### **BACKGROUND:**

The budget has been updated for changes in revenue. The attached is a summary of the budget and actual expenditures by cost pool.

#### **POINTS OF CONSIDERATION:**

The following reports provide status updates of spending by revenue stream and cost pool for planning purposes.

#### **STAFF RECOMMENDATIONS:**

Approve the mid-year budget and expenditure reports.

#### **COMMITTEE ACTION:**

Arno Proctor made a motion to approve the mid-year budget and expenditure reports. Jeff Chang seconded the motion. Motion carried.

#### **BOARD ACTION:**

Edward Suor made a motion to approve the mid-year budget and expenditure reports. Steven Baham seconded the motion. Motion carried.



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 4, 2026  
Executive Committee, Friday, January 30, 2026**

**TOPIC/ISSUE:**

Insurance Broker Request for Proposals (RFP)

**BACKGROUND:**

As insurance rates continue to climb, we feel it is prudent to seek out a brokerage firm that can provide the greatest value to our organization. A review of proposals will allow us to gauge what firms may provide the highest level of service.

**POINTS OF CONSIDERATION:**

The RFP requests respondents to provide information on level of service availability (Region 10 and Region 6) as well as access to multiple carriers and willingness to negotiate on our behalf.

**STAFF RECOMMENDATIONS:**

Approve issuing the attached RFP.

**COMMITTEE ACTION:**

Arno Proctor made a motion to release the insurance broker RFP. Al Jones seconded the motion. Motion carried.

**BOARD ACTION:**

Steven Baham made a motion to accept Apex Insurance Advisors as the health benefits broker. Darlene Goddard seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, March 4, 2026**

### **TOPIC/ISSUE:**

Payroll Services RFQ - Required issuance for the Internship and Work Experience experiential training programs.

### **BACKGROUND:**

Commission of payroll services for paid Internship/Work Experience agreements was originally approved by the board in 2012. The current vendor that was selected was Customer Driven Staffing based on competitive bid. The original terms allowed for a one year agreement with three, one (1) year extensions permitted. The current agreement for these services has reached the end of its permissible extensions and is set to expire on June 30<sup>th</sup>, 2026.

The current proposed Request For Quote is soliciting quotes from qualified organizations (payroll companies or staff firms) to provide payroll services under a one year agreement with the ability to extend for three, one (1) year periods at CareerSource Citrus Levy Marion's option.

### **POINTS OF CONSIDERATION:**

Services will be selected based on the best overall quote for services taking into consideration anticipated budgets for the Internship/Work Experience program.

### **STAFF RECOMMENDATIONS:**

Approve RFQ so that we may post publicly and select a service provider prior to June 30, 2026

### **COMMITTEE ACTION:**

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the payroll RFQ and select a service provider prior to June 30, 2026. Mark Paugh seconded the motion. Motion carried.



**RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, March 4, 2026**

**TOPIC/ISSUE:**

Approval of 2026-2027 contracts

**BACKGROUND:**

**POINTS OF CONSIDERATION:**

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

**STAFF RECOMMENDATIONS:**

**COMMITTEE ACTION:**

**BOARD ACTION:**

Master Contracts Requiring 2/3rds Vote

1. Citrus County Chamber of Commerce - \$20,000
  - o Al Jones made a motion to approve the Citrus County Chamber of Commerce contract. John Murphy and Kevin Cunningham previously declared a conflict but were not present. Carl Flanagan declared a conflict and abstained from the vote. Steven Baham seconded the motion. Motion carried.
2. College of Central Florida - \$200,000
  - o Kathy Judkins made a motion to approve the College of Central Florida contract. Mark Paugh declared a conflict and abstained from the vote. Edward Suor seconded the motion. Motion carried.
3. Marion County School Board - \$50,000
  - o Al Jones made a motion to approve the Marion County School Board contract. Ben Whitehouse declared a conflict and abstained from the vote. Mark Paugh seconded the motion. Motion carried.
4. Levy County Schools - \$10,000
  - o Kathy Judkins made a motion to approve the Levy County Schools contract. Tamara Boyle previously declared a conflict but was not present. Mark Paugh seconded the motion. Motion carried.

Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities - \$20,000 each

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- 10. Ocala Housing Authority
  - Steven Baham made a motion to approve the Ocala Housing Authority contract. Angela Juaristic declared a conflict and abstained from the vote. Darlene Goddard seconded the motion. Motion carried.

Contracts Not Requiring 2/3rds Vote

- 11. Southern Indiana Works
- 12. Powell and Jones – Subrecipient Monitoring
- 13. Region 6 Financial Services Agreement
- 14. Underwood and Sloan
- 15. Ocala Metro Chamber and Economic Partnership
- 16. Levy County Schools
- 17. Levy County BOCC
- 18. Powell and Jones - Joint Audit

Darlene Goddard made a motion to approve all contracts with no board member conflicts. Arno Proctor seconded the motion. Motion carried.

**CareerSource CLM - All Contracts July 1, 2026 - June 30, 2027**

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
<b>Master Contracts Requiring 2/3rds Vote</b>						
1	Citrus County Chamber of Commerce	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 20,000.00	Approved	C	John Murphy, Carl Flanagan, Kevin Cunningham
2	College of Central Florida	Facility usage and rental fees. This is a blanket approval but to not exceed. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage.	\$ 200,000.00	Approved	C	Mark Paugh
3	Marion County School Board	Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at MTC.	\$ 50,000.00		C	Ben Whitehouse
4	Levy County Schools	Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed.	\$ 10,000.00	Approved	C	Tamara Boyle
<b>Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities</b>						
5	Citrus County BOCC	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00	Approved	C	Steven Baham
6	Novari Care	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00	Approved	C	Kathy Judkins
7	Lockheed Martin	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00	Approved	C	Jeff Chang
8	Key Training Center	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00	Approved	C	Theresa Flick
9	Ancorp	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00	Approved	C	Arno Proctor
10	Ocala Housing Authority	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00	Approved	C	Angela Juaristic
<b>Contracts Not Requiring 2/3rds Vote</b>						
11	Southern Indiana Works	One Stop Operator	\$ 75,000.00	Approved	C	
12	Powell and Jones	Subrecipient monitoring	\$ 3,800.00	Approved	C	
13	Region 6	Financial Services Agreement	\$ 55,000.00	Approved	C	
14	Underwood and Sloan	Third party monitoring	\$ 50,000.00	Approved	C	
15	Ocala Metro Chamber & Economic Partnership (CEP)	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00	Approved	C	
16	Levy County BOCC	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00	Approved	C	
17	Powell and Jones	Joint Audit	\$ 25,000.00	Approved	C	

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>Juaristic, Angela R</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)</b>	
MAILING ADDRESS <b>4101 SW 7th Ave. Rd</b>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <b>Ocala</b>	COUNTY <b>Marion</b>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <b>3/4/2026</b>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Angela R. Juaristic, hereby disclose that on March 4, 2026 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Ocala Housing Authority (employer), by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:


As an employee of Ocala Housing Authority, I abstained from the vote on a contract to be issued between Ocala Housing Authority and Career Source CLMS.

DRAFT

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026

Date Filed

  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Arno E Proctor, hereby disclose that on March 4, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of ANCORP, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

DRAFT

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026

Date Filed

  
Signature

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**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
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IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Benjamin Whitehouse, hereby disclose that on March 4, 20 26 ;

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Marion County Public Schools, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

DRAFT

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026  
Date Filed

  
Signature

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**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Carl D Flanagan, hereby disclose that on March 4, 20 26 :

(a) A measure came or will come before my agency which (check one or more) NONE

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

My role is a Board Member of the Citrus County Chamber of Commerce.

**DRAFT**

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026

Date Filed

Carl D Flanagan  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>CHANG JEFFREY JAMES</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)</b>	
MAILING ADDRESS <b>3417 SW 10th Court</b>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <b>Ocala</b>	COUNTY <b>Marion</b>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <b>3/4/2026</b>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS:	
		<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
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**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

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**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

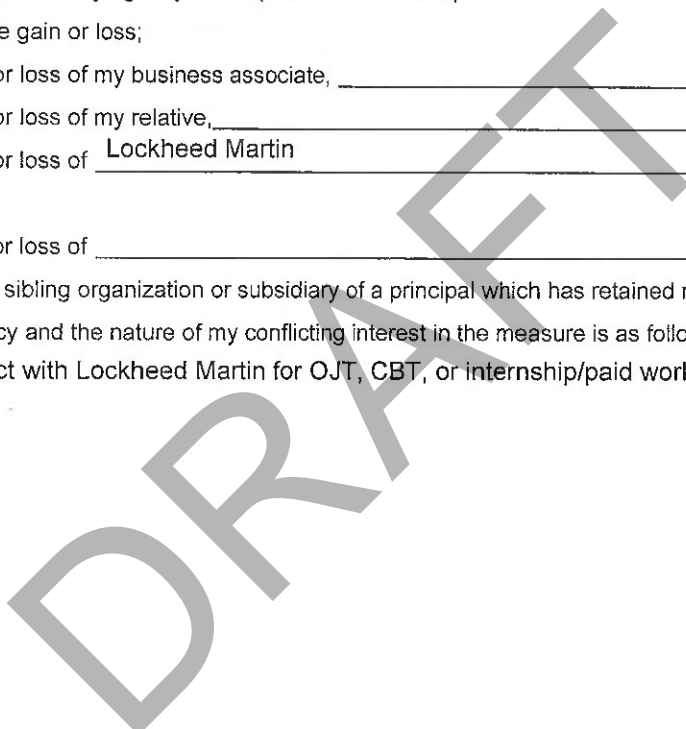
I, JEFFREY CHANG, hereby disclose that on March 4, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Lockheed Martin, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Approval of master contract with Lockheed Martin for OJT, CBT, or internship/paid work experience training opportunities.



If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026  
Date Filed

[Signature]  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**APPOINTED OFFICERS (continued)**

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**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

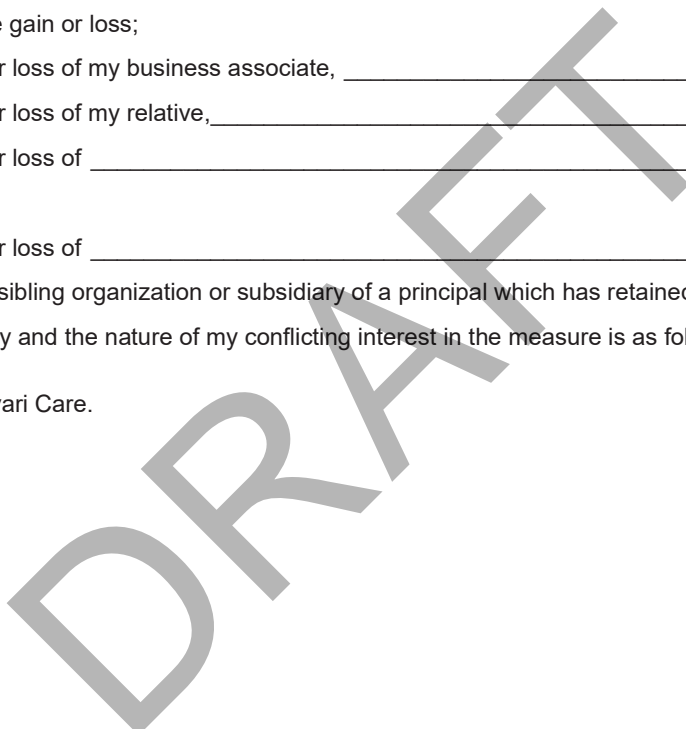
I, Kathy Judkins, hereby disclose that on March 4, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Family member works for Novari Care.



If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026

Date Filed

Kathy Judkins  
Signature

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**APPOINTED OFFICERS (continued)**

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**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Mark Lee Paugh, hereby disclose that on March 4, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of College of Central Florida, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Facility usage and rental fees to include costs for employee tuition.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026  
Date Filed

*Mark Lee Paugh*  
Signature

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**APPOINTED OFFICERS (continued)**

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**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

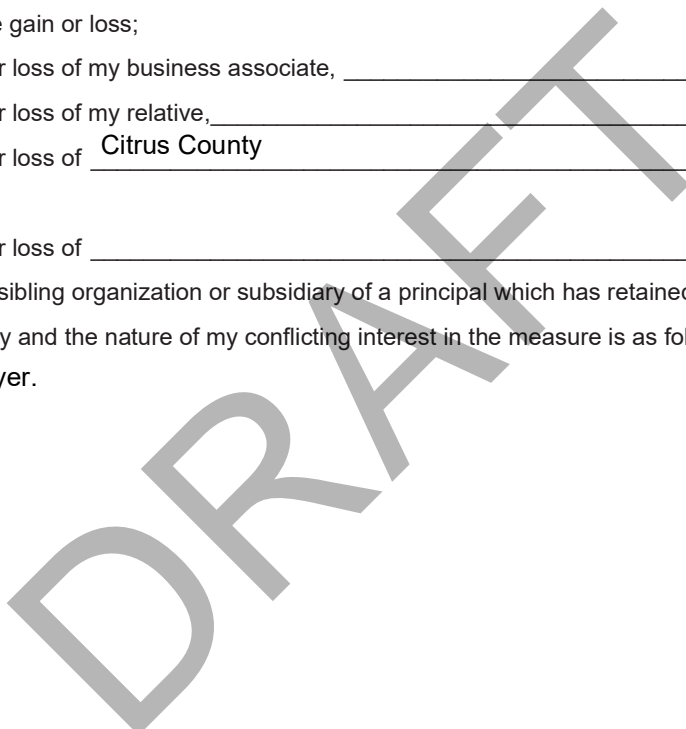
I, Steven Baham, hereby disclose that on March 4, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Citrus County, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Citrus County is my employer.



If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026

Date Filed

Signature

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# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Flick Theresa Darts	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 11309 W. Amerindian Ct.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Crystal River Citrus	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 3/4/2026	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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**APPOINTED OFFICERS (continued)**

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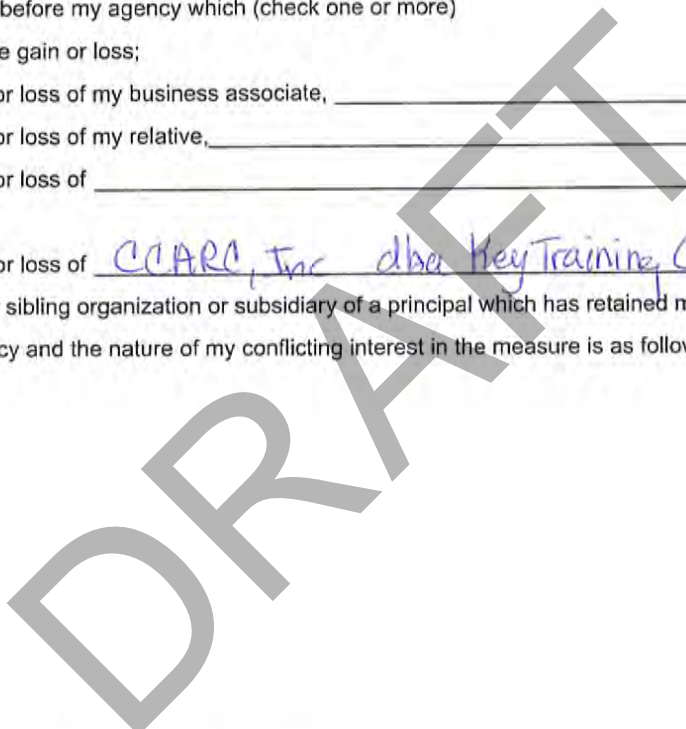
**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Theresa Flick, hereby disclose that on March 4, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of CCARC, Inc dba Key Training Center, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:



If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/4/2026  
Date Filed

Theresa D. Flick  
Signature

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## **RECORD OF ACTION/APPROVAL**

### **Board Meeting, Wednesday, March 4, 2026 Executive Committee, Wednesday, February 25, 2026**

#### **TOPIC/ISSUE:**

Bronson office space and lease

#### **BACKGROUND:**

Several months ago we began looking at options for office space in Levy County after a drastic increase in rent at our current location. The Levy County Governmental complex has a 930sq office space that has been surplus and is available for lease.

#### **POINTS OF CONSIDERATION:**

The cost of the lease is reasonable at a rate of \$775.00 monthly as detailed below:

- 1.) Rent: \$200.00 monthly
- 2.) Utilities: \$200.00 monthly flat rate
- 3.) Cleaning fees: \$375.00 monthly

#### **STAFF RECOMMENDATIONS:**

Approve signing the lease.

#### **COMMITTEE ACTION:**

Al Jones made a motion to approve the Bronson office lease. Pete Beasley seconded the motion. Motion carried.

#### **BOARD ACTION:**

This item appeared as part of the Board's consent agenda. Steven Baham made a motion to approve the Executive committee consent agenda items. Theresa Flick seconded the motion. Motion carried.



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 4, 2026  
Executive Committee, Wednesday, February 25, 2026**

**TOPIC/ISSUE:**

Regional Planning Area Expansion

**BACKGROUND:**

CareerSource Florida mandates that each of Florida's 21 local workforce areas be part of a regional planning area. In our initial formation, CS NE Florida deferred as they were arguing that their size (6 counties) should qualify them as a regional area. CSF did not accept their argument. With their location, our RPA is their logical option

**POINTS OF CONSIDERATION:**

In analyzing the CS NE Fla's joining our RPA, their targeted sectors and the workforce commuting data show a relationship with counties in our RPA

**STAFF RECOMMENDATIONS:**

Accept CS NE Florida into the RPA. Approve amendment to our existing RPA agreement for their inclusion

**COMMITTEE ACTION:**

Arno Proctor made a motion to approve the amendment to the existing RPA agreement accepting CS NE Florida into the RPA. Charles Harris seconded the motion. Motion carried.

**BOARD ACTION:**

This item appeared as part of the Board's consent agenda. Steven Baham made a motion to approve the Executive committee consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 4, 2026**  
**Executive Committee, Wednesday, February 25, 2026**

### **TOPIC/ISSUE:**

Williston Airport Labor Study- Contract

### **BACKGROUND:**

The General Revenue grant for the Williston Airport project included \$80,000 for a labor force study that would serve as local match for an EDA grant that would fund a strategic plan for economic development of the airport.

The plan, approved by the Board, was to contract with the City of Williston for the study. The City of Williston is holding off signing the contract until they are awarded the grant as the funding was contingent on the grant.

EDA has the grant, which was submitted in December, but has been slow in processing any applications. This creates a time crunch regarding our funding as the study must be completed by June 30, 2026.

In discussing the situation with the North Florida Economic Development Partnership Director, Jeff Hendry, he indicated that NFEDP would be able to take on the study and complete it if the City of Williston could not.

### **POINTS OF CONSIDERATION:**

It is important that we have the completed study, whether or not the EDA grant is awarded. The study can be used with a EDA grant that is awarded later or as part of another grant.

Staff will meet with the City of Williston and determine if the contingency language was removed they would undertake and complete the study by June 30,2026.

If not, staff suggests that the board approve a contract to NFEDP for the \$80,000 to complete the study by June 30,2026.

**STAFF RECOMMENDATIONS:**

- 1> Approve the Chair signing an amended contract with the City of Williston that removes the contingency language, if the City agrees to proceed. If not, terminate the contract with the City of Williston.
- 2> Approve an \$80,000 contract with NFEDP for the Labor study and authorize the Chair to sign that contract.

**COMMITTEE ACTION:**

Arno Proctor made a motion to approve the recommended contracts and the Chair signing both contracts. Jeff Chang seconded the motion. Motion carried.

**BOARD ACTION:**

This item appeared as part of the Board's consent agenda. Steven Baham made a motion to approve the Executive committee consent agenda items. Theresa Flick seconded the motion. Motion carried.

DRAFT



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 4, 2026  
Executive Committee, Wednesday, February 25, 2026**

### **TOPIC/ISSUE:**

Form 990 Return of Organization Exempt from Income Tax for program year 7/1/24-6/30/25.

### **BACKGROUND:**

<https://careersourceclm.com/storage/uploads/5190f191-6742-4c86-997f-cf01ccae1608.pdf>

### **POINTS OF CONSIDERATION:**

Form 990 was completed by our auditors Powell and Jones, CPAs after the financial statements were audited.

### **STAFF RECOMMENDATIONS:**

Approve Form 990

### **COMMITTEE ACTION:**

Charles Harris made a motion to approve Form 990. Arno Proctor seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared as part of the Board's consent agenda. Steven Baham made a motion to approve the Executive committee consent agenda items. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026  
Executive Committee, Wednesday, May 27, 2026**

### ***TOPIC/ISSUE:***

2026 Workforce Champion Nomination

### ***BACKGROUND:***

### ***POINTS OF CONSIDERATION:***

Our management team has narrowed the possible selection to one staff member.

### ***STAFF RECOMMENDATIONS:***

Executive Committee members are asked to approve the nominee.

### ***COMMITTEE ACTION:***

Arno Proctor made a motion to accept the nominee. Pete Beasley seconded the motion. Motion carried.

### ***BOARD ACTION:***



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026  
Executive Committee, Wednesday, May 27, 2026**

**TOPIC/ISSUE:**

Preliminary 2026-2027 Budget

**BACKGROUND:**

Attached is the proposed budget for the 2026-2027 program year.

**POINTS OF CONSIDERATION:**

This budget is based on the following:

- Estimated carry forward funds from current year grants.

**STAFF RECOMMENDATIONS:**

Approve preliminary 2026-2027 budget

**COMMITTEE ACTION:**

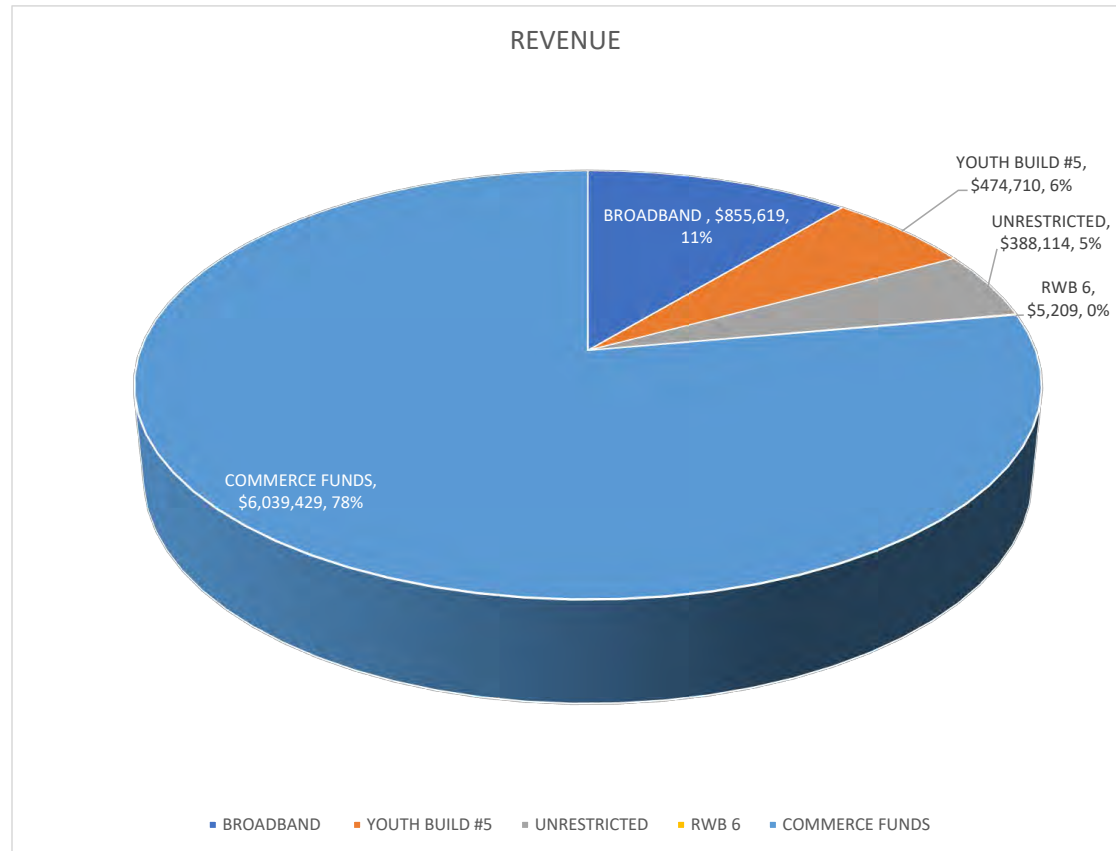
Dale French reviewed the forecasted budget. Pete Beasley approved the 2026-2027 budget. Jeff Chang seconded the motion. Motion carried.

**BOARD ACTION:**

## REVENUE RESOURCES

### \$7,763,081

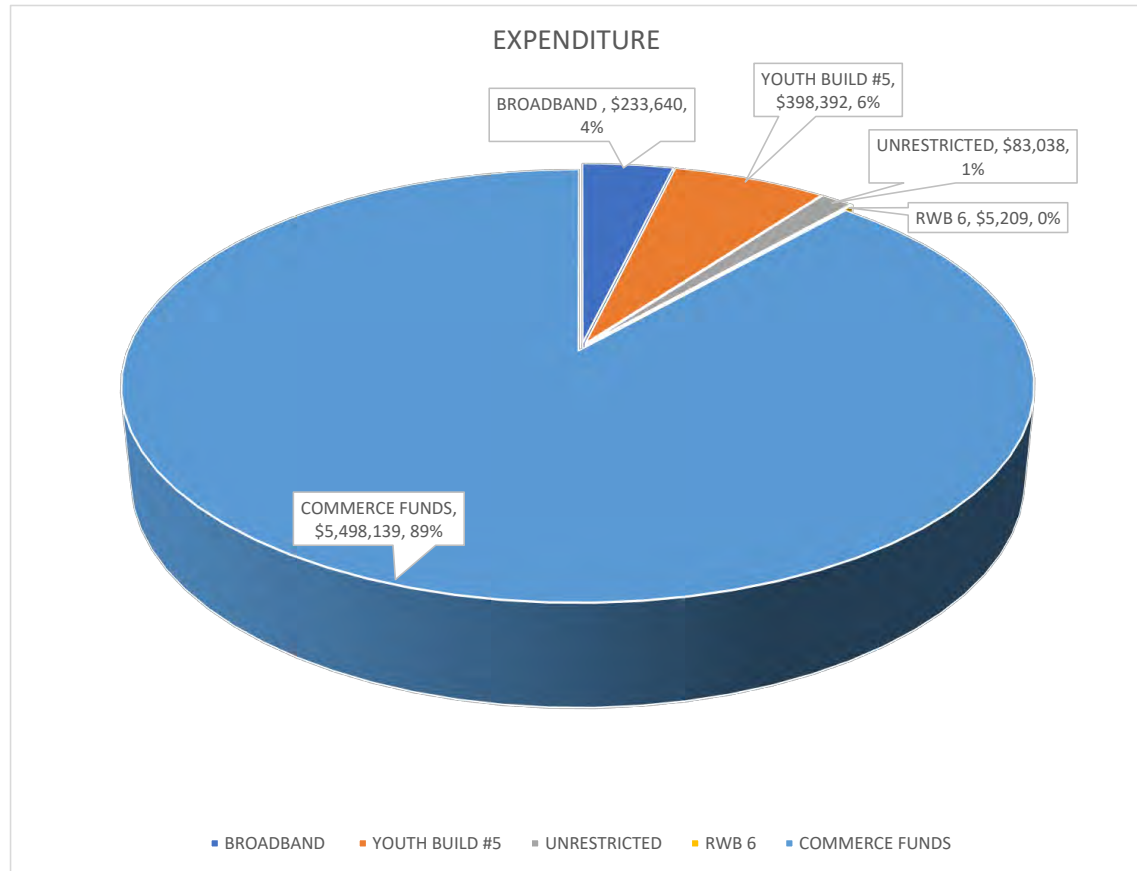
COMMERCE FUNDS	
ADULT	\$1,764,973
YOUTH	\$1,176,863
DISLOCATED WORKER	\$755,212
WAGNER PEYSER	\$282,347
WTP	\$1,506,476
SNAP	\$126,771
VETS	\$26,116
REA	\$99,600
OTHER	\$301,071
<b>TOTAL COMMERCE</b>	<b>\$6,039,429</b>



## BUDGET EXPENDITURES

**\$6,218,419**

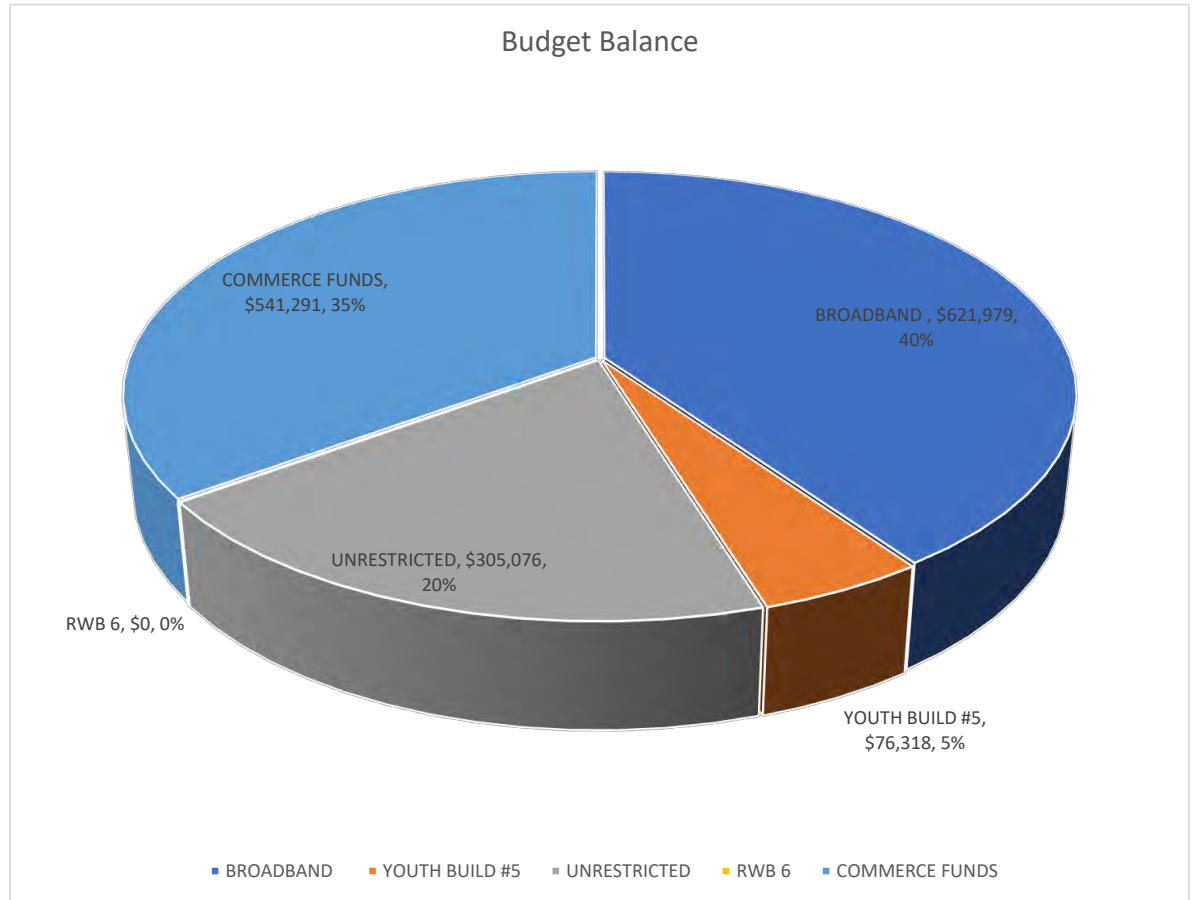
COMMERCE FUNDS EXPENDITURE	
ADULT	\$1,565,471
YOUTH	\$1,091,953
DISLOCATED WORKER	\$659,805
WAGNER PEYSER	\$136,007
WTP	\$1,499,167
SNAP	\$126,351
VETS	\$25,645
REA	\$98,735
OTHER	\$295,006
<b>TOTAL COMMERCE</b>	<b>\$5,498,139</b>



## BUDGET BALANCE

**\$1,544,664**

COMMERCE FUNDS BALANCE	
ADULT	\$199,502
YOUTH	\$84,910
DISLOCATED WORKER	\$95,407
WAGNER PEYSER	\$146,340
WTP	\$7,309
SNAP	\$420
VETS	\$471
REA	\$865
OTHER	\$6,065
<b>TOTAL COMMERCE</b>	<b>\$541,291</b>





**RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, June 10, 2026**

**TOPIC/ISSUE:**

Penn Foster High School Diploma Program

**BACKGROUND:**

The Penn Foster High School program is currently used by our Youth program provider – Eckerd Connects. The Penn Foster program is used for Out of School Youth as well as our YouthBuild grant program. The Penn Foster program differs from local GED programs in that it is an actual high school diploma. As we pull Youth services in-house we wish to continue this program.

**POINTS OF CONSIDERATION:**

Pricing for the program is set in two categories:

1. A reduced rate of \$845.00 per enrollment is offered if we commit to a minimum of 30 enrollments.
2. A per-enrollment rate of \$1420.00 if we do not commit to 30 enrollments

**STAFF RECOMMENDATIONS:**

Approve staff to proceed with contracting with Penn Foster (Carrus, LLC) for \$25,350 covering a minimum of 30 enrollments.

**COMMITTEE ACTION:**

**BOARD ACTION:**



## Order Form

CareerSource CLM (Citrus Levy Marion), a(n) Florida Limited Liability Company ("Customer") with a place of business at 2703 NE 14th St., Ocala, Florida, 34470 submits this Order Form for review and approval by Carrus, LLC, a Utah limited liability company with its principal place of business at 5051 Peachtree Corners Circle, Suite 200, Norcross, GA 30092, d/b/a Penn Foster Group ("PFG").

**Customer Contact Person:** Dale French  
**Customer Contact Phone Number:** (352) 873-7939  
**Customer Contact Email:** dfrench@careersourceclm.com  
**Effective Date:** 7/1/2026

<b>Is this Order Form replacing any previous Order Form?</b>	<p>No, this Order Form is made in addition to any existing Order Form(s) between Customer and PFG</p> <p>If this Order Form is replacing an existing Order Form or contract(s), please list the Order Form(s) and contract(s) being replaced:</p>						
<b>Term of Order Form</b>	12 months from the Effective Date						
<b>Program Selection and Pricing</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; padding: 5px;">Program Name</th> <th style="width: 20%; padding: 5px;">Standard Price (Per enrollment)</th> <th style="width: 40%; padding: 5px;">Value Price (Per enrollment) Only applies if Minimum Committed Spend is selected</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Penn Foster High School</td> <td style="padding: 5px;">\$1,420.00</td> <td style="padding: 5px;">\$845.00</td> </tr> </tbody> </table>	Program Name	Standard Price (Per enrollment)	Value Price (Per enrollment) Only applies if Minimum Committed Spend is selected	Penn Foster High School	\$1,420.00	\$845.00
Program Name	Standard Price (Per enrollment)	Value Price (Per enrollment) Only applies if Minimum Committed Spend is selected					
Penn Foster High School	\$1,420.00	\$845.00					
<b>Minimum Commitment Spend:</b>	Is the Customer committing to a Minimum Commitment Spend in this Order Form?						

	<p>Yes</p> <p>If "no," all enrollments will be invoiced at the "Per Enrollment Price" and invoiced monthly.</p> <p>If "yes," the following terms apply:  Customer hereby agrees to pay the full Minimum Commitment Spend of \$ 25,350  All enrollments will be at the Value Price, and Customer understands and agrees that: (1) by committing to the Minimum Commitment Spend, PFG is offering a more favorable "Value Price" per enrollment and (2) Customer would not receive the more favorable pricing without promising to pay the entire Minimum Commitment Spend. Therefore, Customer agrees to pay the Minimum Commitment Spend, whether or not all the Minimum Commitment Spend is fully used. Any portion of the Minimum Commitment Spend that is unused at the expiration of the Order Form will expire. See Section 19(b) of the Terms and Conditions for additional provisions.</p>
<b>Invoicing and payment terms for enrollments:</b>	<p>If Customer has elected a Minimum Commitment Spend, that amount will be paid in accordance with the following schedule:</p> <p>Not Applicable</p> <p>All other enrollments will be billed on a monthly basis.  All invoices are due net 30 Days</p>
<b>Cancellation Policy:</b>	<p>30 Day Cancellation: If an enrollment is canceled within 30 days, the cost of that enrollment will not count against the Minimum Commitment Spend. If the enrollment is being billed at the Standard Price, it will be refunded.</p>
<b>Implementation Fees, Graduation Fees, or Additional Fees (if any)</b>	<p>N/A</p>
<b>Customer will receive administrative access to Administrative Tools and Portals:</b>	<p>Yes</p> <p>See Paragraph 7 of the Terms and Conditions for details regarding the Administrative Tools and Portals.</p>
<b>Training materials</b>	<p>Course materials will be delivered online</p>

<b>Renewal</b>	Customer has declined automatic renewal. See Section 3 of the Terms and Conditions for more details.
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**Additional terms** (if any):N/A

This Order Form is subject to PFG's Terms and Conditions available at

<https://partner.pennfoster.com/policy-forms>

The Terms and Conditions are updated from time to time, and the version in effect at the time of execution of this Order Form will apply

**Carrus, LLC**

**CareerSource CLM (Citrus Levy Marion)**

**By:**

**Printed Name:** Seth Morrison

**Title:** VP, Revenue Operations

**Date:**

**By:**

**Printed Name:**

**Title:**

**Date:**



**RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, June 10, 2026**

***TOPIC/ISSUE:***

Audit Engagement Letter for year ending June 30, 2026.

***BACKGROUND:***

Annual Audit will be conducted by Powell and Jones CPA.

***POINTS OF CONSIDERATION:***

***STAFF RECOMMENDATIONS:***

Approve Audit Engagement Letter for Powell and Jones CPA to conduct program year 2025 Audit.

***COMMITTEE ACTION:***

***BOARD ACTION:***



## Powell and Jones CPA

204 N. Marion Ave.  
Lake City, FL 32055  
Phone 386.755.4200

June 2, 2026

To the Board of Directors and the Executive Director  
Citrus Levy Marion Regional Workforce Development Board, Inc.

We are pleased to confirm our understanding of the services we are to provide for Citrus Levy Marion Regional Workforce Development Board, Inc. for the year ended June 30, 2026.

### **Audit Scope and Objectives**

We will audit the financial statements of Citrus Levy Marion Regional Workforce Development Board, Inc. (the Organization), which comprise the statement of financial position as of year-end, the related statements of activities, for the year then ended, and the disclosures (collectively, the financial statements). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Management override of controls.
- 2) Improper revenue recognition.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the Organization and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Organization's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will prepare the Organization's federal and state information returns for the year ended June 30, 2026 based on information provided by you. We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Organization in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also

responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on August 5, 2026.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings,

conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Powell and Jones CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable oversight agency its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell and Jones CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency for audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Caleb Perla, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We will contact you approximately 2 weeks prior to arrange an audit start date and to allow you time to prepare.

**The fee for our audit and other services enumerated above is \$21,250 base fee, and review of the Indirect Cost Rate proposal \$5,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.** If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered shortly after the audit presentation.

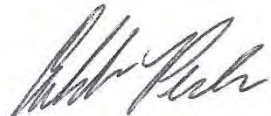
### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors and the Executive Director of Citrus Levy Marion Regional Workforce Development Board, Inc. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Celeb Perla, CPA  
Partner  
Reliant CPAs P.A.  
D.B.A. Powell and Jones CPA

RESPONSE:

This letter correctly sets forth the understanding of Citrus Levy Marion Regional Workforce Development Board, Inc.

Management signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## **RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, June 10, 2026**

### **TOPIC/ISSUE:**

Home Builders Institute (HBI) Program

### **BACKGROUND:**

The HBI Pact License is currently used by our Youth Provider-Eckerd Connects. The program is used for our YouthBuild Grant Program to train youth in various crafts in the construction industry. As we pull Youth Services in house we wish to continue this program.

### **POINTS OF CONSIDERATION:**

Pricing for the program is set at \$1000.00 for the program year.

### **STAFF RECOMMENDATIONS:**

Approve staff to proceed with contracting with Home Builders Institute (HBI)

### **COMMITTEE ACTION:**

### **BOARD ACTION:**



## PACT LICENSE

This PACT LICENSE ("License") is made as of 06/04/2026 ("Executed Date") for a period 07/01/2026 - 06/30/2027 by and between Home Builders Institute, a District of Columbia nonprofit corporation ("HBI") whose address is:

1201 15th Street NW, Sixth Floor  
Washington, D.C. 20005

and

CareerSource Citrus Levy Marion("Licensee") whose address is:

2703 Northeast 14th Street  
Ocala, FL 34470

This License is made under the following circumstances:

A. HBI operates various programs which are designed to train individuals in various crafts in the construction industry. HBI offers a program to prospective employees in the construction industry ("Students") known as the Pre-Apprenticeship Certificate Training ("PACT Program") in which, among other things, HBI provides an Instructor Guide ("Guide") and a Student Workbook ("Workbook") and access to the Instructor and Student HBI Learning Management System accounts ("LMS"), CTEtechWorks (hbi.litmos.com), and other Instructor Resources to assist in training Students to qualify for the PACT Assessment and issue the PACT Certificate, an industry-recognized credential accepted by the U.S. Department of Labor and sponsored by the National Association of Home Builders issued by HBI ("Assessment") which qualifies Students to obtain employment in the construction industry throughout the United States.

B. Licensee desires to offer the PACT Program to Students in its geographic area which, among other things, requires HBI to train and certify ("PACT Instructor Certification") the instructors ("Instructors") employed by Licensee to offer the PACT Program.

C. HBI has caused the Guide, Workbook and LMS content to be copyrighted and the names and brands utilized by HBI to be trademarked.

D. Subject to the terms of this License, HBI authorizes Licensee to offer the PACT Program and utilize the Guide, Workbook, LMS and Instructor Resources. In addition, HBI (or its designee) will certify Instructors identified in Attachment 1 by Licensee, which are reasonably acceptable to HBI.

E. Licensee agrees to adhere to all federal, state, and local laws and regulations concerning work site and OSHA safety laws and regulations, workers compensation, discrimination in the workplace and all other relevant requirements while using HBI training materials under this License.

NOW, THEREFORE, based upon the covenants, agreements, warranties and representations of this License, HBI and Licensee agree as follows:

1. **License.** HBI hereby grants to Licensee a non-exclusive license, without the right to sublicense or assign, and subject to and in accordance with the terms contained in this License to use the Instructor Guide, Student Workbook, LMS and associated Instructor Resources only by HBI approved Instructors (as set forth below) to train Students. HBI will be available to train two Instructor candidates per licensed school/site to provide the PACT Program ("Technical Assistance").

2. **HBI Fees.** In return for the Technical Assistance, use of the Guide, LMS and Workbook, review of prospective Instructors, and reasonable ongoing assistance from time to time, for the Term of this License, the ability to cause Assessments to be utilized, and Certificates to be issued, Licensee shall pay to HBI a nonrefundable fee in accordance with the amount and schedule provided in the payment terms section of

this agreement (The payment terms hereby incorporated into, and made a part of, this License).

3. **Term.** This License shall be for a term of one (1) year (“Term”) between the contract dates specified. Upon mutual agreement of HBI and Licensee, this License may be extended (“Extended Term”). The Extended Term shall be on the same terms and conditions contained in this License except the fee paid by Licensee to HBI for the first one-year Extended Term shall be a fee in accordance with the amount and schedule provided in the payment terms section (The payment terms hereby incorporated into, and made a part of, this License) per site/school which the parties agree prior to the commencement of the Extended Term. Upon mutual agreement of HBI and Licensee, the Term may be extended for additional years after the initial one year of the Extended Term at HBI’s prevailing rate for such license extension.

4. **Student Fee.** Licensee may offer the PACT Program during the Term for profit or not for profit. The amount Licensee charges each Student to receive the PACT Program shall receive prior approval by HBI, which approval shall not be unreasonably withheld.

5. **Territory and Costs.** Licensee may only offer the PACT Program to Students directly enrolled with Licensee, or within additional sites/schools noted in license agreement. The PACT Program may only be offered by Licensee in the Standard Metropolitan Statistical Area in which the principal office of Licensee is located or and/or such other locations noted in the license agreement. Offering of remote programs or other sites/schools is not permitted without the prior written approval of HBI Licensee shall pay all the costs incurred to present the PACT Program including, without limitation, rent, wages of Instructors and cost printed materials.

6. **Tools and Materials.** HBI shall furnish to Licensee a printed Workbook and a printed Guide together with access to the Learning Management System and other online Instructor Resources. During the Term of a current License, Licensee will have access to any new or updated PACT materials at no additional cost. All tools, materials, equipment and supplies necessary to offer the PACT Program, including, without limitation, copies of the Workbook, construction materials and building sites remain the responsibility and cost of Licensee.

7. **Use and Distribution of Materials.** During the Term, Licensee shall be permitted to purchase additional copies and distribute the Guide and associated material solely to HBI approved Instructors, and the Workbook solely to HBI PACT-enrolled Students within the Licensee’s direct organization. Licensee shall not offer, provide, or distribute electronic, digital, or computer access (whether on the internet, or any other means) to the Guide, LMS, Workbook, or any other materials provided by HBI (collectively, “HBI Materials”) to any third party without prior written request to and approval from HBI. Licensee promotional materials must prominently display the HBI logo and the HBI and PACT trademark(s). Any removal, disguise, or modification of the HBI trademark or HBI copyright notice shall be a violation of this License in addition to applicable law. Licensee shall not provide any HBI Materials to non-approved Instructors or Students, or any unauthorized third parties. Upon termination of this License or upon HBI’s request, Licensee shall promptly return all HBI Materials, in accordance with the terms herein.

8. **Student Assessments:** The method for students to earn certification from HBI is managed through the LMS, utilizing a combination of standardized assessments and instructor-led performance-based evaluations. Each individual Core or Trade passed assessment incurs a cost of \$50; there is no charge for assessments not passed. PACT License Agreement administrators will receive invoices on a monthly basis for assessments that instructors have evaluated with a passing score. HBI recommends administration staff to discuss the program’s assessment budget and needs with instructors prior to completion and evaluation of assessments.

9. **Violation of Copyright.** Licensee shall not copy the Guide or any content in the LMS under any circumstances. Subject to HBI’s right to demand return of all HBI Materials, Licensee may keep the Workbook and allow Students to retain the Workbook and related materials for their own personal use.

10. **Co-branding.** Any materials produced by Licensee to promote HBI and/or the PACT Curriculum or Program shall contain the co-branded lockup logo. The co-branded logo shall include the Licensee logo in a horizontal or vertical lockup format with the HBI registered mark logo as shown in the HBI Branding Guidelines. The lockup logo must be used in accordance with the HBI Branding Guidelines. The guideline rules outlined in the HBI Branding Guidelines shall govern the use of the lockup logo, including but not limited to the following:

- The default logo is the full color HBI/PACT logo with the Licensee logo, which shall be used in full color; the default HBI logo shall be illustrated on a white background when available or used as a black or white HBI logo with no distractive background designs;
- the two logos should be optically equal in size;
- when the logos are locked up, they shall be separated by four centimeters vertically or horizontally with the vertical and horizontal pipeline.
- The Licensee must follow the HBI Branding Guidelines for other questions concerning use of the HBI/PACT and Licensee lockup logo. HBI retains the right to inspect any materials produced by Licensee that include the HBI logo, HBI trademark, PACT trademark, or lockup logo and to reject the use of such materials at its discretion. In addition, HBI may use the Licensee name and/or logo for promotional purposes.
- Any variation must be approved in writing by HBI's Marketing & Communications team.

11. **Instructors.** Licensee shall select people which have at least five (5) years construction trade experience to be candidates to be Instructors. Only Licensee employees who have received PACT Instructor Certification from HBI shall be considered Instructors and authorized to have students complete Assessments and issue Certificates. In order to retain PACT Instructor Certification, the PACT Instructor must teach one complete PACT class and certify at least one student during the Contract dates of this agreement. Failure to comply with above provision will result in expiration of PACT Instructor Certification and will require re-certification. Licensee is responsible for notifying HBI in a timely manner of any changes in primary points of contact, accounts payable contacts, Instructors, or other direct employees with access to the LMS. Failure to do so may negatively impact access to LMS. Please refer to appropriate HBI staff for costs and conditions for additional Instructor training.

12. **Books and Records.** Licensee shall give HBI complete access to all records and materials generated by the Licensee in the presentation of the PACT Program, including without limitation, enrollment information and evaluations of Students participating in the PACT Program. The information maintained by Licensee in connection with the PACT Program shall be true and correct. Licensee and Instructors shall follow the curriculum established in the PACT Program, and utilize the LMS to register, evaluate, assess, and certify students as directed by HBI. HBI shall have the right to observe Instructors as they present the PACT Program. Licensee shall, during the Term, maintain PACT Program skill achievement records sufficient to document Student competency along with other records that Licensee uses for documentation of construction training related to the PACT Program. HBI, or its designated agent, shall have the right, during normal business hours during the Term and for a period of three (3) years after the expiration or termination of the Term, to inspect, review, or audit such books and records of Licensee. Licensee shall give HBI access to the presentations of the PACT Program and the books and records produced by Students, Instructors and Licensee in the PACT Program during normal business hours. Licensee shall notify HBI immediately, but, in any event, within 48 hours of receipt of any complaint concerning the actions of any Instructor, the materials or the PACT Program and shall provide all relevant details.

13. **Reporting.** HBI may request additional or supplemental information related to student enrollment, progress, and certifications for information not contained within the LMS. HBI does require Student first and last name but will not require additional personal identifying information, except where permitted by Licensee.

14. **No Solicitation.** HBI and Licensee shall be independent contractors. Licensee shall not employ any person who is, or has been within the preceding year, an employee of HBI. Similarly, HBI shall not employ any person who is, or within the preceding year been, an employee of Licensee. HBI and Licensee shall each maintain separate business operations, books, and records. HBI shall have no right to act on behalf of or bind Licensee in any manner. Licensee shall have no right to act on behalf of or bind HBI in any manner. During the Term, and thereafter, HBI may provide the PACT Program to other persons, organizations, and firms. Neither HBI nor Licensee shall, either directly or indirectly, through any person, entity, or by any other means (i) induce or attempt to induce any employee of the other party to leave the employ of the party or in any way interfere with the relationship between the party and any employee thereof, or (ii) hire any person who was an employee of the other party at any time during the Term or within one (1) year after the end of the Term.

**15. Confidentiality.** Licensee will hold in confidence all documents, records, materials and all other information it receives from HBI in connection with the PACT Program (whether received before or after the date of this License), including the Guide and Workbook, provided, however, Licensee shall be permitted to provide the Workbook to Students in hardcopy only. At the request of HBI, Licensee, except as provided herein, shall return to HBI all copies of nonpublic documents and materials that have been furnished to Licensee, including the Guide and Workbook, ("Confidential Materials"). Confidential Materials shall not be communicated, distributed, or provided to any third party. The obligation of Licensee to treat Confidential Materials in confidence shall not apply to any information which (i) is or becomes available to Licensee from a source other than HBI, (ii) is or becomes available to the public other than as a result of disclosure by Licensee or its agents, or (iii) is required to be disclosed under applicable law or judicial process, but only to the extent it must be disclosed. Notwithstanding the foregoing, in the event that Licensee is required to disclose any Confidential Materials or information by applicable law, judicial process or rule of governmental agency, it is agreed that Licensee shall provide HBI with prior notice of such requirement and HBI may seek an appropriate protective order if it so desires.

**16. Termination.** If either party defaults in the performance of, or compliance with, any term or condition of this License, the other party may terminate this License. The non-defaulting party shall give the defaulting party prompt written notice of any default under this License and termination of this License shall be effective thirty (30) days from the date the non-defaulting party sends such notice, unless, within thirty (30) days of the date notice is sent, the defaulting party has corrected or cured the default or if the non-defaulting party is satisfied that the defaulting party has taken appropriate action likely to affect such correction within a reasonable time, in the sole discretion of the non-defaulting party. The non-defaulting party may, at its option, terminate this License including, without limitation, all the rights hereunder. Upon termination by HBI, Licensee shall remain obligated to pay any and all amounts due hereunder to HBI, including, without limitation, the remaining installments of the Assessment or License Fees, and shall return to HBI all materials in accordance with the terms hereof.

**17. Indemnification.**

A. By HBI. HBI hereby indemnifies and holds Licensee and its directors, officers, employees and agents harmless from and against any and all liabilities, losses, claims, damages, costs and expenses (including court costs and reasonable attorney's fees) incurred by one or more of such parties and arising from HBI's services, duties and obligations hereunder except where such liabilities, losses, claims, damages, costs or expenses are attributable to the act or omission of Licensee or its directors, officers, employees or agents. In all cases, HBI's liability shall be limited to the PACT Program fee paid by Licensee.

B. By Licensee. Licensee hereby indemnifies and holds HBI and its directors, officers, employees and agents harmless from and against any and all liabilities, losses, claims, damages, costs and expenses (including court costs and reasonable attorney's fees) incurred by one or more of such parties and arising from or connected with Licensee's duties and obligations (or violation thereof) hereunder, including, but not limited to, any unauthorized use of the HBI Materials, except where such liabilities, losses, claims, damages, costs or expenses are solely attributable to the negligent act or omission or intentional misconduct of HBI or its directors, officers, employees or agents.

**18. Severability.** Should any provision of this License be determined to be invalid for any reason, such invalidity shall not affect the validity of any other provisions, which other provisions shall remain in full force and effect as if this License had been executed with the invalid provision eliminated, and it is hereby declared the intention of the parties that they would have executed the other provisions of this License without including therein any such provision which may for any reason be hereafter determined invalid. Whenever possible, each provision of this License shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this License or the application of any such provision to any party or circumstance shall be held to be prohibited by or invalid, illegal, or unenforceable under applicable law in any respect by a court of competent jurisdiction, such provision shall be ineffective only to the extent of such prohibition or invalidity, illegality or unenforceability, without invalidating the remainder of such provision or the remaining provisions of this License. Furthermore, in lieu of such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of this License, a legal, valid, and enforceable provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible. Notwithstanding the foregoing, if any such determination materially and adversely affects either party, the parties shall negotiate in good faith to modify this License to the fullest extent permitted by applicable law so as to affect their original intent as closely as possible to the end that the transactions contemplated hereby are fulfilled and consummated to the maximum extent possible.

19. **Assignment.** No party may assign any of its rights under this License, except with the prior written consent of the other party. All assignments of rights are prohibited under this License, whether they are voluntary or involuntary, by change of control, merger, consolidation, dissolution, operation of law, or any other manner. For purposes of this Section:

1. "change of control" refers to a change in control of 50% or more of the party; and
2. "merger" refers to any merger in which a party participates, regardless of whether it is the surviving or disappearing entity.

Any purported assignment of rights or delegation of performance in violation of this License is void.

20. **Governing Law.** This License shall be construed in accordance with and governed by the laws of the District of Columbia without reference to principles of conflict of laws.

21. **Counterparts.** This License may be executed in counterparts, all of which taken together shall constitute one agreement binding on all the parties, notwithstanding that all the parties are not signatories to the original or the same counterpart. The parties shall become bound by this License only when all parties have executed a counterpart of this License.

22. **Expenses.** Each party hereto will pay all costs and expenses incident to its negotiation and preparation of this License and to its performance and compliance with all agreements and conditions contained herein on its part to be performed or complied with, including the fees, expenses and disbursements of its counsel and accountants.

23. **Gender, Plural.** Whenever the context may require, any pronoun used herein shall include the corresponding masculine, feminine or neuter forms. The singular form of nouns, pronouns and verbs shall include the plural and vice versa.

24. **Submission to Jurisdiction and Forum.** The parties hereby agree that any suit, action or proceeding arising out of or related to this License or any of the transactions contemplated hereby or thereby shall be brought exclusively in either the United States District Court for the District of Columbia or an appropriate court of the District of Columbia. The parties hereby irrevocably submit in any suit, action or proceeding arising out of or related to this License or any of the transactions contemplated hereby or thereby to the jurisdiction of the United States District Court for the District of Columbia and the jurisdiction of any court of the District of Columbia. The parties hereto waive any and all objections to jurisdiction and venue in those courts that they may have under the laws of the District of Columbia or the United States. Licensee agrees that in the event of the actual or threatened unauthorized use of the HBI Materials or HBI Trademarks, HBI shall be irreparably harmed and/or threatened with irreparable harm and be entitled to seek injunctive relief without the necessity of posting a bond.

25. **Entire Agreement.** This License shall constitute the entire agreement between the Parties with respect to the limited subject matter specified herein and may not be modified or amended other than by a written instrument executed by both Parties. This License supersedes all prior oral and written communications, agreements, and understandings of the Parties with respect to the limited subject matter of this License.

26. **Third Party Beneficiaries.** None of the provisions of this License shall be for the benefit of or enforceable by any creditors of the parties.

27. **Waivers.** Any term of this License may be waived, or the time for its performance may be extended, by the party or parties entitled to the benefit thereof. Any such waiver shall be validly and sufficiently authorized for the purposes of this License if, as to any party, it is authorized in writing by an authorized representative of such party. The failure of any party hereto to enforce at any time any provision of

this License shall not be construed to be a waiver of such provision, nor in any way to affect the validity of this License or any part hereof or the right of any party thereafter to enforce each and every such provision. No waiver of any breach of this License shall be held to constitute a waiver of any other or subsequent breach.

28. **Captions.** The captions of the paragraphs of this License have been inserted only for the purpose of convenience and such captions are not a part of this License and shall not be deemed in any manner to modify, explain, enlarge, or restrict any of the provisions of this License.

29. **System Requirements.** Instructors and Students must be registered on HBI's LMS to complete course requirements. Please ensure your IT point of contact whitelists the system; for more information, contact [lmssupport@hbi.org](mailto:lmssupport@hbi.org) with subject line: whitelist. For optimal user experience and product performance, please note the LMS system requirements below, which are subject to change in HBI's discretion:

Desktop:

- Broadband Internet connection

Web browser:

- Internet Explorer 8+
- Firefox 2+
- Safari on Mac 1.2+
- Google Chrome (current version)
- Javascript and Cookies enabled

Mobile Devices:

- Apple iOS devices using Safari mobile web browser
- Android devices using Google Chrome mobile web browser

If premium Interplay Learning content is purchased through HBI, note the system requirements and end-user hardware suggested for optimal delivery:

Browser-Based Training Requirements for PC, MAC, and Chromebook:

- 64 bit operating system required-simulations run on most modern 64 bit browsers, including
- Google Chrome, Firefox, and Safari. Microsoft Edge or Internet Explorer are not supported. Apple/Macs work in this mode ONLY.
- 8GB of RAM is recommended, though the simulations may load on a machine with 4GB of RAM. They will not load on a machine with less than 4GB of RAM.
- Most Intel i3, i5, or i7 processors should be sufficient.
- Machines with Pentium, Atom, and Celeron processors are usually not powerful enough for the simulations.
- You should have an internet connection speed of at least 15mbps.

Hardware requirements for Virtual Reality (VR) use (optional):

- GPU: Nvidia GeForce GTX 970, AMD Radeon R9 290 equivalent or better.
- CPU: Intel i5-4590, AMD FX 8350 equivalent or better.
- RAM: 4 GB or more.
- Video Output: HDMI 1.4, DisplayPort 1.2 or newer.
- USB Port: 1x USB 2.0 or better port.
- Operating System: Windows 7 SP1, Windows 8.1 or later, Windows 10.
- HTC Vive, Oculus Rift S HMD or equivalent

30. **Notice.** Any notices or other communications required or permitted under this License shall be sufficiently given if in writing and (i) hand-delivered, including delivery by courier service, (ii) sent by facsimile, (iii) sent by email or similar system, or (iv) sent by certified mail, return receipt requested, postage prepaid, addressed to the recipient at the address stated below, or to such other address as the party may substitute by written notice to the other party during the Term.

Notices and other communications delivered by facsimile must be transmitted by a facsimile machine which produces a dated message completed confirmation. Notices sent by email must be transmitted through a system that produces a delivery receipt. All notices hand-delivered shall be deemed received on the day of delivery. All notices forwarded by mail shall be deemed received on the date two (2) business days immediately following date of deposit in the U.S. mail; provided, however, the return receipt indicating the date upon which the notice is received shall be prima facie evidence that such notice was received on the date of the return receipt. Notices and other communications transmitted by facsimile or email shall be deemed delivered on the day transmitted unless such day is a Saturday, Sunday, or legal holiday in which event it shall be deemed received on the next business day. Addresses may be changed by giving notice of such change in the manner provided herein. Unless and until such written notice is received, the last address given shall be deemed to continue in effect for all purposes.

If the notice is sent by facsimile or email, it must be properly addressed, reflecting the following facsimile phone number or email address, respectively, of the addressee:

**If to HBI:**

<b>HBI</b>
<b>Attention:</b> Jeremy Albritton
<b>Fax:</b> (202) 266-8999
<b>Email:</b> ContractManagement@hbi.org

**If to Licensee:**

<b>Licensee Name:</b> CareerSource Citrus Levy Marion
<b>Licensee Address:</b> 2703 Northeast 14th Street Ocala, FL 34470
<b>Attention: Name:</b> Thomas "Rusty" Skinner
<b>Email:</b> rskinner@careersourceclm.com

**Licensee Accounts Payable and IT Contact**

<b>Accounts Payable Name:</b> Wendy Ross
--

<b>Accounts Payable Address:</b> 2703 Northeast 14th Street Ocala, 34470
<b>Accounts Payable Phone:</b> 352-873-7939 Ext. 1231
<b>Accounts Payable Email:</b> wross@careersourceclm.com
<b>IT Contact Name:</b> Dwain Henderson
<b>IT Contact Email:</b>

31. Site/School Information.  
CareerSource Citrus Levy Marion (Site)

32. Instructor Contact Information.

**Instructor(s)**

**Instructor**

<b>Name:</b> Brittney Fish
<b>Email:</b> bfish@careersourceclm.com

**Instructor**

<b>Name:</b> Mark Seymour
<b>Email:</b> work_everlasting@yahoo.com

**Payment Terms**

The following represents the payment terms identified for this license agreement

Name	Quantity	Unit Price	Subtotal	Billing Exceptions Applied	Billing Exceptions Amount	School/Site/Instructor	Total Price
Site/School	1	\$2,000.00	\$2,000.00	Non-Standard Discounts	\$1,000.00	CareerSource Citrus Levy Marion (Site)	\$1,000.00

Subtotal: \$2,000.00  
 Total Discounts: \$1,000.00  
**Total Amount Due: \$1,000.00**

**LICENSEE:**

I am authorized to enter this License on behalf of Licensee and agree to the terms, conditions and payment schedule of this License as listed above.

---

**Name:** Thomas "Rusty" Skinner  
**Title:** CEO

**HBI:**

I am authorized to enter this License on behalf of HBI and agree to the terms and conditions of this License.

A handwritten signature in black ink, appearing to read "Ed Brady". The signature is written in a cursive, flowing style with a large initial "E".

**Name:** Ed Brady  
**Title:** CEO, Home Builders Institute



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, June 10, 2026**

#### **TOPIC/ISSUE:**

State action on PIP/Action Steps

#### **BACKGROUND:**

Attached is Item 7 from the CareerSource Florida Board agenda of June 3.

Despite approving our PIP on January 14, they have added the requirement that we “reprocure” the activities in the agenda item. With Chair Zalak’s approval I presented his comments but to no avail. I also mentioned our performance improvement for the 3<sup>rd</sup> quarter Indicators of Performance (attached)

#### **POINTS OF CONSIDERATION:**

We are very concerned on the potential for a negative impact on staff that have worked so hard to improve our statistics.

Our staff cannot participate in drafting the solicitation or making a recommendation because we will have to submit a response.

Because of this we are recommending our Board (meeting June 10) take the following actions with a goal of completing this requirement so that our Board can act at its September meeting.

- Engage our One Stop Operator and CareerSource Northeast Florida to manage the procurement and make a recommendation to our Board

#### **STAFF RECOMMENDATIONS:**

Consider whether a further response as elected officials is appropriate.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

## **Action Item 7**

### **LOCAL WORKFORCE DEVELOPMENT BOARD REQUESTS FOR DESIGNATION AS DIRECT PROVIDERS OF WORKFORCE SERVICES AND REQUESTS TO SERVE AS ONE-STOP OPERATORS**

#### **Designation as Direct Providers of Workforce Services**

The Workforce Innovation and Opportunity Act (WIOA) allows local workforce development boards (LWDBs) to serve as direct providers of basic and individualized career services (also referred to as “workforce services”), with the agreement of the chief elected official in the local area, LWDB, and the Governor. Section 445.007(6), Florida Statutes, allows for LWDBs to be designated as direct providers of intake, assessment, eligibility determinations, or other direct provider services, except training services. Further, it requires the state workforce development board (SWDB) to establish the criteria by which an LWDB may request permission to operate under this section and the criteria by which such permission may be granted. This includes but is not limited to reduction in the cost of providing the permitted services and the requirement that such permission shall be granted for a period not to exceed three years for any single request submitted by the LWDB.

LWDBs designated as a direct provider of career services must submit a performance report at the end of each program year during which direct workforce services were provided. The report must contain, at a minimum:

1. An analysis of cost savings as a result of the LWDB providing direct workforce services.
2. A description of improvement in performance outcomes.
3. A description of any “best practices” to be shared with other LWDBs.
4. Evidence that the direct service provision was incorporated into the local WIOA plan within 60 days of receipt of approval to serve as a direct provider of workforce services.

LWDBs approved to serve as direct provider of workforce services must submit the annual performance report by September 30 each year (or when requested by FloridaCommerce).

16 LWDBs requested approval for designation as direct providers of workforce services.

These LWDBs provided the required documentation as described in [CareerSource Florida Workforce Policy G105 – Composition and Certification of LWDBs; Certification of One-Stop Systems; and Direct Service Provider Designation](#). The Florida Department of Commerce (FloridaCommerce) and CareerSource Florida reviewed the submitted documentation.

FloridaCommerce and CareerSource Florida recommend full approval of the request for designation as direct provider of workforce services from the following ten LWDBs:

1. **CareerSource Okaloosa Walton** (LWDB 2)
2. **CareerSource Northeast Florida** (LWDB 8)
3. **CareerSource Pasco Hernando** (LWDB 16)
4. **CareerSource Suncoast** (LWDB 18)
5. **CareerSource Heartland** (LWDB 19)
6. **CareerSource Research Coast** (LWDB 20)
7. **CareerSource Palm Beach County** (LWDB 21)
8. **CareerSource Southwest Florida** (LWDB 24)
9. **CareerSource Tampa Bay** (LWDB 28)
10. **CareerSource Central Florida** (LWDB 12)

After a review of available information, FloridaCommerce and CareerSource Florida recommend conditional approval of the request for designation as direct provider of workforce services from the following six LWDBs contingent on the requirements described below:

- **CareerSource Escarosa (LWDB 1)** is on a performance improvement plan (PIP) for missing the negotiated goal for Youth Credential Attainment Rate and Dislocated Worker Credential Attainment Rate federal indicators, two years in a row.
- **CareerSource Gulf Coast (LWDB 4)** is designated for required technical assistance for missing the negotiated goal for the Dislocated Worker Measurable Skill Gains federal indicator, two years in a row. The LWDB negotiated performance for this goal but did not serve any participants in this category.
- **CareerSource Capital Region (LWDB 5)** is designated for required technical assistance for missing the negotiated goal for the Dislocated Worker Credential Attainment federal performance indicator, two years in a row.
- **CareerSource North Florida (LWDB 6)** is designated for required technical assistance for missing the negotiated goal for Youth Entered Employment Quarter 4 federal indicator, two years in a row.
- **CareerSource Citrus Levy Marion (LWDB 10)** is on a PIP for missing the negotiated goal for Dislocated Worker Entered Employment Rate Quarter 2 and

Dislocated Worker Entered Employment Rate Quarter 4 federal indicators, two years in a row.

- **CareerSource Polk (LWDB 17)** is on a PIP for missing the negotiated goal for the Dislocated Worker Entered Employment Quarter 2 and Youth Credential Attainment Rate federal indicators, two years in a row.

Recommended conditions of approval are as outlined below:

1. Ninety days after the approval of this action item, the LWDBs indicated above must begin re-procurement for this activity within their designated planning regions. If a contracted provider of services is identified through this procurement, conditional approval expires upon the execution of the contract with that provider of services. If no provider is identified through this procurement, the following conditions apply:
  - a. The LWDB must participate in required technical assistance and increased oversight by FloridaCommerce. Conditional approval is granted through June 30, 2028, for all applicable LWDBs.

### **Requests to Serve as One-Stop Operators**

WIOA requires LWDBs to use a competitive procurement process to select their one-stop operators, and to conduct a competitive procurement of one-stop operators at least once every four years.

LWDBs may serve as a one-stop operator, if selected through the competitive procurement process pursuant to 20 Code of Federal Regulations (CFR) 678.605 and 678.615(a). In instances where the LWDB competes to serve as the one-stop operator, a third party must complete the procurement process. The third party may be a consultant, a professional, or any other independent entity retained specifically to arrange, notice, and process the procurement. The third party must not bid on, compete for, or have any financial interest in the contract for procurement or its outcome. Pursuant to [CareerSource Florida Workforce Policy 97 – One-Stop Operator Procurement](#), if the LWDB successfully competes to serve as the one-stop operator, the LWDB must obtain approval from the Governor and the Chief Local Elected Official (CLEO).

Florida Commerce and CareerSource Florida reviewed all requests from LWDBs to serve as a one-stop operator. The attached requests, supplemental documents, checklists and additional compliance and performance information demonstrate the cost savings and other benefits of acting as one-stop operator. Consistent with 20 CFR 678.610 and Workforce Policy 97, the following LWDBs met compliance requirements to procure a one-stop operator and submitted the attached requests.

1. **CareerSource Central Florida (LWDB 12)**

The LWDB was conditionally approved to act as a One-Stop Operator in December 2025. Updated documents were provided to FloridaCommerce in January 2026, outside of the timeframe for inclusion in the January CareerSource Florida Board of Directors agenda packet. FloridaCommerce and CareerSource Florida confirm the requirements to be designated as the one-stop operator have been sufficiently met by CareerSource Central Florida and recommend full approval for LWDB 12 to serve as the one-stop operator effective July 1, 2026, through June 30, 2030, for which the LWDB requested to serve as one-stop operator.

## **2. CareerSource Okaloosa Walton (LWDB 2)**

CareerSource Okaloosa Walton is in active procurement status in search of a One-Stop Operator and anticipates making a recommendation to their Board of Directors on June 3, 2026, to begin operations on July 1, 2026. If the LWDB does not approve or does not act on the procurement for a One-Stop vendor, the LWDB will need approval to act as a One-Stop Operator until the local board approves a vendor. FloridaCommerce and CareerSource Florida recommend the SWDB conditionally approve CareerSource Okaloosa Walton's (LWDB 2) request to serve as a one-stop operator for the reasons described above.

## FOR CONSIDERATION

- **Authorize the full approval of the following local workforce development boards' requests to be designated as a Direct Provider of Workforce Services starting July 1, 2026, through June 30, 2028**
  - CareerSource Okaloosa Walton (LWDB 2)
  - CareerSource Northeast Florida (LWDB 8)
  - CareerSource Pasco Hernando (LWDB 16)
  - CareerSource Suncoast (LWDB 18)
  - CareerSource Heartland (LWDB 19)
  - CareerSource Research Coast (LWDB 20)
  - CareerSource Palm Beach County (LWDB 21)
  - CareerSource Southwest Florida (LWDB 24)
  - CareerSource Tampa Bay (LWDB 28)
  - CareerSource Central Florida (LWDB 12)
  
- **Authorize the conditional approval of the following local workforce development boards' requests to be designated as a Direct Provider of Workforce Services contingent on the requirements described above, starting July 1, 2026, through June 30, 2028.**
  - CareerSource Escarosa (LWDB 1)
  - CareerSource Gulf Coast (LWDB 4)
  - CareerSource Capital Region (LWDB 5)
  - CareerSource North Florida (LWDB 6)
  - CareerSource Citrus Levy Marion (LWDB 10)
  - CareerSource Polk (LWDB 17)
  
- **Approve CareerSource Central Florida's (LWDB 12) request to operate as a one-stop operator.**
  
- **Approve CareerSource Okaloosa Walton (LWDB 2) to serve as the one-stop operator on a conditional basis, pending procurement and subsequent approval of a permanent One-Stop Operator by the local board of directors.**

### [ATTACHMENTS](#)



**RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, June 10, 2026**

**TOPIC/ISSUE:**

Annual Indicator of Performance Goal Setting

**BACKGROUND:**

Will be discussed during meeting.

**POINTS OF CONSIDERATION:**

**STAFF RECOMMENDATIONS:**

**COMMITTEE ACTION:**

**BOARD ACTION:**

# INDICATORS OF PERFORMANCE

Q3 PY25-26

Measures	PY2024-2025 2nd Quarter Performance	PY2024-2025 4-3rd Quarter % of Performance Goal	PY2024-2025 3rd Quarter Performance	PY2024-2025 4-2nd Quarter % of Performance Goal	PY2024-2025 4th Quarter Performance	PY2024-2025 4-2nd Quarter % of Performance Goal	PY2024-2025 Performance Goals	PY2025-2026 1st Quarter Performance	PY2025-2026 5-2nd Quarter % of Performance Goal	PY2025-2026 2nd Quarter Performance	PY2025-2026 5-2nd Quarter % of Performance Goal	PY2025-2026 3rd Quarter Performance	PY2025-2026 5-2nd Quarter % of Performance Goal	PY2025-2026 Performance Goals
<b>Adults:</b>														
Employed 2nd Qtr After Exit	82.4	95.81	88.3	102.67	87.9	102.21	86	88.6	100.68	87.4	99.32	87.1	98.98	88
Median Wage 2nd Quarter After Exit	\$10,920	113.16	\$11,320	117.31	\$10,898	112.93	\$9,650	\$9,730	98.28	\$9,583	96.79	\$9,579	96.76	\$9,900
Employed 4th Qtr After Exit	78.5	92.35	80.2	94.35	84.8	99.76	85	86.7	100.81	87.9	102.21	88	102.33	86
Credential Attainment Rate	61.8	87.17	51.3	72.36	59.4	83.78	70.9	63.6	89.70	75.8	106.91	83	117.07	70.9
Measurable Skill Gains	70	115.89	74.8	123.84	89.1	147.52	60.4	78.5	129.97	79.9	132.28	82.3	136.26	60.4
<b>Dislocated Workers:</b>														
Employed 2nd Qtr After Exit	0	0.00	50	60.98	66.7	81.34	82	75	89.29	75	89.29	100	119.05	84
Median Wage 2nd Quarter After Exit	\$0	0.00	\$7,577	93.89	\$14,224	176.25	\$8,070	\$9,285	115.06	\$9,285	115.06	\$15,078	186.83	\$8,070
Employed 4th Qtr After Exit	0	0.00	0	0.00	0	0.00	77.4	50	64.60	66.7	86.18	75	96.90	77.4
Credential Attainment Rate	0	0.00	0	0.00	0	0.00	75.1	0	0.00	66.58	66.58	66.7	88.81	75.1
Measurable Skill Gains	50	66.67	80	106.67	100	133.33	75	100	133.33	100	133.33	78.6	104.80	75
<b>Youth:</b>														
Employed 2nd Qtr After Exit	72.1	90.92	75.6	95.33	81.3	102.52	79.3	77.3	97.48	76.9	96.97	66.7	84.11	79.3
Median Wage 2nd Quarter After Exit	\$4,106	109.23	\$4,015.5	106.82	\$4,767.8	126.84	\$3,759	\$5,077.0	135.06	\$5,473.3	145.61	\$5,077.0	135.06	\$3,759
Employed 4th Qtr After Exit	71.3	92.48	67.1	87.03	67.4	87.42	77.1	64.4	83.53	68.1	88.33	68	88.20	77.1
Credential Attainment Rate	93.9	108.30	91.9	106.00	86.8	100.12	86.7	85	98.04	76.6	88.35	78.6	90.66	86.7
Measurable Skill Gains	81.8	89.20	73.8	80.48	94.3	102.84	91.7	89.8	97.93	79.7	86.91	82.1	89.53	91.7
<b>Wagner Peyser:</b>														
Employed 2nd Qtr After Exit	66.1	93.76	67.5	95.74	66.2	93.90	70.5	66.6	94.47	66.6	94.47	66.2	93.90	70.5
Median Wage 2nd Quarter After Exit	\$6,742	112.75	\$6,694	111.96	\$7,090	118.57	\$5,979	\$6,961	116.42	\$7,165	119.84	\$7,167	119.87	\$5,979
Employed 4th Qtr After Exit	65.3	97.32	64.4	95.98	66.6	99.25	67.1	66.2	98.66	66.5	99.11	67.6	100.75	67.1

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026**  
**CEO Review Committee, Wednesday, May 27, 2026**  
**CEO Review Committee, Tuesday, May 12, 2026**

**TOPIC/ISSUE:**

Discussion and recommendation for renewal of CEO contract for 2026 – 2027

**BACKGROUND:**

CEO Salary History		
Year	Salary	Increase Over Previous Year
2016 - 17	\$ 120,000.19	3%
2017 - 18	\$ 123,600.26	3%
2018 - 19	\$ 127,308.00	3%
2019 - 20	\$ 133,036.86	4.5 %
2020 - 21	\$ 137,027.97	3%
2021 - 22	\$ 137,027.97	0%
2022 - 23	\$ 137,027.97	0%
2023 - 24	\$ 137,027.97	0% (3.5% Retention Incentive)
2024 - 25	\$ 143,873.60	5%
2025 - 26	\$151,067.28	5%
2026 - 27	\$151,067.28	0%

**POINTS OF CONSIDERATION:**

**STAFF RECOMMENDATIONS:**

**COMMITTEE ACTION:**

5/12/2026 - Al Jones made a motion to table the approval of the contract until budgetary reviews have been completed and potential salary adjustments have been determined. Arno Proctor seconded the motion. Motion carried.

5/27/2026- Arno Proctor made a motion to approve Rusty Skinner’s 2026-2027 contract and table salary discussions until after the 2026-2027 budget is finalized. Carl Flanagan seconded the motion. Motion carried.

**BOARD ACTION:**



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026  
Nominating Committee, Wednesday, May 20, 2026**

**TOPIC/ISSUE:**

Affirmation of Chair – Arno Proctor  
Program years: July 2026 – June 2027 and July 2027 – June 2028

**BACKGROUND:**

**POINTS OF CONSIDERATION:**

**STAFF RECOMMENDATIONS:**

**COMMITTEE ACTION:**

John Murphy made a motion to affirm Arno Proctor as Chair for the 2026-2027 and 2027-2028 program years. Edward Suor seconded the motion. Motion Carried.

**BOARD ACTION:**



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026  
Nominating Committee, Wednesday, May 20, 2026**

**TOPIC/ISSUE:**

Nomination of Vice Chair

**BACKGROUND:**

**POINTS OF CONSIDERATION:**

**STAFF RECOMMENDATIONS:**

**COMMITTEE ACTION:**

John Murphy made a motion to nominate Al Jones for Vice-Chair for the 2026-2027 and 2027-2028 program years. Edward Suor seconded the motion. Motion carried.

**BOARD ACTION:**



**RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026  
Nominating Committee, Wednesday, May 20, 2026**

**TOPIC/ISSUE:**

Nomination of Treasurer

**BACKGROUND:**

**POINTS OF CONSIDERATION:**

**STAFF RECOMMENDATIONS:**

**COMMITTEE ACTION:**

John Murphy made a motion to nominate Fred Morgan as the Treasurer. Edward Suor seconded the motion. Motion carried.

**BOARD ACTION:**



**CAREERSOURCE CITRUS LEVY MARION  
Education and Industry Consortium**

**MINUTES**

DATE: May 14, 2026  
PLACE: CareerSource CLM  
2703 NE 14<sup>th</sup> Street, Ocala, FL 34470  
TIME: 9:00 a.m.

**MEMBERS PRESENT**

Ashley Shorb  
Bob Rutemiller  
Calvin Cooksey  
Colleen Strickland  
Dr. Jennifer Fryns  
Joe Corley  
Katherine Otte  
Marci Holder  
Miriam Mishkin

**MEMBERS ABSENT**

Collen Strickland  
Rebecca Johnson  
Tanya Taylor

**Other Attendees**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM  
Melissa Saco, CSCLM

Cira Schnettler, CSCLM  
Haley Antich, Fidelity Manufacturing  
Matt Borg, Fidelity Manufacturing

**CALL TO ORDER**

The meeting was called to order by Joe Corley, Chair, at 9:00 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Bob Rutemiller made a motion to approve the minutes from the February 12, 2026, minutes. Katherine Otte seconded the motion. Motion carried.

**PRESENTATION**

Dr. Jennifer Fryns reviewed the Workforce Pell Grant program that focuses on short-term training funding. She reviewed the institution, program, and student eligibility

criteria. The committee members discussed the challenges that would be faced by variety of eligibility requirements. The members also discussed how partnerships between CareerSource CLM, education institutions, and businesses could be developed to create career pipelines for workers that would satisfy the needs of businesses. There was consensus that the State's Master Credential List could potentially become a foundational piece of an industry eligibility requirement. The members concluded by developing a list of next steps.

### **NEXT STEPS**

The committee discussed actionable items for next steps:

- Contact MRMA to have a presentation held for the association.
- Hold a brainstorming session focused on the Master Credential List.
- Identify businesses that would like to volunteer as part of a pilot program for joint experiential learning opportunities.

### **DISCUSSION ITEMS**

None

### **PUBLIC COMMENT**

None

### **MATTERS FROM THE FLOOR**

None

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:03 a.m.

### **APPROVED:**

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# Workforce Pell – New Policy Highlights



## **New Pell category for short-term workforce programs**

Expands Pell Grant eligibility to shorter, non-degree workforce training programs that prepare students for high-skill, high-wage, or in-demand jobs.



## **Program-level approval required by ED**

Each program must receive individual ED approval, informed by state-reported completion and job placement data.



## **Students with bachelor's degrees are eligible**

Students with a bachelor's degree may receive Workforce Pell, expanding access for reskilling and career transitions.



# Workforce Pell – New Policy Highlights

## No student can receive Dual Pell in the Same Payment Period

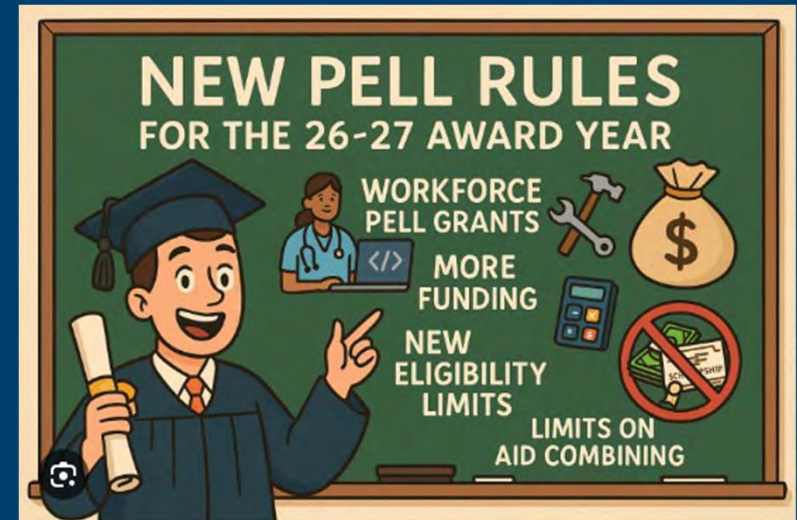
Awards are prorated based on program length. Students cannot receive a Workforce Pell and regular Pell concurrently..

## Programs must meet 70% completion / 70% job placement thresholds

Programs must demonstrate a 70% completion rate and a 70% job placement rate within 180 days of completion.

## Tuition must not exceed Value-Added Earnings (VAE) over time

Programs must prove that tuition costs do not exceed the earnings gains graduates realize within three years.



The Student Aid Index (SAI) Of approximately \$17,000 ensures the grant aid students with the most financial need.



# Workforce Pell - Program Eligibility Framework



## Length & format

150-599 clock hours, typically completed in 8 to fewer than 15 weeks or

4 to fewer than 16 semester credits (or 6 to fewer than 24 quarter hour credits)

Programs may not be offered as correspondence education, study abroad, or direct assessment programs.



## Two-level approval

States serve as the primary gatekeepers for Workforce Pell eligibility, approving programs based on labor-market alignment, employer demand, stackable credential pathways, and robust data-sharing requirements.

Approved programs from the state must undergo federal review by the U.S. Department of Education.



## Provider rules

Max 25% of program at a non–Title IV partner (No more than 25% of program delivery can come from a non–Title IV partner.)



## Program History

Must have been in operation for at least one year before seeking Workforce Pell eligibility (draft regulations count this from the time of state approval).



## Workforce Pell – Core Metrics

- **Completion Rate:** Programs must demonstrate at least a **70% completion rate** (students finish the program within an expected timeframe).
- **Job Placement:** At least **70% of graduates** must be placed in jobs within **180 days** after completion (placement may eventually be tied specifically to jobs in the field of study).
- **Earnings Test:** Programs must demonstrate that the **median earnings of completers exceed the cost of tuition and fees plus a baseline income threshold** (such as 150% of the federal poverty level) — this is often referred to as a “value-added earnings” requirement.

Draft regulations specify how these metrics are calculated, how data are reported, and how institutions demonstrate compliance.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026  
Executive Meeting, Wednesday, May 27, 2026**

### **TOPIC/ISSUE:**

By-Laws Amendment – Reduction in membership and removal of Audit Committee

### **BACKGROUND:**

It was noted that broader representation in decision making can be obtained using “community or committee membership” rather than by expanding board members, staff noted that our board membership can be reduced in the non-private sector area by reducing a community board member seat that is being vacated because of term limits. This amendment removes that seat. Thereby increasing the percentage of private sector members.

Reviewing duties and functions it was determined that the “Audit Committee” rarely met, rather those functions, in practice, were assumed by the Executive Committee. The proposed change eliminates the Audit Committee and transfers its functions to the Executive Committee.

### **POINTS OF CONSIDERATION:**

The changes increase private sector member percentage, aligns By-Laws with practice.

### **STAFF RECOMMENDATIONS:**

Approve amendments and recommend approval by the Consortium.

### **COMMITTEE ACTION:**

Arno Proctor made a motion to eliminate the Audit Committee. Pete Beasley seconded the motion. There was discussion on clarifying the elimination of the committee. Arno amended his motion to approve all changes to the By-laws as recommended by staff. Pete Beasley’s seconded the motion. Motion carried.

### **BOARD ACTION:**

### **CONSORTIUM ACTION:**

**BY-LAWS OF THE CITRUS LEVY MARION REGIONAL WORKFORCE  
DEVELOPMENT BOARD, INC. (CLMRWDB)**

**A FLORIDA CORPORATION, NOT FOR PROFIT**

**THESE BY-LAWS ARE AMENDED AS APPROVED ON**  
**6/10/2026**

Deleted: **12/13/2023**

**ARTICLE I: NAME, OFFICE AUTHORITY, AND RESPONSIBILITIES:**

Section A: The name of the Corporation shall be the Citrus Levy Marion Regional Workforce Development Board, Inc. hereinafter referred to as “the CLMRWDB.”

Section B: The Principal office of the CLMRWDB shall be located at 3003 SW College Rd, Suite 205, Ocala, FL 34474. The CLMRWDB may have such other offices as the Board of Directors may designate or as the business of the CLMRWDB may require from time to time.

Section C: The registered office of the CLMRWDB, required by Florida Corporation Laws to be maintained in the State of Florida may be, but need not be, identical with principal offices in the State of Florida. The registered office of the CLMRWDB shall be in care of Robert A. Stermer, 7480 SW Highway 200, Ocala, FL 34476. The address of the registered office may be changed from time to time by the CLMRWDB.

Section D: The CLMRWDB exists as a result of the passage of the Workforce Innovation and Opportunity Act, Public Law 113-128, the Interlocal Agreement establishing the Citrus Levy Marion Workforce Development Consortium (“Consortium”), the Memorandum of Agreement between itself and the Consortium, and the Articles of Incorporation of the CLMRWDB. As such, CLMRWDB has been determined to be a Special District of the State of Florida, a unit of state government, and has all the rights granted by such status including, but not limited to, sovereign immunity.

Section E: The CLMRWDB shall have those duties and responsibilities provided for by the WIOA, other related laws of the United States, Florida Statutes (F.S.) Chapter 445, and other applicable laws, rules and policies of the State of Florida, its Articles of Incorporation and any agreements or contracts it may enter into with any third party and such other duties as are consistent with its non-profit status and with the provision of job training, job placement and benefit services to the citizens of Citrus, Levy and Marion Counties, Florida and its status as a unit of state government.

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Section F: The CLMRWDB shall actively participate in the development of policies and programs for planning and implementing the activities of the Workforce Development Plan for Workforce Area Ten (Area 10).

Section G: The CLMRWDB shall maintain with the Consortium that relationship specified in the Memorandum of Agreement (“Memorandum”) between the two bodies.

**ARTICLE II: COMPOSITION OF MEMBERSHIP; LENGTH OF SERVICE; ATTENDANCE ON THE CLMRWDB:**

Section A: The CLMRWDB shall be comprised of not more than thirty-~~two~~ (32) members who are appointed as set forth in the Agreement to Establish the CLMRWDB. A member may represent more than one federally mandated membership category. The number of the members on the CLMRWDB shall be determined by the Consortium. CLMRWDB membership shall be maintained pursuant to the Memorandum provisions. Replacement of members who resign voluntarily, who are asked to resign or are removed because of unsatisfactory attendance records or other justifiable reason(s) will be in accordance with the Memorandum and any procedures required by the State of Florida or the United States Government.

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Section B: It shall be the policy of the CLMRWDB that three (3) absences annually from regularly scheduled CLMRWDB Board or Committee meetings shall constitute just cause for recommendation for removal. A recommendation for removal shall only be made after review by the Executive Committee of the circumstances surrounding the absences. The following procedures shall be followed: The Executive Committee shall meet, discuss the circumstances, and make their determination to remove or not remove the member(s). In the event removal is recommended, the Executive Committee shall make a recommendation for removal of the member(s) to the CLMRWDB at its next meeting. A majority vote of those CLMRWDB members present shall be required for removal. Upon removal, the Consortium will be notified and seek nominations to replace that member.

Section C: The Consortium will be notified of member attendance annually and any members with three (3) unexcused absences or other justifiable reasons for removal and of any action taken by the CLMRWDB. The Consortium may, at its discretion, remove any member. It shall immediately seek nominations for a replacement.

Section D: Any member who no longer meets the criteria under which appointed to the CLMRWDB shall notify the Executive Committee in writing within 30 days of that status change, i.e., a private sector representative no longer owns his/her own business, retires from that business, or is no longer an officer, chief executive or chief operating officer of the business concerns under which he/she was appointed to the board. The Executive Committee will review all status changes and make a recommendation to the CLMRWDB. The CLMRWDB shall recommend to the Consortium that any member whose status has changed so as to affect the member's eligibility for continued membership be replaced on the CLMRWDB.

Section E: Effective July 1, 2021, no board member is eligible to serve more than eight consecutive (8) years as a board member.

Section F: Board Member Nominations and Selection Process:

Board membership requirements, are detailed in both WIOA and in Florida Statutes, Section 445

For private sector business representation, nominations must be made by general purpose business organizations. These include chambers of commerce, economic development agencies and business groups such as the Mid-Florida Regional Manufacturers Association (MRMA). Those nominations are provided to the Local Elected official (LEO) for consideration and selection.

Public sector membership will generally be “agency based” and therefore requests for nominees are directed to the agency head for either self - nomination or a designee. These nominations will be submitted to the Consortium for selection.

Recruitment:

Private sector membership is “balanced” by county whenever possible. Letters will be sent to key business organizations in each county soliciting nominations. CLMRWDB members from the county where a vacancy will occur/has occurred will be asked to contact business leaders in their county (in targeted membership sector), explain our Board’s duties as a follow to the letters.

Board member must be:

- Owners
- Key executives; or
- Top-level policy executives

#### Nomination Process:

- As part of the recruitment/nomination process:
- A nomination form will be completed by each nominee. The form will be transmitted to the CLMRWDB CEO or COO who will submit the form for nomination to the Consortium for consideration and selection.
- If the CLMRWDB board member is working with their county's EDC or a Chamber as part of the recruitment process, that organization should be asked to send an email to the CLMRWDB CEO nominating the prospective member.

Nominations of prospective members will be compiled by the CLM staff and prepared for consideration by the LEO Consortium at its next scheduled meeting. Nominations will be grouped by vacancy.

#### Appointment Process:

After selection/appointment by the LEO Consortium, staff will:

1. Advise the board members of the selection;
2. Prepare a letter of welcome to be signed by the Chair that will include:
  - a. Information of the next Board meeting, including an invitation to the New Member Reception that will be scheduled one hour prior to the meeting.
  - b. Information of electronic access to the Board – Member Orientation
  - c. Financial Disclosure Form 1 (including information on timeframe for filing and contacts for assistance, if needed;
  - d. Hard copy of a Board Member Handbook
    - i. Committee information for committee selection

New members will be asked to review the electronic Orientation prior to

the New Member Reception so that any questions can be answered at that time, or they can contact staff prior to the Reception if they desire.

### **ARTICLE III: OFFICERS AND THEIR DUTIES:**

#### **Section A: General:**

The officers of the CLMRWDB shall be the Chair, Vice-Chair and Treasurer. The Vice-Chair and Treasurer shall be elected every two years. The Vice-Chair shall ascend to the office of Chair every two years and shall replace the outgoing Chair. The new Vice-Chair shall be elected from among the business and industry (private sector) representatives and shall rotate among the three counties' representatives every two years. The Treasurer shall be elected from the CLMRWDB public sector representatives. Treasurer shall not be eligible to ascend to the position of Chair because of the requirement that the Chair be a private sector representative. Officers shall serve two-year terms.

The Executive Assistant to the Chief Executive Officer shall serve as the Secretary to the Board and have the responsibilities of maintaining minutes of the actions of the Board and other such duties that support the Board.

#### **Removal of Officer(s):**

Any officer of the Board may be removed with or without cause by an affirmative vote of a majority of the Board of Directors at a called meeting in which a quorum is present. A motion to remove an officer may be made by any board member.

#### **Section B: Chair:**

The Chair shall have the responsibility of presiding over CLMRWDB meetings, authority for appointing Committee membership and the Chair

for each Committee subject to approval by the Executive Committee. The Chair shall serve as an ex-officio member of all Operational and Ad Hoc Committees but will not be assigned to any Committee other than the Executive Committee.

Section C: Vice-Chair:

The Vice-Chair shall preside over the CLMRWDB meetings in the absence of or at the request of the Chair. The Vice-Chair shall also serve as an ex-officio member of all Operational and Ad Hoc Committees but will not be assigned to any Committee other than the Executive.

Section D: The Treasurer or designee shall receive and deposit all funds in the name of the CLMRWDB in a bank approved by the Board. All checks shall be signed by either the Chief Executive Officer or Chief Operating Officer. Current financial records shall be kept at all times and reports on the financial status of the CLMRWDB shall be submitted at all meetings of the Board and membership, with copies to be attached to original minutes.

Deleted: The Treasurer shall chair the Audit Committee of the Board.

**ARTICLE IV: MEETINGS OF THE CLMRWDB:**

Section A: Regular Meetings:

The CLMRWDB shall meet quarterly or as determined by the Executive Committee and/or the CLMRWDB from meeting to meeting. All members of the CLMRWDB shall be notified in writing of the date, time, and place of the meetings at least five (5) days in advance. An agenda will be transmitted whenever possible.

Section B: Called Meetings:

The Chair may convene the Board at times other than the regular meetings, provided the CLMRWDB members are notified in writing at least five (5) days in advance of the date, time, and place of the meeting.

An agenda will be transmitted with this notification. If the Chair determines that an emergency situation necessitates that a special meeting be called, the requirements for notice may be waived.

Section C: Quorum of Meetings:

A quorum for all meetings of the CLMRWDB shall be declared when one-third (1/3) of the voting members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section D: Decision on Questions:

The decision on all questions with the exception of amendments to the By-Laws provided for under ARTICLE VIII, shall be determined by a majority vote of the members voting on the question.

Section E: Waiver of Notice:

Whenever, under the laws of the State of Florida, or provisions of these By-laws, a waiver in writing is signed by persons entitled to such notice, whether before or after the time stated therein, it shall be deemed equivalent to the giving of such notice.

Section F: Robert's Rules of Order:

In matters not covered by these By-laws, Robert's Rules of Order, Revised (latest edition), shall govern the procedure of the meetings of the CLMRWDB and its Committees.

Section G: Proxy Voting:

To ensure meaningful discussion and determinations, vote by proxy will not be accepted.

Section H: Use of Technology:

Understanding the business requirements of Board members, CLMRWDB may use any form of technology to conduct the business of its committees and board meetings. If used, the technology must be accessible to the public for attendance. The use of such technology should be included on all meeting notices when used.

Section I: Engagement of Stakeholders

CLMRWDB shall work to ensure engagement by the workforce system's stakeholders and employers by developing a list of Interested Parties. This list will include key business organizations and other groups, such as local SHRM organizations, and community groups that express an interest in workforce activities or services.

Notices of all meetings and agendas will be made available to those on the Interested Parties list. In addition, social media will be used to notify persons and organizations of the meetings of the Board and its committees.

At each meeting of the committees or Board a time for public comment and input will be placed on the agenda, and at the discretion of the Chair of the Board or committee, public input may be sought on any item coming before the body.

**ARTICLE V: COMMITTEES OF THE CLMRWDB:**

Section A: The CLMRWDB may establish such Operational Committees as are deemed necessary to perform the specific functions of the CLMRWDB. These Committees shall be advisory to the CLMRWDB, except that they

may, with specific authorization, act on behalf of the CLMRWDB. The following will be the Committees of the CLMRWDB:

**Executive Committee:**

This Committee shall be comprised of the Chair, Vice-Chair and Treasurer of the CLMRWDB, the immediate past Chair of the CLMRWDB, and the Chairs of the four Operational Committees, for a total of eight (8) members, at least two (2) members shall be selected from among the private sector representatives. This Committee shall be responsible for administrative matters of the CLMRWDB, shall serve as the CLMRWDB finance and personnel committee, and as such, shall handle all finance and personnel matters, if any; shall be responsible for all issues, duties and responsibilities dedicated to and by vote of the full CLMRWDB, shall be authorized to act on an emergency basis on behalf of the full CLMRWDB between CLMRWDB meetings, shall recommend and approve formal procurement actions, and shall serve as the grievance/protest committee for all procurement actions.

~~The committee shall serve as the Audit Committee.~~The following ad hoc committees shall report to the Executive Committee: Member Recruitment; and Nominating.

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Deleted: Audit

**Operational Committees:**

CLMRWDB shall have committees aligned with its goals, objectives, and management needs. These include: Marketing Outreach and Community Relations; Career Center Services; Performance and Monitoring; and Business and Economic Development

**Marketing Outreach and Community Relations:**

The Marketing Outreach and Community Relations Committee shall plan

and oversee the staff and Board efforts to improve the community awareness of Workforce; establish partnerships with community organizations that have missions similar to or supportive of the goals of the Board; inform the business community and the larger resident community of the region on the services and benefits available through the local workforce system; and, approve the staff marketing and outreach plan to business and applicant customers. It shall oversee the recruitment and orientation of new board members and strengthen board member engagement.

**Career Center:**

The Center Committee shall provide oversight and input regarding the services offered to both business and applicant customers; the development of partnerships to improve the efficiency and effectiveness of services and otherwise review and plan the partnerships, staffing and services offered through the local one stop system.

**Performance and Monitoring:**

The Performance and Monitoring Committee is charged with reviewing the performance of our one stop system and contractors against established goals. Additionally, it is charged with receiving and reviewing all internal monitoring, programmatic and fiscal as well as similar monitoring performed by the State. The Committee is also charged with establishing performance goals for the system and reviewing performance comparisons with other workforce boards based upon state performance reports and metrics.

**Business and Economic Development:**

The Business and Economic Development Committee is charged with aligning the resources of Workforce Connection with the economic

development efforts of the three counties. It is also charged with reviewing staff and economic development coordination and collaborative efforts at business outreach and development. The Committee will serve to plan and coordinate the development of career paths, training, and other services to support the needs of the business sectors targeted by the Board. It is responsible for the review and approval of demand occupations within the workforce area and, where feasible, coordinate with other workforce areas to develop regional strategies to serve these targeted sectors and provide coordinated workforce services.

Section B: The Chair of the CLMRWDB shall have authority to appoint members of the CLMRWDB to serve on all Operational Committees subject to the approval of the Executive Committee. Membership on all Operational Committees shall be for one year. Members of the CLMRWDB who are also employees of public sector organizations may delegate other employees of the public sector organization to attend Committee meetings and cast advisory votes. The preceding sentence shall not apply to meetings of the Executive Committee.

In accordance with the above, representatives from key partners not appointed to CLMRWDB will be asked to serve on committees. These partners include but are not limited to the following: School boards, economic development; private and public higher educational partners; trade associations, social and customer-focused agencies and, organized labor.

The Chair may appoint such other members to the Operational Committees as is necessary to gain broad industry input into the deliberations of the committees. Such members shall be ex-officio and have voting privileges.

Section C: Ad Hoc Committees:

Ad Hoc Committees may be established by the Chair autonomously to deal with matters of particular or immediate concern. Ad Hoc Committees shall be composed of members of the CLMRWDB with their number and representation determined by the Chair subject to approval by the Executive Committee. An Ad Hoc Committee shall be advisory to the CLMRWDB and shall terminate upon satisfactory completion of the task for which it was originally appointed. Non-CLMRWDB members may serve as voting members of Ad-hoc Committees.

Section D: Special Committees:

Nominating Committee:

The Committee shall be composed of members of the CLMRWDB, appointed by the Chair with appropriate representation from each County of the Area 10. The Committee will meet every other year by the end of May, so that the Committee shall have sufficient time to bring forth a slate of nominees for Vice-Chair and Treasurer to be considered at the June meeting of the CLMRWDB. Should any Officer not be able to complete the officer's term of office, the most recently appointed Nominating Committee shall be convened to draw up a slate of nominees for filling the vacancy or vacancies except in the case of a vacancy in the Chair in which case the Vice-Chair shall ascend to the office of Chair. Nominations to fill such other vacancies shall be presented to the CLMRWDB for election as soon as possible following the occurrence of the vacancy or vacancies. Those officers selected by CLMRWDB, shall be recommended for selection by the Consortium.

▼ Educational and Industry Consortium:

The Education and Industry Consortium is charged with aligning the skill needs of business with the training provided by our educational

Deleted: Audit.¶

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The Audit Committee shall be chaired by the Treasurer and assume responsibility for recommending the selection of the Board's audit firm; and reviewing each annual audit prior to presentation to the Board.¶

partners.

The local consortium is comprised of the following members:

- One representative nominated by each respective school superintendents to represent their district;
- One representative nominated by the President of the College of Central Florida to represent the College;
- Business members should represent the targeted industry sectors in our Plan;
- One representative from private educational institutions that offer certifications or degrees;
- Each school district should nominate a representative from their programs that align with our targeted sectors;
  - Manufacturing
  - Logistics
  - Information Technology
  - Healthcare
  - Construction
  - Agriculture
- The CLM Chair will appoint up to three representatives from each sector to represent industry in each county.
- The Chair will appoint a chair of the Consortium.
- Members are appointed to a two-year term, and may be reappointed.
- CLM staff will serve as official consortium staff.

The various representatives will meet quarterly, as required, in conjunction with the normal CLM committee meeting schedule. The chair of the consortium will be asked to attend the CLM Board meeting and report any recommendations of the consortium. These, if necessary, will be actionable items for the next scheduled CLM committee as appropriate.

The Consortium will review all local requests submitted to the Credentials Review Committee

Section E: Quorum:

A quorum for all Committee meetings of the CLMRWDB shall be declared when one-third (1/3) of the members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section F: Chair for Operational Committees and Ad Hoc Committees:

The Chair of the CLMRWDB shall appoint the Chair for Operational Committees and Youth Council and of any Ad Hoc Committees subject to the approval of the Executive Committee.

Section G: Appointment of Committee Vice-Chairs:

The Chair for any Operational Committees or of an Ad Hoc Committee may appoint the Committee Vice-Chair from among the other members of the Committee.

Section H: Replacement of Committee Members:

The Chair of the CLMRWDB may replace any Committee member, after consultation with the committee member, and after considering the recommendations of the Chair of the Committee and subject to the approval of the Executive Committee.

**ARTICLE VI: RIGHTS OF MEMBERS TO MOTION, SECOND AND VOTE:**

Section A: All members of the CLMRWDB, including Committee Vice-Chairs presiding over Committee meetings, shall have the right to make and second motions, discuss and vote on any matter, notwithstanding the provisions of ARTICLE VIII, that is in order for CLMRWDB or Committee

consideration, excepting that the CLMRWDB Chair when presiding over meetings of the CLMRWDB, shall only have the rights of discussion and of voting to break a tie vote of the CLMRWDB.

**ARTICLE VII: CONFLICT OF INTEREST:**

Section A: The CLMRWDB shall not, either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which any CLMRWDB member, the member's spouse or child is an officer, partner, director, or proprietor or in which they have any material interest.

Section B: There is hereby declared to be an exemption from Section "A" hereof, in accordance with Section 112.313(12) Florida Statutes, 1995, if:

- a. The business with the CLMRWDB is transacted under a rotation system whereby the business transactions are rotated among all qualified suppliers of the goods and services within the Workforce Area 10 service delivery area;
- b. The business is awarded under a system of sealed competitive bidding to the lowest or best bidder;
- c. The CLMRWDB member, the member's spouse, or child, has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;
- d. The CLMRWDB member, the member's spouse, or child, has in no way used or attempted to use their influence to persuade the CLMRWDB or any personnel thereof to enter into such a contract other than by the mere submission of the bid; and
- e. The CLMRWDB member, prior to or at the time of the submission of the bid, has filed Contractor Disclosure Form and Conflict of Interest

Forms disclosing the member's interest, or the interest of the member's spouse or child, and the nature of the intended business; and

- f. If CLMRWDB enters into a contract with an organization or individual represented on the Board of Directors, the contract must be approved by a 2/3 vote of the quorum of the Board, with the benefiting member abstaining from the vote (Florida Statutes 445.007(1)).
- g. If any other exemption created under Section 112.313(12) Florida Statutes or any other applicable Florida or United States statutes applies.

**ARTICLE VIII: AMENDMENTS:**

Section A: These By-laws may be amended or repealed by a two-thirds (2/3) vote of the CLMRWDB members voting on the question provided notice of the Amendment or request for repeal has been transmitted to members at least five (5) days in advance of the meeting in which the vote is to be taken.

**ARTICLE IX: EXEMPT ACTIVITIES:**

Section A: Notwithstanding any other provisions of these By-laws, no Member, Director, Officer, Employee or Representative of this Corporation shall take any action or carry on any activities by or on behalf of the Corporation, not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or may hereafter be amended or by an organization, contributions to which are deductible under Section 170(c)(2) of such code and regulations as they now exist or as they may hereafter be amended.

**ARTICLE X: INDEMNIFICATION BY CORPORATION:**

Section A: Every Person who is or shall be or shall have been a Member or an Officer of the CLMRWDB and that person's Personal Representative shall be indemnified by the CLMRWDB against all costs and expenses reasonably incurred by or imposed upon that person in connection with or resulting from any actions, suit, or proceeding to which that person may be made a party by reason of being or having been a Member or Officer of the CLMRWDB, or of any subsidiary or affiliate thereof, except in relation to such matters as to which that person shall finally be adjudicated in such action, suit or proceeding to have acted in bad faith and to have been liable by a reason of willfulness of conduct in the performance of his duty as such Member or Officer. "Costs and Expenses" shall include, but without limiting the generality thereof, attorney's fees, damages and reasonable amounts paid in settlement.

**ARTICLE XI: CODE OF CONDUCT AND ETHICS:**

- A. CLMRWDB's Officers, Members, Employees or Agents shall not solicit gratuities nor accept favors or anything of monetary value in excess of \$25.00 from each other or from vendors, contractors or potential vendors or contractors. Violations of this standard will result in disciplinary action being taken. Appropriate disciplinary action will be determined by an Ad Hoc Committee of the CLMRWDB whose members will be free from any conflict of interest related to the party or parties involved.
  
- B. Except as allowed by applicable law, any Contractor or CLMRWDB Officer, Member, Employee or Agent who develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurement. Further, except as allowed by applicable law, Persons, Organizations, and Employees in any way associated with such Officer, Member, Employee or Agent shall be

excluded from competing for such procurement when a conflict-of-interest situation would be created by such competition.

- C. Except as allowed by applicable law no CLMRWDB Officer, Member, Employee or Agent shall participate in the selection, award, or administration of a contract where, to the best of the person's knowledge, the person or the person's immediate family, partners or organizations in which the person or the person's immediate family has a financial interest, or with whom the person is negotiating has any arrangement concerning prospective employment.
- D. No CLMRWDB Officer or Member shall discuss or vote on any proposal which is in competition with a proposal submitted by any party with whom the Officer or Member, or the Officer or Member's immediate family, has business, organizational or family ties.
- E. Arm's length relationships shall be maintained between contractors and CLMRWDB Officers, Members, Employees and Agents in the award and administration of contracts.
- F. Meetings of the CLMRWDB, its Committees, and between members, shall comply with the Florida Government in the Sunshine Act, Florida Statutes, Section 286.011.
- G. CLMRWDB Officers, Members and Employees shall complete a Disclosure of Potential Conflicts and Certification/Code of Conduct/Ethics Form (ADM-2) annually by July 1st, and a copy should be returned to CLMRWDB Administrative Office to be kept on file for the CLMRWDB.
- H. CLMRWDB Officers and Members shall complete a Financial Disclosure (Form 1) annually by July 1st and should be filed with the Supervisor of Elections of the county in which they permanently reside.
- I. Upon discovery of an actual or potential conflict of interest, a CLMRWDB Officer,

Member, Employee or Agent shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. The Officer, Member, Employee or Agent may, at the same time, apply to CLMRWDB's Legal Counsel for an advisory opinion as to what further participation, if any, the Officer, Member, Employee or Agent may have in the transaction.

a. No employee shall:

- i. Accept any direct or indirect financial benefit from any source other than the CLMRWDB as a result of the performance of official duties.
- ii. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- iii. Accept any position or engage in any business which will require disclosure of information that could provide a competitive advantage to one party over another in procurement matters.
- iv. Improperly disclose information acquired in the performance of official duties that could result in personal gain or provide a party a competitive advantage over another party in procurement matters.
- v. Use or attempt to use official position to secure unwarranted privileges or exemptions personally or on behalf of others or give the appearance of such action.
- vi. By conduct, give reasonable basis for the impression that any person or organization can improperly influence the performance of official duties.
- vii. Pursue a course of conduct which will raise suspicion among citizens that acts engaged in are in violation of public trust.

- viii. Pursue a course of conduct which will give rise to a violation of conflict-of-interest standards.
- ix. Take part in any prohibited political activities.
- x. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- xi. Promote or oppose unionization in the discharge of official duties.
- xii. Participate in any effort to violate any other applicable Federal, State or Local Law or Regulation.

Violations of any provision of this Code may be cause for immediate dismissal or other disciplinary actions provided for under the CLMRWDB's Personnel Rules and Policies.

**ARTICLE XII: NONDISCRIMINATION:**

Section A: All actions taken by the CLMRWDB shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, other prohibited bases under applicable law or handicap.

## SIGNATURE PAGE

**APPROVED:**

\_\_\_\_\_  
CLMRWDB Chair

\_\_\_\_\_  
CLMRWDB Vice-Chair

\_\_\_\_\_  
Board Attorney

**ATTEST:**

\_\_\_\_\_  
CLMRWDB Treasurer

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## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026  
Executive Meeting, Wednesday, May 27, 2026**

### **TOPIC/ISSUE:**

2026 Workforce Professional Development Summit

### **BACKGROUND:**

FWDA has sponsored the Summit for over 10 years. The Summit is funded through registration fees and sponsorships. Traditionally CLM has sent staff and been a sponsor at the \$5,000 level.

### **POINTS OF CONSIDERATION:**

CLM support will enhance the quality of the Summit

### **STAFF RECOMMENDATIONS:**

Request approval of \$5,000 sponsorship from Unrestricted Funds.

### **COMMITTEE ACTION:**

Charles Harris made a motion to approve the 2026 Summit Sponsorship. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**



## RECORD OF ACTION/APPROVAL

### Board Meeting, Wednesday, June 10, 2026 Executive Meeting, Wednesday, May 27, 2026

#### TOPIC/ISSUE:

Annual benefits renewal.

#### BACKGROUND:

The annual health insurance renewal is July 1, 2026. Renewal rates were received through Apex Insurance Advisors. Initial Florida Blue rates represented a 27% increase over last year. Apex has worked with us to provide alternative plans to reduce these rates. These plans do include higher deductibles and prescription costs and represent an overall rate increase of 7.8%.

The base contribution toward each employee's benefits will remain at the same level as 2025 at a rate of \$666.47.

All plan costs over the baseline employer contribution amount will be paid by the employee. The baseline contribution amount is variable based on the premium increases and has been calculated to keep plan costs/value fair across all plans.

#### POINTS OF CONSIDERATION:

- Our company paid ancillary plans (dental, life, disability) with Florida Blue were proposed at an average 5% increase. Principal (previous carrier) has quoted rates at 11.16% less than Florida Blue's proposed rates (6% savings over last year). This switch does not impact our medical plan rates.
- The switch back to principal will result in an overall savings: \$7,753.44
- Cost breakdown attached

#### STAFF RECOMMENDATIONS:

1. Our recommendation is that we contract with Florida Blue for the five (5) options listed below for program year 2026-2027. Current employee census per plan is provided to illustrate plan usage.
  - a) BlueCare 123 HSA –An HMO plan that experienced a rate **decrease** of 6% with a new premium rate of \$622.64 and will remain a 100% company paid plan **(4 employees)**
  - b) BlueCare 78 (new) – An HMO plan with a monthly rate of \$679.81. Monthly employee contribution will be \$13.34 **(28 employees)**
  - c) BlueOptions 05302 (new) – A PPO plan with a monthly premium of \$798.26. We recommend the company pay the baseline amount of \$666.47. Monthly employee contribution will be \$131.79 **(12 employees)**
  - d) BlueOptions 05906 (new) – A PPO plan with a monthly premium of \$1053.20. We recommend the company pay the baseline amount of \$666.47. Monthly employee contribution will be \$386.73 **(7 employees)**
  - e) Blue Care 60 – An HMO plan with a monthly premium of \$1155.31. We recommend the company pay the baseline amount of \$666.47. Monthly employee contribution will be \$488.84 **(7 employees)**
2. Switch ancillary plans to Principal

#### COMMITTEE ACTION:

Fred Morgan made a motion to approve the 2026-2027 benefits package. Pete Beasley seconded the motion. Motion carried.

#### BOARD ACTION:



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026**  
**Executive Meeting, Wednesday, May 27, 2026**

### **TOPIC/ISSUE:**

Subgrantee Agreement Compliance- Schedule of Operations

### **BACKGROUND:**

The Subgrantee Agreement calls for certain approvals by the Board.

g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one- stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily-accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown

### **POINTS OF CONSIDERATION:**

The Board is required to set hours of operation and official dates of closure. Holiday schedules should be either federal, state or county schedules. Board can give prior approval to deviations to the schedule.

CLM has 11 holiday closures, the same number as the federal schedule, except that instead of Washington's Birthday and Columbus Day, CLM has the Friday after Thanksgiving and Christmas Eve.

In addition, CLM offices/centers close four (4) times per year for staff training. CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm.

The Chiefland location on the campus of the College of Central Florida (CF) at 15390 NW Highway 19 adheres to CF's schedule. Staff will work at neighboring locations in Bronson, Lecanto or Ocala during closures that do not align with our normal schedule of operations.

- Monday thru Friday 8:00am-4:30pm
- Closed Fridays during the summer

CF Chiefland Closures:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Week of Spring Break
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Seven (7) to nine (9) days for Winter Break

#### **STAFF RECOMMENDATIONS:**

Adopt the Federal Holiday Schedule, with the following deviation: substitute the Friday after Thanksgiving and Christmas Eve for Washington's Birthday and Columbus Day.

Approve the CEO designating up to four (4) staff training days per year, providing the Board and DEO at least two weeks advanced notice with the notice posted on each office and on the website and through social media.

Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm with deviation for the Chiefland college campus location to match the college's schedule.

#### **COMMITTEE ACTION:**

Arno Proctor made a motion to accept the 2026-2027 Schedule of Operations. Pete Beasley seconded the motion. Motion carried.

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026**  
**Executive Meeting, Wednesday, May 27, 2026**

### **TOPIC/ISSUE:**

Decision Steps: Self-Insurance

### **BACKGROUND:**

At the March Board meeting there was considerable discussion about exploring the potential savings and improved employee benefit of moving from a traditional health insurance model to one where CLM would be self-insured.

### **POINTS OF CONSIDERATION:**

Since that meeting staff has reviewed an approach for fact finding and, if then desired, to formally procure the assistance needed to move to a self-insured program.

The approach needs to comply with procurement policy and would therefore call for a 2-step approach. First, staff will develop a Request for Information (RFI). Firms interested in discussing the various approaches and options that should be part of a self-insurance program would respond and one or more would be selected to be part of an information session held for the Board members, convened by the Executive Committee.

This session would allow staff to develop an RFP for Board approval and issuance. The Board will then be able to review the proposal(s) submitted by firms seeking to develop and implement a self-insurance health plan for CLM.

At any point in the process, the procurement document will state that the Board may at its discretion, not make an award.

The staff suggested timeline is:

June 2026- Board approves an RFI for issuance

July 2026- Executive Committee meets and selects one or more firms to provide and educational session for board members.

August 2026- Educational Sessions held

September 2026- Staff presents an RFP for Board approval and issuance.

October-November 2026- RFP responses reviewed by Executive Committee

December 2026- Board makes decision on Self-Insured Health Plan.

**STAFF RECOMMENDATIONS:**

Approve approach and timeline in “Points of Consideration.  
Approve staff issuing RFI

**COMMITTEE ACTION:**

Arno Proctor made a motion to approve the approach, timeline, and issue the RFI.  
Charles Harris seconded the motion. Motion carried.

Attorney Bob Stermer presented potential legalities and a variety of considerations for structuring a program where employees may voluntarily opt out of employer sponsored health coverage when they have personal alternatives available. Arno Proctor made a motion to table the discussion. Fred Morgan seconded the motion. Motion carried.

**BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 10, 2026**  
**Executive Meeting, Wednesday, May 27, 2026**

### **TOPIC/ISSUE:**

Payroll Services Quote Acceptance

### **BACKGROUND:**

The board approved the procurement of a Payroll Services company to process payroll activities for our Paid Internship and Work Experience agreements on 03/04/2026. A Request for Quote (RFQ) was released on 03/10/2026.

### **POINTS OF CONSIDERATION:**

Two responses were received on the RFQ, Quality Labor Management and CD Staffing.

Service quotes:

Quality Labor Management –33.0% markup

CD Staffing – 30.0% markup

CD Staffing has extensive knowledge of CareerSource payroll services as it relates to both Paid Internship and Work Experience programs.

### **STAFF RECOMMENDATIONS:**

Staff are seeking approval for the selection of CD Staffing to provide payroll services for CareerSource CLM for the period of July 1, 2026 through June 30, 2027. The contract would be renewable up to three additional program years (four years total) upon committee and board approval.

### **COMMITTEE ACTION:**

Arno Proctor made a motion to approve the CD Staffing contract. Charles Harris seconded the motion. Motion carried.

### **BOARD ACTION:**