BOARD MEETING AGENDA
Wednesday, September 30, 2026 – 11:30 a.m.
College of Central Florida – Levy Campus
15390 US-19, Chiefland, FL 32626

Join Zoom Meeting: https://us02web.zoom.us/j/86044675350
Conference Line: 1 646 558 8656 Meeting ID: 860 4467 5350

Call to Order		A. Proctor
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		A. Proctor
Approval of Minutes, June 10, 2026, August 14,19,21, 2026	Pages 3 - 30	A. Proctor
<u>INTRODUCTION OF NEW MEMBERS</u>		A. Proctor
<u>DISCUSSION ITEMS</u>		
State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Board Membership Status		R. Skinner
Indicators of Performance 4 QTR	Page 31	R. Skinner
Performance Negotiations	Page 32 - 33	R. Skinner
Letter Grade 3rd QTR		R. Skinner
PAC Discussion		R. Skinner
<u>ACTION ITEMS</u>		
FWDA Dues	Page 34	R. Skinner
Local/Regional Plan	Page 35	R. Skinner
Self-Insurance	Page 36	R. Skinner
2026/2027 Budget	TBD	D. French
<u>CONSENT AGENDA</u>		
<u>Performance and Monitoring – 8/4/2025</u>	Page 37	J. Chang
Ticket To Work Monitoring		
<u>Business and Economic Development – 8/5/2026</u>		P. Beasley
No Action Items		

<u>OUR VISION STATEMENT</u>

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.

Career Center – 8/6/2026 — S. Bertrand

No Action Items

Education and Industry Consortium - 8/13/2026 — Pages 38 - 40 — R. Skinner

No Action Items

Minutes attached

Marketing and Outreach – 8/12/2026 — J. Murphy

No Action Items

Executive Committee – 4/29/2026, 7/20/206, 9/29/2026 — Pages 41 - 48 — A. Proctor / R. Skinner

Reduction in Workforce

Youth Services Provision

Required Positions

Dislocated Worker ITN

Letter Grades- New metrics

CEO Contract Amendment

Comcast

Chiefland CF Lease Renewal

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH

2026 – 2027 MEETING SCHEDULE							
Performance/ Monitoring	**Business and Economic Development**	**Career Center**	**Marketing / Outreach**	**Education and Industry Consortium**	**Executive**	**Full Board**	
Unless noted otherwise all committee meetings are held at CareerSource CLM, 2703 NE 14th Street, Ocala, FL 34470							
Tuesday 9:00 am	Wednesday 9:00 am	Thursday 9:30 am	Wednesday 9:00 am	Thursday 9:00 am	Wednesday 9:30 am	Wednesday, 11:30 am	
8/4/2026	8/5/2026	8/6/2026	8/12/2026	8/13/2026	9/29/2026	9/30/2026	CF Levy
11/3/2026	11/4/2026	11/5/2026	10/28/2026	11/12/2026	11/18/2026	12/16/2026	CF Ocala
2/2/2027	2/3/2027	2/4/2027	2/10/2027	2/11/2027	2/24/2027	3/3/2027	CF Lecanto
5/4/2027	5/5/2027	5/6/2027	5/12/2027	5/13/2027	5/26/2027	6/9/2027	CF Ocala

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: June 10, 2026
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT	MEMBERS ABSENT
Angela Juaristic	Albert Jones
Arno Proctor	Andy Starling
Ben Whitehouse	Darlene Goddard
Carl Flanagan	Equilla Wheeler
Charles Harris	Fred Morgan
Debra Stanley	John Murphy
Edward Suor	Jorge Martinez
Jeff Chang	Kevin Cunningham
Jennifer Roach	Larry White
Kathy Judkins	Michael Belkin
Kent Guinn	
Mark Paugh	
Pat Reddish	
Pete Beasley	
Staci Bertrand	
Tamara Boyle	
Theresa Flick	

OTHER ATTENDEES

Rusty Skinner, CSCLM	Cira Schnettler, CSCLM
Dale French, CSCLM	Robert Stermer, Attorney
Cory Weaver, CSCLM	Kristen Barry, One Stop Operator
Sandra Crawford, CSCLM	Tony Waterson, One Stop Operator
Laura Byrnes, CSCLM	Cheryl Taylor, CSNEFL
Star Lazu, CSCLM	

CALL TO ORDER
The meeting was called to order by Carl Flanagan, Chair, at 11:34 a.m.
ROLL CALL
Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT
None

APPROVAL OF MINUTES

Kent Guinn made a motion to approve the minutes from the March 4, 2026, meeting. Mark Paugh seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Carl Flanagan introduced new member, Kent Guinn, representing a private sector membership for Marion County. He also noted new member Kelly Ellis who will begin her membership on July 1 as a private sector member for Citrus County.

RECOGNITION OF CHAIR AND OUTGOING BOARD MEMBERS

Arno Proctor acknowledged outgoing members, Carl Flanagan, Charles Harris, Darlene Goddard, Kathy Judkins, and Kevin Cunningham for their dedication and years of service.

DISCUSSION ITEMS

State Update

Rusty Skinner deferred his comments to the action item listed State Action on PIP/Action Steps.

Workforce Issues that are Important to our Community

Carl Flanagan informed the board that Tampa General Hospital in Crystal River is working closely with the Citrus County School District to engage students in medical career paths.

Financial Disclosure Forms / Annual Conflicts Reminder

Rusty Skinner reminded the board members of filing their financial disclosures by July 1 to avoid penalties and to complete the annual conflicts forms.

Board Membership Status

Rusty Skinner shared that there are six vacancies on the board; three private sector in Levy, one private sector in each Citrus and Marion, and one economic development in Citrus.

ACTION ITEMS

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

Workforce Champion – Presentation

Dale French was happy to announce that Star Lazu was selected by the Executive Committee as the CLM Workforce Champion. Kathy Judkins made a motion to confirm Charles as the 2026 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

2026/2027 Budget

Dale French reviewed the proposed preliminary budget. Deb Stanley made a motion to approve the preliminary 2026-2027 budget. Kathy Judkins seconded the motion. Motion carried.

Penn Foster Agreement
Arno Proctor made a motion to approve the Penn Foster Agreement. Mark Paugh seconded the motion. Motion carried.

Powell and Jones Agreement
Dale French explained the renewal terms of the agreement and recognized the finance team for consistently performing well in monitoring. Arno Proctor made a motion to accept the Powell and Jones Agreement. Theresa Flick seconded the motion. Motion carried.

HBI Contract
Deb Stanley made a motion to approve the HBI contract. Arno Proctor seconded the motion. Motion carried.

State Action on PIP/Action Steps
Rusty Skinner explained the outcomes of the action items that were voted on at the recent CareerSource Florida meeting and the impact it will have on the CLM region. Deb Stanley made a motion to engage with CareerSource Northeast Florida to manage the procurement of a dislocated worker operator and to allow the contract amount be brought to the executive committee. Arno Proctor seconded the motion. Motion carried.

Annual Indicator of Performance Goal Setting
Charles Harris made a motion to allow management to develop regional planning and local performance goals for the 2026-2027 program year and present the goals to the executive committee. Mark Paugh seconded the motion. Motion carried.

CONSENT AGENDA

CEO Contract Review- 5/12/2026, 5/27/2026
CEO Contract Renewal

Committee Chair Carl Flanagan provided a summary of the committee activities. Discussion centered on incentive pay and life insurance challenges.

Kent Guinn made a motion to approve Rusty Skinner's contract as is with the exception of a life insurance policy revision to allow for multiple life insurance policies to attain the goal amount of $250,000 or less if he cannot qualify. Deb Stanley seconded the motion. Motion carried.

Nominating Committee – 5/20/2026
Affirmation of Chair
Nomination of Vice-Chair
Nomination of Treasurer

Committee Chair Pat Reddish provided a summary of the committee activities.

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

Performance and Monitoring – 5/5/2026
No Action Items

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

Career Center – 5/7/2026
No Action Items

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

Rusty Skinner provided a summary of the committee activities.

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

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

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

Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT
There being no further business, the meeting adjourned at 1:07 p.m.

APPROVED:_____________________________________

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:
Kathy Judkins made a motion to confirm Star Lazu as the 2026 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

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:

Deb Stanley made a motion to accept the 2026-2027 preliminary budget. Kathy Judkins seconded the motion. Motion carried.

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:
Arno Proctor made a motion to approve the Penn Foster Agreement. Mark Paugh seconded the motion. Motion carried.

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:

Arno Proctor made a motion to accept the Powell and Jones Agreement. Theresa Flick seconded the motion. Motion carried.

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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:

Deb Stanley made a motion to approve the HBI contract. Arno Proctor seconded the motion. Motion carried.

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 3rd 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:

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:
Charles Harris made a motion to allow management to develop regional planning and local performance goals for the 2026-2027 program year and present the goals to the executive committee. Mark Paugh seconded the motion. Motion carried.

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:

Kent Guinn made a motion to approve Rusty Skinner's contract as is with the exception of a life insurance policy revision to allow for multiple life insurance policies to attain the goal amount of $250,000 or less if he cannot qualify. Deb Stanley seconded the motion. Motion carried.

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:

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

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:

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

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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:

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

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 Cosortium.

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:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

CONSORTIUM ACTION:

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:
Kathy Judkins made a motion to confirm Star Lazu as the 2026 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

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 provided 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 or $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:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

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:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

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:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

CareerSource
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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:
This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING

MINUTES

DATE: August 14, 2026
PLACE: 2703 NE 14th Street, Ocala, FL 34470
TIME: 11:30 a.m.

MEMBERS PRESENT	**MEMBERS ABSENT**
Albert Jones	Andy Starling
Angela Juaristic	Arno Proctor
April Brown	Ben Whitehouse
Edward Suor	Debra Stanley
Equilla Wheeler	Fred Morgan
Jennifer Roach	Jeff Chang
Kent Guinn	John Murphy
Mark Paugh	Jorge Martinez
Matt McCormick	Kelly Ellis
Pat Reddish	Larry White
Pete Beasley	Michael Belkin
Staci Bertrand	Tamara Boyle
	Theresa Flick

OTHER ATTENDEES

Rusty Skinner, CSCLM	Robert Stermer, Attorney
Dale French, CSCLM	Jamie Hagar, Marsh McLennan
Cira Schnettler, CSCLM	Chase Bowman, Marsh McLennan

CALL TO ORDER
The meeting was called to order by Rusty Skinner, CEO, at 11:32 a.m.

ROLL CALL
Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT
None

DISCUSSION ITEMS
Jamie Hagar and Chase Bowman, representatives from Marsh McLennan, provided an informational session as a respondent to the RFI for self-insurance services,

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT
There being no further business, the meeting adjourned at 12:54 p.m.

APPROVED:____

CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING

MINUTES

DATE: August 19, 2026
PLACE: 2703 NE 14th Street, Ocala, FL 34470
TIME: 2:00 p.m.

MEMBERS PRESENT	MEMBERS ABSENT
Albert Jones	Andy Starling
Angela Juaristic	Ben Whitehouse
April Brown	Debra Stanley
Arno Proctor	Equilla Wheeler
Edward Suor	Fred Morgan
John Murphy	Jeff Chang
Kelly Ellis	Jennifer Roach
Matt McCormick	Jorge Martinez
Pat Reddish	Kent Guinn
Pete Beasley	Larry White
	Mark Paugh
	Michael Belkin
	Staci Bertrand
	Tamara Boyle
	Theresa Flick

OTHER ATTENDEES

Dale French, CSCLM	David Stockton, CBG
Cira Schnettler, CSCLM	Deana Kirby, CBG
Robert Stermer, Attorney	Mark Fox, CBG

CALL TO ORDER
The meeting was called to order by Arno Proctor, Chair, at 2:08 p.m.

ROLL CALL
Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT
None

DISCUSSION ITEMS
David Stockton, Deana Kirby, and Mark Fox, representatives from CBG, provided an informational session as a respondent to the RFI for self-insurance services,

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT
There being no further business, the meeting adjourned at 3:51 p.m.

APPROVED:______________________________________

CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING

MINUTES

DATE: August 21, 2026
PLACE: 2703 NE 14th Street, Ocala, FL 34470
TIME: 10:00 a.m.

MEMBERS PRESENT
Albert Jones
Arno Proctor
Edward Suor
Equilla Wheeler
Fred Morgan
Mark Paugh
Pat Reddish

MEMBERS ABSENT
Andy Starling
Angela Juaristic
April Brown
Ben Whitehouse
Debra Stanley
Jeff Chang
Jennifer Roach
John Murphy
Jorge Martinez
Kelly Ellis
Kent Guinn
Larry White
Matt McCormick
Michael Belkin
Pete Beasley
Staci Bertrand
Tamara Boyle
Theresa Flick

OTHER ATTENDEES
Rusty Skinner, CSCLM
Dale French, CSCLM
Cira Schnettler, CSCLM
Robert Stermer, Attorney
Brandon Whiteman, Apex Insurance Advisors
Tully Gilligan, Apex Insurance Advisors

CALL TO ORDER
The meeting was called to order by Dale French, Executive Vice President, at 10:00 a.m.

ROLL CALL
Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT
None

DISCUSSION ITEMS
Brandon Whiteman and Tully Gilligan, representatives from Apex Insurance Advisors, provided an informational session as a respondent to the RFI for self-insurance services,

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT
There being no further business, the meeting adjourned at 11:23 a.m.

APPROVED:____

LWDB 10

Measures	PY2024-2025 % of Performance Goal Met For Q3	PY2024-2025 4th Quarter Performance	PY2024-2025 % of Performance Goal Met For Q4	PY2024-2025 Performance Goals	PY2025-2026 1st Quarter Performance	PY2025-2026 % of Performance Goal Met For Q1	PY2025-2026 2nd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q2	PY2025-2026 3rd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q3	PY2025-2026 4th Quarter Performance	PY2025-2026 % of Performance Goal Met For Q4	PY2025-2026 Performance Goals
Adults:													
Employed 2nd Qtr After Exit	102.67	87.9	102.21	**86**	88.6	100.68	87.4	99.32	87.1	98.98	90.3	102.61	**88**
Median Wage 2nd Quarter After Exit	117.31	$10,898	112.93	**$9,650**	$9,730	98.28	$9,583	96.79	$9,579	96.76	$10,360	104.65	**$9,900**
Employed 4th Qtr After Exit	94.35	84.8	99.76	**85**	86.7	100.81	87.9	102.21	88	102.33	85.6	99.53	**86**
Credential Attainment Rate	72.36	59.4	83.78	**70.9**	63.6	89.70	75.8	106.91	83	117.07	84.9	119.75	**70.9**
Measurable Skill Gains	123.84	89.1	147.52	**60.4**	78.5	129.97	79.9	132.28	82.3	136.26	94.4	156.29	**60.4**
Dislocated Workers:													
Employed 2nd Qtr After Exit	60.98	66.7	81.34	**82**	75	89.29	75	89.29	100	119.05	100	119.05	**84**
Median Wage 2nd Quarter After Exit	93.89	$14,224	176.25	**$8,070**	$9,285	115.06	$9,285	115.06	$15,078	186.83	$11,012	136.46	**$8,070**
Employed 4th Qtr After Exit	0.00	0	0.00	**77.4**	50	64.60	66.7	86.18	75	96.90	75	96.90	**77.4**
Credential Attainment Rate	0.00	0	0.00	**75.1**	0	0.00	50	66.58	66.7	88.81	66.7	88.81	**75.1**
Measurable Skill Gains	106.67	100	133.33	**75**	100	133.33	100	133.33	78.6	104.80	100	133.33	**75**
Youth:													
Employed 2nd Qtr After Exit	95.33	81.3	102.52	**79.3**	77.3	97.48	76.9	96.97	66.7	84.11	62.1	78.31	**79.3**
Median Wage 2nd Quarter After Exit	106.82	$4,767.8	126.84	**$3,759**	$5,077.0	135.06	$5,473.3	145.61	$5,077.0	135.06	$4,112.0	109.39	**$3,759**
Employed 4th Qtr After Exit	87.03	67.4	87.42	**77.1**	64.4	83.53	68.1	88.33	68	88.20	65.9	85.47	**77.1**
Credential Attainment Rate	106.00	86.8	100.12	**86.7**	85	98.04	76.6	88.35	78.6	90.66	80.4	92.73	**86.7**
Measurable Skill Gains	80.48	94.3	102.84	**91.7**	89.8	97.93	79.7	86.91	82.1	89.53	98.4	107.31	**91.7**
Wagner Peyser:													
Employed 2nd Qtr After Exit	95.74	66.2	93.90	**70.5**	66.6	94.47	66.6	94.47	66.2	93.90	68.8	97.59	**70.5**
Median Wage 2nd Quarter After Exit	111.96	$7,090	118.57	**$5,979**	$6,961	116.42	$7,165	119.84	$7,167	119.87	$7,232	120.96	**$5,979**
Employed 4th Qtr After Exit	95.98	66.6	99.25	**67.1**	66.2	98.66	66.5	99.11	67.6	100.75	66.8	99.55	**67.1**

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

WIOA ADULT

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	LWDB Justification
Employment Rate Q2	Counter: 93.1%	Counter: 93.1%	88%	Accept: 88.0%
Employment Rate Q4	Counter: 90.5%	Counter: 90.5%	86%	Accept: 86.0%
Median Earnings Q2	Counter: $10,920	Counter: $10,920	$9900.00	Counter: $10,375
Credential Attainment	Counter: 88.0%	Counter: 88.0%	75%	Counter: 85.0%
MSG	Counter: 78.6%	Counter: 78.6%	Accept	Accept: 78.6%

WIOA DISLOCATED WORKER

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	LWDB Justification
Employment Rate Q2	Counter: 89.0%	Counter: 89.0%	Accept	Accept: 89.0%
Employment Rate Q4	Accept: 78.1%	Accept: 78.1%	Accept	Accept: 78.1%
Median Earnings Q2	Counter: $9,871	Counter: $9,871	Accept	Accept: $9,871
Credential Attainment	Accept: 75.0%	Accept: 75.0%	Accept	Accept: 75.0%
MSG	Accept: 73.0%	Accept: 73.0%	Accept	Accept: 73.0%

WIOA YOUTH

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	LWDB Justification
Employment Rate Q2	Counter: 80.5%	Counter: 80.5%	Accept	Accept: 80.5%
Employment Rate Q4	Counter: 78.9%	Counter: 78.9%	75%	Accept: 78.9%
Median Earnings Q2	Counter: $4,293	Counter: $4,293	$3999.00	Counter: $4,100
Credential Attainment	Counter: 91.6%	Counter: 91.6%	75%	Counter: 86.6%

MSG	Counter: 88.1%	Counter: 88.1%	80%	Accept: 80.0%

WAGNER–PEYSER

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	State Position
Employment Rate Q2	Accept: 66.3%	Accept: 66.3%	Accept	Accept: 66.3%
Employment Rate Q4	Counter: 64.0%	Counter: 64.0%	Accept	Accept: 64.0%
Median Earnings Q2	Counter: $6,393	Counter: $6,393	Accept	Accept: $6,393
Credential Attainment	N/A	N/A	N/A	N/A
MSG	N/A	N/A	N/A	N/A

WIOA TITLE I

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	State Position
Effectiveness in Serving Employers	Counter: 67.1%	Counter: 67.1%	62%	Accept: 62.0%

CareerSource
CITRUS | LEVY | MARION

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 30, 2026

TOPIC/ISSUE:

FWDA Dues

BACKGROUND:

Membership to the Florida Workforce Development Association promotes collaboration, convening and sharing of best practices between member workforce boards.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve paying $3000.00 from unrestricted funds for FWDA dues.

BOARD ACTION:

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 30, 2026

TOPIC/ISSUE:

Local Plan with Regional Addendum

BACKGROUND:

Boards are required to submit a Local WIOA Plan every four years with a two-year modification following each plan.

Here is the link to the draft Local Plan and Regional Addendum –

WIOA Local Plan Two-Year Modification

Nature Coast Regional Planning Area Regional Plan Addendum

POINTS OF CONSIDERATION:

This year boards were required to submit either a local plan with a regional addendum or a regional plan with a local addendum. Our planning region selected to submit local plans with regional addendum.

STAFF RECOMMENDATIONS:

Seeking approval of Local Plan Modification with Regional Addendum.

BOARD ACTION:

BOARD ACTION:

CareerSource
CITRUS | LEVY | MARION

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 30, 2026

TOPIC/ISSUE:

Self-Insurance

BACKGROUND:

At the request of the Board, three professional insurance brokers/providers presented information regarding self-insurance for healthcare to Board members and staff. The purpose was to allow Board members to understand the advantages and risks associated with moving from a traditional health insurance program to self-insurance for the year beginning July 1, 2027.

POINTS OF CONSIDERATION:

Board members should review the information provided as part of these presentations.

The staff suggests following options :

- Direct staff to prepare an RFP or ITN seeking a provider to develop a self-insurance plan for Board consideration;
- Direct staff to seek level funded healthcare options for the Board to consider; or
- Continue with a traditional healthcare insurance plan.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Performance Meeting, Tuesday, August 4, 2026

TOPIC/ISSUE:

Ticket to Work Program Annual Monitoring

BACKGROUND:

The Social Security Administration (SSA) conducts an annual monitoring review of a case sampling within the Ticket to Work program. SSA conducted a monitoring in April 2026 for the previous program year. The report is attached.

POINTS OF CONSIDERATION:

There were no issues reported with the case sampling review. All files reviewed where found to be 'Compliant'

STAFF RECOMMENDATIONS:

Accept and approve the attached monitoring report as presented.

COMMITTEE ACTION:

Fred Morgan made a motion to accept the Ticket to Work Monitoring report. Carole Savage-Hagans seconded the motion. Motion carried.

BOARD ACTION:

CAREERSOURCE CITRUS LEVY MARION
Education and Industry Consortium

MINUTES

DATE: August 13, 2026
PLACE: CareerSource CLM
2703 NE 14th Street, Ocala, FL 34470
TIME: 9:00 a.m.

MEMBERS PRESENT	MEMBERS ABSENT
Ashley Shorb	Colleen Strickland
Bob Rutemiller	Dr. Jennifer Fryns
Brett Wasden	Marci Holder
Calvin Cooksey	Rebecca Johnson
Joe Corley	Tim Gilbert
Katherine Otte	
Miriam Mishkin	

Other Attendees

Rusty Skinner, CSCLM	Cira Schnettler, CSCLM
Dale French, CSCLM	Earl Scott, MTC
Cory Weaver, CSCLM	Tracey Thornhill-Parker, MTC
Melissa Saco, CSCLM	

CALL TO ORDER
The meeting was called to order by Joe Corley, Chair, at 9:01 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 May 14, 2026, minutes. Katherine Otte seconded the motion. Motion carried.

PRESENTATION
Dale introduced MTC representatives Tracey Thornhill-Parker, and Earl Scott.

Tracey Thornhill-Parker provided an overview of the aerodynamic program at MTC.

- The program is anticipated to launch Fall 2027.

- The proposed curriculum and lesson plans are being developed in oversight with the FAA and DOL. The program development is being led by a part-time instructor and aviation consultant.
- The program will be housed in two new high-tech facilities. A helicopter, jet, prop planes, simulators, and tools are in place for students to learn hands-on practical skills.
- There will be two certificates offered through the program: FAA Maintenance Tech and FAA Maintenance Tech Airframe.
- Class size will be capped at twenty-five students that will first go through the 500-hour general tech course, from there students can decide if they want to move to the main coursework.
- Per student tuition will be about $7000.
- MTC is working with regional airports to evaluate needs and job opportunities.

There was general discussion on transferrable credits from other local tech colleges offering aerodynamic programs.

Earl Scott provided an overview of the MTC Diesel Systems program.

- Program curriculum includes training on engines, suspension systems, and electronics with textbooks and hands on training over 1050 course hours.
- The current cohort began in January and will end in December. The cohort started with eighteen students and thirteen students remain.
- The business community has been very receptive to the program and have expressed a willingness to hire directly out of the program. Externships are also being explored.
- Due to challenges in finding instructors, the next class will be in August 2027. High school students will also be able to dual enroll.

DISCUSSION ITEMS

Experiential Learning

Dale French reviewed the criteria and benefits for the CBT, OJT, and internship programs. There was discussion on transitioning high school students into OJT and internship programs.

Miriam Mishkin utilizes the CLM offered Metrix E Courses but noted challenges in the search engine within the software. Dale French and Melissa Saco acknowledged the challenges with the interface and offered assistance in finding the courses that will fit their needs.

Ashley Shorb gave a testimonial about her company's experience utilizing the CBT program. They partnered with Taylor College and CareerSource CLM to train current staff and was able to subsidize their training expenses with CBT funding.

NEXT STEPS

The committee discussed actionable items for next steps:

- Joe Corley invited Miriam Mishkin to attend a September meeting where

CareerSource CLM and Fidelity Manufacturing are discussing experiential learning opportunities.

PUBLIC COMMENT
None

MATTERS FROM THE FLOOR
None

ADJOURNMENT
There being no further business, the meeting adjourned at 9:56 a.m.

APPROVED:

____

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee Meeting, Wednesday, April 29, 2026

TOPIC/ISSUE:

Reduction in Force

BACKGROUND:

Since 2011 the State has allowed local boards to operate under waivers for the 50% ITA requirement in Florida Statutes (§445.003(3)(a)1). In recent years CareerSource Florida has reduced the amount allowed in waivers and is taking a stronger approach in recent policies that Boards must submit annual budgets showing 50% WIOA allocation of funds to training activities. A 50% requirement has also been written into proposed WIOA reauthorization bills.

POINTS OF CONSIDERATION:

Preliminary budget calculations (based on current year funding) show that we will see a shortfall in meeting the 50% requirement. An overall shortfall of approximately $400,000 will be created by increased spending in ITA that will create increased contribution into cost pools. This shift of funding will directly impact our staff levels. We feel it is appropriate to offer staff the option of voluntary layoff. Any CLM position is eligible. Anyone opting for voluntary layoff will work through Friday, May 29, 2026, with that date marking their last day of employment. All eligible remaining Personal Leave Time and the following severance amounts will be paid in lump sum during the following payroll period.

1. Full-time staff: 160 hours of pay pursuant to our Personnel Handbook ***Policy 750 – Termination of Employment***.
2. Part-time staff: 96 hours of pay pursuant to our Personnel Handbook ***Policy 750 – Termination of Employment***.

Staff will be advised of all other benefits/services as per usual policy (retirement accounts, COBRA, personal leave time, etc.)

STAFF RECOMMENDATIONS:

Approve management to offer voluntary layoff to staff with the above provisions.

COMMITTEE ACTION:

Al Jones made a motion to approve the recommended voluntary layoff provisions. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive, Wednesday, April 29, 2026

TOPIC/ISSUE:

Youth Services Provision

BACKGROUND:

On April 29, 2026, the Executive Committee reviewed and passed an action to not renew the Youth services contract with Eckerd Connects and move services in-house effective July 1, 2026. This decision was based on budgetary constraints.

POINTS OF CONSIDERATION:

We failed to move the action item to the Board's consent agenda for the June 10, 2026, meeting.

STAFF RECOMMENDATIONS:

Ratify the Executive Committee's action to not renew the Eckerd Connects contract for program year 2026-2027 and move services in-house.

COMMITTEE ACTION:

Al Jones made a motion to not renew the current Eckerd youth services contract as of June 30, 2026, and bring youth services in-house starting July 1, 2026. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee, Monday, July 20, 2026

TOPIC/ISSUE:

Required positions: Equal Opportunity Officer and Ethics Officer

BACKGROUND:

The subgrantee agreement between CareerSource Citrus Levy Marion and Florida Commerce requires that we have specific designated positions (listed with current assignments):

Region Security Officer – Dale French
Custodian of purchased property and equipment – Dwain Henderson
Personnel Liaison (Commerce staff) – Bonnie Johnson
Public records coordinator – Cory Weaver
Disabilities liaison – Luis Perez
Equal Opportunity Officer - VACANT
Ethics Officer - VACANT

POINTS OF CONSIDERATION:

Our previous Ethics Officer and EOO is no longer with CLM.

STAFF RECOMMENDATIONS:

Assign Cira Schnettler as the EOO and Ethics Officer

COMMITTEE ACTION:

John Murphy made the motion to assign Cira Schnettler. Al Jones seconded. Motion carried.

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee, Monday, July 20, 2026

TOPIC/ISSUE:

Dislocated Worker Invitation to Negotiate

BACKGROUND:

On behalf of CareerSource Citrus Levy Marion, CareerSource Northeast Florida issued a Request for Qualifications seeking qualified organizations to provide Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker services for Citrus, Levy, and Marion Counties in Florida. The Request for Qualifications (RFQ) opened on June 15, 2026, and closed on July 3, 2026. The RFQ served as a pre-qualification review to identify organizations with the demonstrated experience, capacity, financial stability, and operational capability to successfully administer WIOA-funded Dislocated Worker employment and training services.

POINTS OF CONSIDERATION:

Four responses were received from qualified providers.

CareerSource Citrus Levy Marion
Educational Data Systems, Inc.
KRA Corporation
DB Grant Associates, Inc.

STAFF RECOMMENDATIONS:

CareerSource Northeast Florida requests Board approval to issue an Invitation to Negotiate (ITN) and to administer the procurement process on behalf of CareerSource Citrus Levy Marion (CSCLM).

This includes managing the receipt of proposals, coordinating the evaluation committee, and responding to respondent inquiries.

Consistent with CSCLM's procurement strategy, the ITN will be issued only to organizations that responded to RFQ-CSCLM 26-DW-01 and were determined to be responsive to the requirements of that solicitation.

The ITN will not be publicly advertised or open to additional respondents.

COMMITTEE ACTION:

All Jones made the motion to approve the ITN release. John Murphy seconded. Motion carried.

BOARD ACTION: