



BOARD MEETING REVISED AGENDA
Wednesday, March 4, 2026 – 11:30 a.m.
College of Central Florida – Lecanto Campus
3800 S Lecanto Hwy, Lecanto, FL 34461

Join Zoom Meeting: <https://us02web.zoom.us/j/83259605372>

Conference Line: 1 646 558 8656 Meeting ID: 832 5960 5372

Call to Order		C. Flanagan
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		C. Flanagan
Approval of Minutes, December 10, 2025	Pages 4 - 21	C. Flanagan

ACTION ITEMS

Powell and Jones Audit Report	Pages 22	R. Skinner/B. Hough
Local Area Designation / Direct Services Provider Extension	Pages 23 – 36	R. Skinner
Drone Training Program	Page 37	R. Skinner
Mid- Year Budget Update	Pages 38 – 42	D. French
Insurance Benefits RFP	Page 43	D. French
Payroll Services RFQ	Page 44	D. French

CONTRACTS

<u>Master Contracts Requiring 2/3rds Vote</u>	Pages 45 - 46	C. Flanagan / R. Skinner
1. Citrus County Chamber of Commerce		
2. College of Central Florida		
3. Marion County School Board		

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

4. Citrus County BOCC
5. Novari Care
6. Lockheed Martin
7. Key Training Center
8. Ancorp
9. Ocala Housing Authority

Contracts Not Requiring 2/3rds Vote

10. Southern Indiana Works
11. Powell and Jones – Subrecipient Monitoring
12. Region 6 Financial Services Agreement

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.*



- 13. Underwood and Sloan
- 14. Ocala Metro Chamber and Economic Partnership
- 15. Levy County Schools
- 16. Levy County BOCC
- 17. Powell and Jones - Joint Audit

DISCUSSION ITEMS

State Update R. Skinner
 Workforce Issues that are Important to our Community R. Skinner

CONSENT AGENDA

Performance and Monitoring – 2/3/2026 J. Chang
 No Action Items

Business and Economic Development – 2/4/2026 P. Beasley
 No Action Items

Career Center – 2/5/2026 C. Harris
 No Action Items

Marketing and Outreach – 2/11/2026 A. Jones
 No Action Items

Education and Industry Consortium – 2/12/2026 Page 47 – 59 R. Skinner
 No Action Items
 Minutes attached

Executive Committee – 1/30/2026, 2/25/2026 Pages 60 - 65 C. Flanagan /
 Insurance Benefits RFP Release R. Skinner
 Bronson Lease
 Regional Planning Area Expansion
 Williston Airport Labor Study
 Form 990

PROJECT UPDATES

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.



2025 – 2026 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 14 th 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		
8/5/2025	8/6/2025	8/7/2025	8/13/2025	8/14/2025	8/27/2025	9/3/2025	CF Levy	
11/4/2025	11/5/2025	10/30/2025	11/12/2025	11/13/2025	11/19/2025	12/10/2025	CF Ocala	
					1/30/2026			
2/3/2026	2/4/2026	2/5/2026	2/11/2026	2/12/2026	2/25/2026	3/4/2026	CF Lecanto	
5/5/2026	5/6/2026	5/7/2026	5/13/2026	5/14/2026	5/27/2026	6/10/2026	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: December 10, 2025
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Andy Starling
Arno Proctor
Ben Whitehouse
Carl Flanagan
Charles Harris
Darlene Goddard
Debra Stanley
Edward Suor
Equilla Wheeler
Fred Morgan
Jeff Chang
Jennifer Roach
John Murphy
Kathy Judkins
Larry White
Mark Paugh
Pat Reddish
Pete Beasley
Staci Bertrand
Steven Baham
Theresa Flick

MEMBERS ABSENT

Angela Juaristic
Jorge Martinez
Kevin Cunningham
Michael Belkin
Steven Weinstein
Tamara Boyle

DRAFT

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Robert Stermer, Attorney
Kristen Barry, One Stop Operator
Tony Waterson, One Stop Operator

CALL TO ORDER

The meeting was called to order by Carl Flanagan, Chair, at 11:31 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the September 3, 2025, meeting. Deb Stanley seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- In November a meeting was held with CareerSource Florida representatives, CLM management, the CLM Consortium Chair, and CLM Board Chair to discuss the performance improvement plan (PIP). To rectify items noted in the PIP, CLM management will be working with staff to outline goals and evaluate current processes and community outreach to ensure we are staying outcome focused. A response letter has been drafted which would need to be signed by the board chair and sent to CareerSource Florida.

Deb Stanley made a motion to approve the Board Chair signing the response letter. Steven Baham seconded the motion. Motion carried.

Workforce Issues that are Important to our Community

Carl Flanagan encouraged board members to take an assessment of their business community contacts and associations, then identify partnership opportunities for CLM. He stated that Rusty Skinner has been invited to attend the Citrus County Aviation Board Meeting. There will be discussions on developing an education opportunity for aircraft mechanics with WTC.

Board Membership Status

Rusty Skinner shared that there are four vacancies on the board.

CONTRACTS

Related Parties Contract Approvals 2025-2026 - Master Contracts Requiring 2/3rds Vote \$20,000

1. Novari Care – Al Jones made a motion to approve the Novari Care contract. Kathy Judkins declared a conflict and abstained from the vote. Ed Suor seconded the motion. Motion carried.

ACTION ITEMS

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

- Internal Control Questionnaire: Pat Reddish made a motion to approve the Internal

Control Questionnaire. Deb Stanley seconded the motion. Motion carried.

- Comcast Grant: Fred Morgan made a motion to accept the Comcast Grant. Darlene Goddard seconded the motion. Motion carried.
- Eckerd Modification: Pat Reddish made a motion to accept the Eckerd funding modification. Steven Baham seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 11/4/2025

Subrecipient Monitoring

Committee Chair Jeff Chang provided a summary of the committee activities.

Business and Economic Development – 11/5/2025

WRA Grant (under Executive Committee)

Committee Chair Pete Brasley provided a summary of the committee activities.

Career Center – 10/30/2025

No Action Items

Committee Chair Charles Harris provided a summary of the committee activities.

Marketing and Outreach – 11/12/2025

WRA Grant (under Executive Committee)

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

Education and Industry Consortium – 11/13/2025

No Action Items

Minutes attached

Rusty Skinner provided a summary of the committee activities.

Executive Committee – 11/19/2025

WRA Grant

Continuity of Operations Plan

Internal Control Questionnaire

Gazelle Conversion

CF Lease

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

Fred Morgan made a motion to approve the Performance, BEDC, Marketing, and Executive committee consent agenda items. Larry White seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting adjourned at 12:28 p.m.

APPROVED: _____

DRAFT



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, December 10, 2025**

TOPIC/ISSUE:

Approval of 2025-2026 contract

BACKGROUND:

POINTS OF CONSIDERATION:

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

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

Al Jones made a motion to approve the Novaria care contract. Kathy Judkins declared a conflict and abstained from the vote. Ed Suor seconded the motion. Motion carried.

CareerSource CLM - All Contracts July 1, 2025 - June 30, 2026

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action 12/10/2025	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote				
		Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities				
1	Novari Care	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00	Approved	C	Kathy Judkins

DRAFT

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, Kathy Judkins, hereby disclose that on December 10, 20 25 :

(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:

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.

12/10/2025
Date Filed

Kathy Judkins
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.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 10, 2025
Executive Committee, Wednesday, November 19, 2025**

TOPIC/ISSUE:

Internal Control Questionnaire

BACKGROUND:

The Internal Control Questionnaire is a monitoring/compliance tool that requires staff to assess various risk areas of our operation and present to the Board for review and certification by the Board Chair.

The ICQ is used by state monitors as part of their local compliance monitoring.

POINTS OF CONSIDERATION:

The ICQ is due at Florida Commerce by 10/31/2025.

STAFF RECOMMENDATIONS:

Request approval for Chair to sign.

COMMITTEE ACTION:

Pete Beasley approved the questionnaire to be signed by the board chair and submitted. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:

Pat Reddish made a motion to approve the Internal Control Questionnaire. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board of Directors
Wednesday, December 10, 2025**

TOPIC/ISSUE:

Comcast Grant

BACKGROUND:

Staff applied for a grant with Comcast in September 2025. The purpose of the grant application was to offset additional costs associated with inclusion of Fiber Optics training in our current YouthBuild program. Our grant application was in the amount of \$33,000.

POINTS OF CONSIDERATION:

We were notified on December 2, 2025, that we were awarded the grant for our full requested amount. This will cover costs for 20 YouthBuild participants for the Fiber Bootcamp, class graduation facility costs, completion incentives and overhead costs.

STAFF RECOMMENDATIONS:

Approve acceptance of the Comcast grant in the amount of \$33,000.00.

COMMITTEE ACTION:

BOARD ACTION:

Fred Morgan made a motion to accept the Comcast Grant. Darlene Goddard seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board of Directors
Wednesday, December 10, 2025**

TOPIC/ISSUE:

Eckerd Contract Modification

BACKGROUND:

Staff applied for a grant with Comcast in September 2025. The purpose of the grant application was to offset additional costs associated with inclusion of Fiber Optics training in our current YouthBuild program.

POINTS OF CONSIDERATION:

\$6630.00 of the funds are earmarked for graduation facility rental and completion incentives that will be paid to participants by Eckerd.

STAFF RECOMMENDATIONS:

Approve modifying Eckerd Connects contract in the amount of \$6630.00.

COMMITTEE ACTION:

BOARD ACTION:

Pat Reddish made a motion to accept the Eckerd funding modification. Steven Baham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 10, 2025
Performance and Monitoring Committee, Tuesday, November 4, 2025**

TOPIC/ISSUE:

Subrecipient monitoring

BACKGROUND:

We are required to monitor sub-recipients annually to ensure that they remain in compliance with contractual obligations. The attached monitoring report is for program year 2024-2025.

POINTS OF CONSIDERATION:

Powell and Jones conducted a monitoring of Eckerd Connects that concluded on September 25, 2025. One issue was identified in Procedure 1. The sub-recipients Unique Entity Identifier (UEI) was not listed in the agreement. This will be corrected through modification.

STAFF RECOMMENDATIONS:

Accept the audit report as presented.

COMMITTEE ACTION:

Theresa Flick made a motion to accept the monitoring report. Cliff Crum seconded the motion. Motion carried.

BOARD ACTION:

This action item appeared on the Board Consent Agenda.

Fred Morgan made a motion to approve the Performance, BEDC, Marketing, and Executive committee consent agenda items. Larry White seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 10, 2025
Executive Committee, Wednesday, November 19, 2025
Marketing and Outreach Committee, Wednesday, November 12, 2025
Business and Economic Development, Wednesday, November 5, 2025**

TOPIC/ISSUE:

Economic Development Support - Williston Regional Airport (WRA)

BACKGROUND:

We have been part of a workgroup in the initial phases of reviewing the WRA as a prospect to diversify the economy of Levy County. Participating organizations include, the City of Williston, WRA Manager, Levy County Economic Development Department, Levy County School Board and the North Florida Economic Development Partnership (NFEDP).

The U.S. Economic Development Administration has funding to assist rural counties impacted by natural disasters in their recovery. These grants require a 20% local (non-federal) match.

CareerSource Florida secured \$5 million in General Revenue (GR) to support workforce development in Florida's Rural Counties.

We submitted a request for \$150,000 to support this project through marketing new career opportunities through our Talent Pipeline videos, traditional print media, social media, and our project with the Levy County School Board and Career Expos. In addition, our proposal would allow us to provide funds to cover other costs related to the development of a strategic plan for the WRA.

The Levy County School Board and the College of Central Florida are reviewing training options that will support Maintenance Repair Operations (MRO), drone repair and training. The drone discussions include agricultural-related uses which may also open up entrepreneurial options.

Our plan is to use \$70,000 of the grant to develop the marketing and outreach elements and use \$80,000 to support the development of the strategic plan. Our \$80,000 will serve as a match for up to \$400,000.

Attached are rough drafts of the grant application for the City of Williston.

POINTS OF CONSIDERATION:

By accepting the GR grant, we will be able to promote aviation careers and training planned to begin at MTC in mid-2026, develop career information on MRO and drone careers and support recruitment efforts for CF and the Levy County School Board.

STAFF RECOMMENDATIONS:

Staff recommendations:

- Accept the CSF GR grant
- Allow staff to move forward with finalizing contract(s) to support the development of the strategic plan (\$80,000); and,
- Develop the career path materials necessary to support training related to activities in the strategic plan (\$70,000)
- Authorize the Executive Committee to approve contracts between full Board meetings, with contracts presented at the next full board meeting.

COMMITTEE ACTION:

BEDC - Phil Geist made a motion to accept the GR grant. Mark Paugh seconded the motion. Motion carried.

Marketing - John Murphy made a motion that the grants funds of \$150,000 will be allocated with \$70,000 for career path marketing and \$80,000 for project management, strategic management, or training. Kathy Judkins seconded the motion.

Executive - Charles Harris approved sending the letter of commitment to the City of Williston. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

BOARD ACTION:

This action item appeared on the Board Consent Agenda.

Fred Morgan made a motion to approve the Performance, BEDC, Marketing, and Executive committee consent agenda items. Larry White seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 10, 2025
Executive Committee, Wednesday, November 19, 2025**

TOPIC/ISSUE:

Continuity of Operations Plan

BACKGROUND:

All workforce boards are now required to have a written continuity of operations plan.

POINTS OF CONSIDERATION

A co-op plan is referenced as a requirement on *the LWDB MIS Risk, Systems, and Liabilities Assessment Certification* monitoring form issued by Florida Commerce.

This document is a living document and will be updated periodically as processes, staff and requirements change.

STAFF RECOMMENDATIONS:

Approve the attached plan.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the Continuity of Operations Plan. Jeff Change seconded the motion. Motion carried.

BOARD ACTION:

This action item appeared on the Board Consent Agenda.

Fred Morgan made a motion to approve the Performance, BEDC, Marketing, and Executive committee consent agenda items. Larry White seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 10, 2025
Executive Committee, Wednesday, November 19, 2025**

TOPIC/ISSUE:

Internal Control Questionnaire

BACKGROUND:

The Internal Control Questionnaire is a monitoring/compliance tool that requires staff to assess various risk areas of our operation and present to the Board for review and certification by the Board Chair.

The ICQ is used by state monitors as part of their local compliance monitoring.

POINTS OF CONSIDERATION:

The ICQ is due at Florida Commerce by 10/31/2025.

STAFF RECOMMENDATIONS:

Request approval for Chair to sign.

COMMITTEE ACTION:

Pete Beasley approved the questionnaire to be signed by the board chair and submitted. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:

Pat Reddish made a motion to approve the Internal Control Questionnaire. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 10, 2025
Executive Committee, Wednesday, November 19, 2025**

TOPIC/ISSUE:

Gazelle Interface Replacement

BACKGROUND:

We recently conducted a request for Proposals for a system to replace the Gazelle finance interface software for staff use (Gazelle is sunsetting December 31, 2025). Momentive Software was selected. Due to a misunderstanding of system requirements an additional piece of software is needed to maintain appropriate firewalls in our system.

POINTS OF CONSIDERATION:

A one-time purchase of a system overlay is required to maintain access for staff to process purchase requisitions and other expense processes without giving them full access to the financial database. The cost is \$75,000.00. No additional annual fees are required. There is only one vendor that provides the required overlay that is compatible with our current financial system, SAP.

STAFF RECOMMENDATIONS:

Approve a one-time sole source purchase from CSM Consulting to complete the Gazelle system replacement.

COMMITTEE ACTION:

Fred Morgan approved the one-time sole source purchase from CSM Consulting to complete the Gazelle system replacement. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:

This action item appeared on the Board Consent Agenda.

Fred Morgan made a motion to approve the Performance, BEDC, Marketing, and Executive committee consent agenda items. Larry White seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 10, 2025
Executive Committee, Wednesday, November 19, 2025**

TOPIC/ISSUE:

CF Lease Agreement

BACKGROUND:

We have previously renewed our lease in Chiefland for a six-month period (through March 30, 2026). A long-term lease was not renewed due to a proposed 10% increase in our rent rate. We have met with the staff at the Chiefland CF campus and have negotiated a rental agreement at a rate of \$1685.00 per month.

POINTS OF CONSIDERATION:

This lease would go into effect on January 1, 2026, to give us time to move furniture and install infrastructure such as phone lines, internet, etc. This lease is for a 12-month period running January 1, 2026, through December 31, 2026, and is renewable upon agreement by both parties.

STAFF RECOMMENDATIONS:

Approve the attached lease agreement with CF.

COMMITTEE ACTION:

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

BOARD ACTION:

This action item appeared on the Board Consent Agenda.

Fred Morgan made a motion to approve the Performance, BEDC, Marketing, and Executive committee consent agenda items. Larry White seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, March 4, 2026
Executive Committee, Wednesday, February 26, 2025**

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.

<https://careersourceclm.com/storage/uploads/2ace4830-0931-4c79-99ea-f4d753235e79.pdf>

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:



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:

**STATEMENT OF INTENT
(Requesting Permission to Serve As a Direct Service Provider)**

LOCAL WORKFORCE AREA INFORMATION

Name of Local Area: CareerSource Citrus Levy Marion	
LWDB Number: 10	
Date of Submission:	
Contact Person Name: Thomas E. Skinner, Jr.	Phone: 352-538-5445 Email Address: rskinner@careersourceclm.com

AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN

This amendment authorizes designation of the Local Workforce Development Board as a direct provider of certain services by agreement of the Chief Elected Official and the Governor.

The Local Workforce Service Plan will be amended to include designation of the Local Workforce Development Board as a direct provider of workforce services (other than training services). This amendment to the Local Workforce Service Plan will be effective for the period from _____ through _____.

The signatures below certify agreement to the plan amendment submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this plan amendment and applicable federal and state laws and regulations.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

Name: Carl Flanagan	Title: Board Chair
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Carl Zalack, Commissioner	County: Marion
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Carl Zalak, Commissioner

County: Marion

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

Request for Subsequent Local Workforce Development Area Designation

Name of Local Workforce Development Area: Citrus Levy Marion Region Workforce Development DBA
CareerSource Citrus Levy Marion - LWDB 10

Name of Contact Person:

Thomas E. Skinner Jr.

Phone Number:

352-538-5445

Title:

CEO

Email Address:

rskinner@careersourceclm.com

Date of Request:

Local workforce development areas that receive an initial designation will be granted a subsequent designation if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity.

Performed Successfully

The term “Performed Successfully” means the local workforce development area met or exceeded the identified levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and the local area has not failed the same individual measure for the last two consecutive program years.

Sustained Fiscal Integrity

The term “Sustained Fiscal Integrity” means that the Secretary of Labor has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the local workforce development area has mis-expended funds provided.

LOCAL AREA LEVELS OF PERFORMANCE

For subsequent designation of local workforce development areas, the local area must include the local negotiated levels of performance and actual levels of performance for the two program years (PY) for which data are available prior to the program year for which designation is requested.

Name of Local Workforce Development Area: CareerSource Citrus Levy Marion				
Measures	Negotiated	Actual	Negotiated	Actual
	PY: <u>2023-24</u>	PY: <u>2023-24</u>	PY: <u>2024-25</u>	PY: <u>2024-25</u>
Adult				
Employed 2 nd Quarter After Exit	92.00	80.60	86.00	87.92
Median Wages 2 nd Quarter After Exit	\$9,643.00	\$11,023.90	\$9,650.00	\$10,898.08
Employed 4 th Quarter After Exit	90.00	90.7	85.00	84.86
Credential Attainment Rate	75.00	72.30	70.90	59.38
Measurable Skill Gains	79.70	94.90	60.40	89.07
Dislocated Worker				
Employed 2 nd Quarter After Exit	82.00	0.00	82.00	66.67
Median Wages 2 nd Quarter After Exit	\$9,000.00	0.00	\$8,070.00	\$14,223.50
Employed 4 th Quarter After Exit	86.80	66.70	77.40	0.00
Credential Attainment Rate	83.80	100.00	75.10	0.00
Measurable Skill Gains	75.00	66.70	75.00	100.00
Youth				
Employed 2 nd Quarter After Exit	80.60	67.50	79.30	81.32
Median Wages 2 nd Quarter After Exit	\$3,737.00	\$4,017.00	\$3,759.00	\$4,767.75
Employed 4 th Quarter After Exit	78.60	75.80	77.10	67.44
Credential Attainment Rate	91.20	97.80	86.70	86.84
Measurable Skill Gains	89.20	93.60	91.70	94.34
Wagner-Peyser				
Employed 2 nd Quarter After Exit	69.40	67.70	70.50	66.17
Median Wages 2 nd Quarter After Exit	\$5,122.00	\$6,432.00	\$5,979.00	\$7,090.00
Employed 4 th Quarter After Exit	68.10	68.70	67.10	66.6

CERTIFICATION AND APPROVAL OF REQUEST

By signing below, the local workforce board chairperson and chief local elected official certify that the local area has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

Local Workforce Development Board Chairperson	
Name: Carl Flanagan	
Signature:	
Date:	

Chief Local Elected Official	
Name: Carl Zalak	County: Marion
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

The completed request and certification page(s) must be submitted to: LWDBGovernance@commerce.fl.gov.



careersourceclm.com

February 24, 2026

CareerSource Florida
2308 Killearn Center Blvd, Ste 101
Tallahassee, FL 32309

CareerSource Florida:

In accordance with CareerSource Florida's Administrative Policy 083 "Direct Provider of Workforce Services", LWDB10 is submitting a request for extension of our Direct Service Provider status.

The attached request includes all necessary items as specified in the guidance. These items are consistent with those provided in our local plan.

Please contact me with any questions.

Sincerely,

Thomas "Rusty" Skinner
CEO

3003 SW College Road | Suite 205
Ocala, Florida 34474
p: 352-873-7939 | 800-434-5627



LWDA 10 – CareerSource Citrus Levy Marion

Direct Services Provider Waiver Request

Business Model

The Citrus Levy Marion Regional Workforce Development Board d/b/a CareerSource Citrus Levy Marion has continued to provide services under the business model described in our previous service provider requests. Direct service provision was originally requested to reduce overhead costs created through the procurement of a service provider. Since 2011 when we requested direct service provision status, we have experienced a significant cost savings that allows for additional services provided to the residents in our three-county area. Our management structure remains streamlined without redundant overhead. Under our current structure we can provide a full menu of all workforce services in each of our three brick and mortar facilities and most available services through our two mobile resource units.

Effective Dates

The effective date of this extension request will begin July 1, 2026
This extension will be valid through June 30, 2029

Reasoning for request

Since our original re-organization in 2011 we have established streamlining in management of services and staff by removing a secondary layer of organizational hierarchy. Our current structure allows for direct communication between the board of directors, management and front-line staff creating cohesive practices across all levels of the organization. This direct communication eliminates a ‘middleman’ and provides a clean, consistent, and unfiltered conduit of information to staff, ensuring quick turn around on directives and changes in business. It allows us to be more proactive to changes in the economy and business environment by being a more lean and agile organization.

Additionally, we have found that consistent messaging to front line staff has eliminated most perceived communication issues within the organization. Because administrative and One Stop Operator staff closely plan and implement any changes to the organization, the consistency of messaging provides a clear and concise vision to all staff. All CareerSource CLM and One Stop Operator staff receive the same messaging, so all expectations and service delivery requirements are managed and delivered to the same high standard across all programs of the organization.

Firewall:

The Workforce Innovation and Opportunity Act (WIOA) requires that workforce boards that provide direct services must provide adequate internal firewalls to ensure the integrity of public funding.

CareerSource CLM's organizational structure allows for a clear delineation between administration and operations. Career Center operations are managed by the Director of Operations. Programmatic support and continuous improvement are driven by the Assistant Director of Career Development and the Director of Continuous Improvement. These directors ensure that all partner programs within the One Stop 'system' are performing at maximum efficiency and work directly with the Assistant Director of Workforce Initiatives and EO Officer on internal programmatic reviews and monitoring. The Director of Operations acts as the liaison between the One Stop Operator (currently being procured anew) and CSCLM senior management. The One Stop Operator reports to the CSCLM board of directors. Each of these directors act as a firewall for quality and monitoring of the services provided within the One Stop centers. Financial staff report to the Executive Vice President and functions between finance and operations are clearly delineated.

Administration consists of EO/Human Resources, Information Technology and Finance. The staff members within these departments are not directly involved in the daily execution of services within the One Stop centers, but act as support to general operations of the organization. Below are the primary roles of each department:

- EO/Human Resources – manages all facets of employee record keeping and staff training and development.
- Finance – daily management and processing of all financial budgeting and AR/AP activities generated by Operations and Administration.
- Information Technology – manages all facets of technology and communications for the organizations. Provides support to staff members in all departments and monitors activities within our system to provide a secure network for customers and staff. Information being transmitted through our network is routinely monitored to ensure that all activities fall within the requirements of applicable State and Federal laws.
- Operations – Conducts ongoing internal monitoring for programs, service accessibility and One Stop Credentialing. Acts as technical assistance to program management and staff in the One Stop career centers and oversees the development, activities, performance and deliverables for all competitive grants. Primary areas of technical support responsibility include: Welfare Transition/SNAP, WIOA AD/DW/Youth, TAA.

- Continuous Improvement – conducts ongoing internal monitoring of all programs beyond that conducted by the operations staff. This unit also manages customer and employer surveys through the Net Promoter Score to monitor and maintain a high level of services throughout the system. Primary areas of technical support responsibility: Wagner Peyser, JVSG, RESEA and mobile unit service provision.
- Independent Monitoring – in addition to internal reviews conducted by staff, CSCLM also engages in independent monitoring conducted by a procured third party that reports directly to the board of directors. Independent monitoring covers all facets of our organization including programmatic and financial practices. Independent monitoring provides a transparent approach of all facets of our business and assists senior management in quickly identifying systemic issues and embracing best practices.

All departments report to the Executive Vice President who in turn reports to the Chief Executive Officer.

Funding:

The services provided by CareerSource Citrus Levy Marion are funded by the following grants/programs:

- Wagner Peyser
- Veteran Outreach
- WIOA – Workforce Innovation and Opportunity Act (Adult, Dislocated, Youth)
- TANF – Temporary Assistance for Needy Families
- SNAP – Supplemental Nutrition Assistance Program
- TAA – Trade Assistance Act
- RESEA
- JVSG
- Recently received federal grant: YouthBuild
- Recently received foundation grant: United Healthcare Community Fund

Overview and Analysis of Cost Savings:

CareerSource CLM (CSCLM) initially took over direct services in 2011. This change to our business model became a necessity due to continued cuts in formula funding and ongoing reduction of services as a direct result. The initial consolidation resulted in a cost saving of approximately \$455,000.00 by compressing the layer of management between the workforce board and the contracted service provider. This cost savings projected over the three year period of this extension is \$1,365,000.00. Since the restructuring of the organizational chart we have continued to reduce the level of management staffing

allowing for additional manpower to be added to our most crucial areas of service provision – front line staff and business development. Our intent is to maintain the current level of management and staffing while routinely monitoring effectiveness and efficiency through ongoing continuous improvement efforts.

As we learned during the COVID pandemic, more frontline staff permits us to react quickly to sudden economic impacts and meet the needs of our citizens.

Performance:

The following performance chart is for program year 2024-2025.

Our most recent performance pictured directly below begins to show the impact of the pandemic on our Adult and Dislocated Worker measures, as felt across the state due to the decrease in training and placements. This downturn is reflected in the Statewide report as well. We continue to perform strong on 13 of the 18 measures.

WIOA INDICATORS OF PERFORMANCE

CareerSource Citrus Levy Marion
July 1st, 2024 – June 30, 2025

Measures	PY2024-2025 1st Quarter Performance	PY2024-2025 % of Performance Goal Met For Q1	PY2024-2025 2nd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q2	PY2024-2025 3rd Quarter Performance	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
Adults:									
Employed 2nd Qtr After Exit	81.1	94.30	82.4	95.81	88.3	102.67	87.9	102.21	86
Median Wage 2nd Quarter After Exit	\$11,023.50	114.23	\$10,920	113.16	\$11,320	117.31	\$10,898	112.93	\$9,650
Employed 4th Qtr After Exit	84.4	99.29	78.5	92.35	80.2	94.35	84.8	99.76	85
Credential Attainment Rate	74.1	104.51	61.8	87.17	51.3	72.36	59.4	83.78	70.9
Measurable Skill Gains	77.9	128.97	70	115.89	74.8	123.84	89.1	147.52	60.4
Dislocated Workers:									
Employed 2nd Qtr After Exit	0	0.00	0	0.00	50	60.98	66.7	81.34	82
Median Wage 2nd Quarter After Exit	0	0.00	50	0.00	\$7,577	93.89	\$14,224	176.25	\$8,070
Employed 4th Qtr After Exit	0	0.00	0	0.00	0	0.00	0	0.00	77.4
Credential Attainment Rate	100	133.16	0	0.00	0	0.00	0	0.00	75.1
Measurable Skill Gains	66.7	88.93	50	66.67	80	106.67	100	133.33	75
Youth:									
Employed 2nd Qtr After Exit	68.4	86.25	72.1	90.92	75.6	95.33	81.3	102.52	79.3
Median Wage 2nd Quarter After Exit	\$3,425.75	91.13	\$4,106	109.23	\$4,015.5	106.82	\$4,767.8	126.84	\$3,759
Employed 4th Qtr After Exit	77.3	100.26	71.3	92.48	67.1	87.03	67.4	87.42	77.1
Credential Attainment Rate	95.9	110.61	93.9	108.30	91.9	106.00	86.8	100.12	86.7
Measurable Skill Gains	84.8	92.48	81.8	89.20	73.8	80.48	94.3	102.84	91.7
Wagner Peysers:									
Employed 2nd Qtr After Exit	65.9	93.48	66.1	93.76	67.5	95.74	66.2	93.90	70.5
Median Wage 2nd Quarter After Exit	\$6,696.50	130.74	\$6,742	112.75	\$6,694	111.96	\$7,090	118.57	\$5,979
Employed 4th Qtr After Exit	67.3	98.83	65.3	97.32	64.4	95.98	66.6	99.25	67.1

Business Highlights and Best Practices:

Additional Online Learning Platforms

- Enhanced online learning presence for targeted and on-demand training for employed workers, WIOA trainees and Welfare Transition population
- Expanded training capabilities in all targeted industries
- Ability to provide educational opportunities without face-to-face contact

Internal Communications – In The Know!

- Continued use of our weekly staff communication newsletter
- Provides weekly updates, helpful hints for Employ Florida, programmatic updates, state, federal, and local policy changes and a weekly trivia question to bolster internal knowledge of all aspects of workforce
- We are also in process of rolling out a similar style of quarterly newsletter that will be broadcast to our board members, chief elected officials and local stakeholders

YouthBuild

- We were awarded our fifth YouthBuild program in 2024

- To date all performance measures have been met with the DOL for our previous YouthBuild grant
- Recently underwent monitoring by our Federal Project Officer and was commended for our program
- No Finding or Other Noncompliance Issues were cited

Florida Department of Corrections

- Fully implemented pilot program in Florida in partnership with Worldwide Interactive Network (WIN)
- Provision of employment preparation for soon to be released inmates at the Lowell Correctional Facility located in Reddick within Marion County
- Coordination of services with other CareerSource workforce boards for inmates released to other areas of the state.

Apprenticeship Expansion

- Assisted with launch of masonry apprenticeship program at Marion Technical College in Marion County.

College of Central Florida Partnership

- Assisting by conducting in-classroom workshops to share soft skills, social media and resume writing tips for future graduates
- Partnering to provide paid internship opportunities for students
- Planned specialized hiring events for spring semester graduates in tandem with workshops focusing on soft skills and resume writing
- Partnering to assist in the development of a Engineering Apprenticeship

Youth Career Expos

- Recently held our 10th Annual Youth Career Expos in Citrus and Marion counties
- Expos provide employability skills workshops and live interaction with local industry leaders to prepare the youth for their next steps in employment or education
- Attended by nearly 1000 students in the two counties

Agile Staffing Plan

- Implementation of an Agile Staffing structure which encourages and incentivizes staff to become certified in more than one program (WT/SNAP, WIOA, WP, Business Services)
- Meant to develop well-rounded, cross-trained staffing that provides flexibility of resource needs across programs

- Provides for a whole-person approach by assessing the candidate's needs and determining what services best fit those needs

Continuum of Care

- Participation in a community-based continuum of care which meets monthly to discuss community needs and how best to meet them
- Great resource for serving those with substance use disorders at different stages of recovery
- Allows for a non-duplicative approach to community services to ensure maximum reach of limited resources

Regional Partnerships

- Cross regional partnerships on Job Fairs/Hiring Events with shared businesses and populations
- Use of Mobile Resource Centers to assist in other regions in times of need (Center closure, natural disasters, etc.)
- Regional planning to identify shared industries and labor sheds for strategic approach to regional services



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:



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.

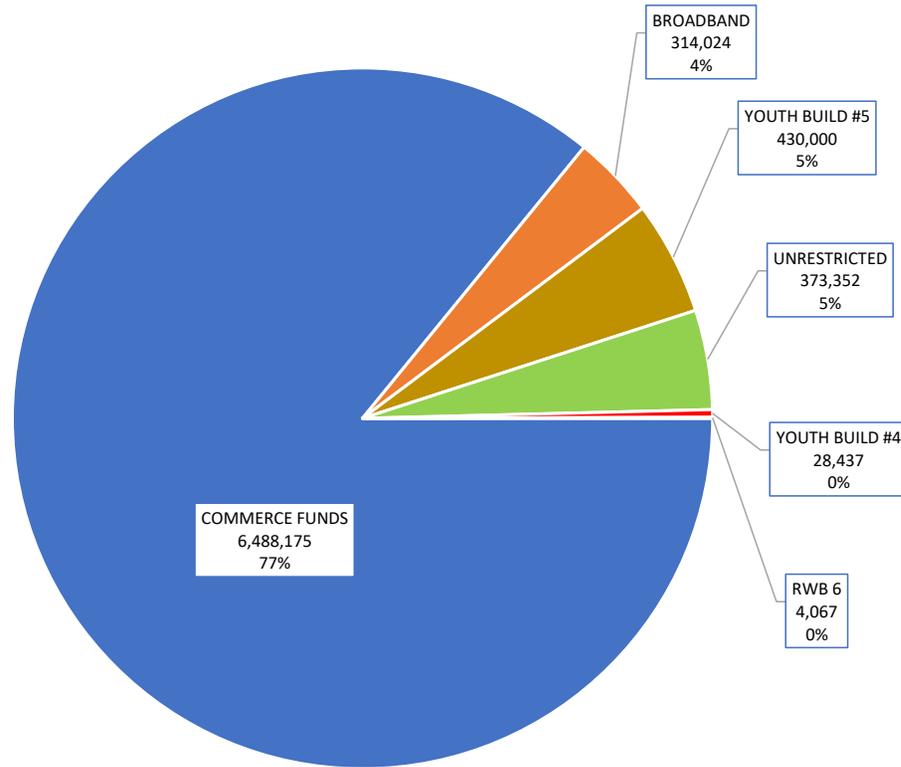
BOARD ACTION:

REVENUE RESOURCES

\$8,474,137

COMMERCE ALLOCATIONS	
ADULT	\$2,403,226
YOUTH	\$1,213,620
DISLOCATED WORKER	\$847,829
WAGNER PEYSER	\$263,612
WTP	\$1,520,051
SNAP	\$123,361
VETS	\$32,443
REA	\$84,034
OTHER	\$836,081
TOTAL Commerce Allocations	\$7,324,256

REVENUES



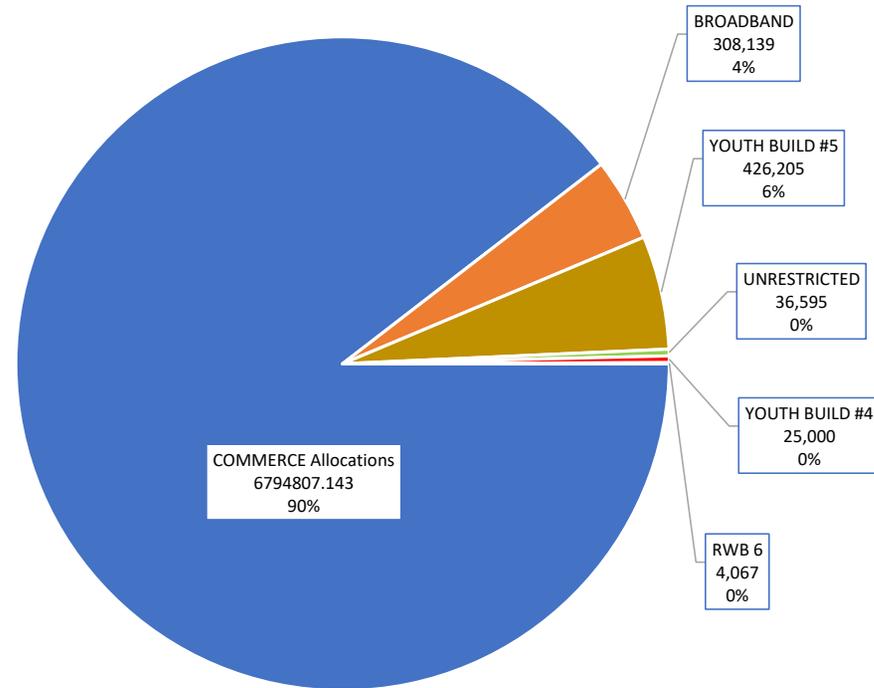
TOTAL REVENUE = \$8,474,137

BUDGET EXPENDITURES

\$7,696,417

COMMERCE ALLOCATIONS	
ADULT	\$2,265,278
YOUTH	\$1,191,205
DISLOCATED WORKER	\$796,453
WAGNER PEYSER	\$154,436
WTP	\$1,471,213
SNAP	\$121,481
VETS	\$19,944
REA	\$54,741
OTHER	\$821,660
TOTAL Commerce Allocations	\$6,896,410

BUDGETED EXPENDITURES

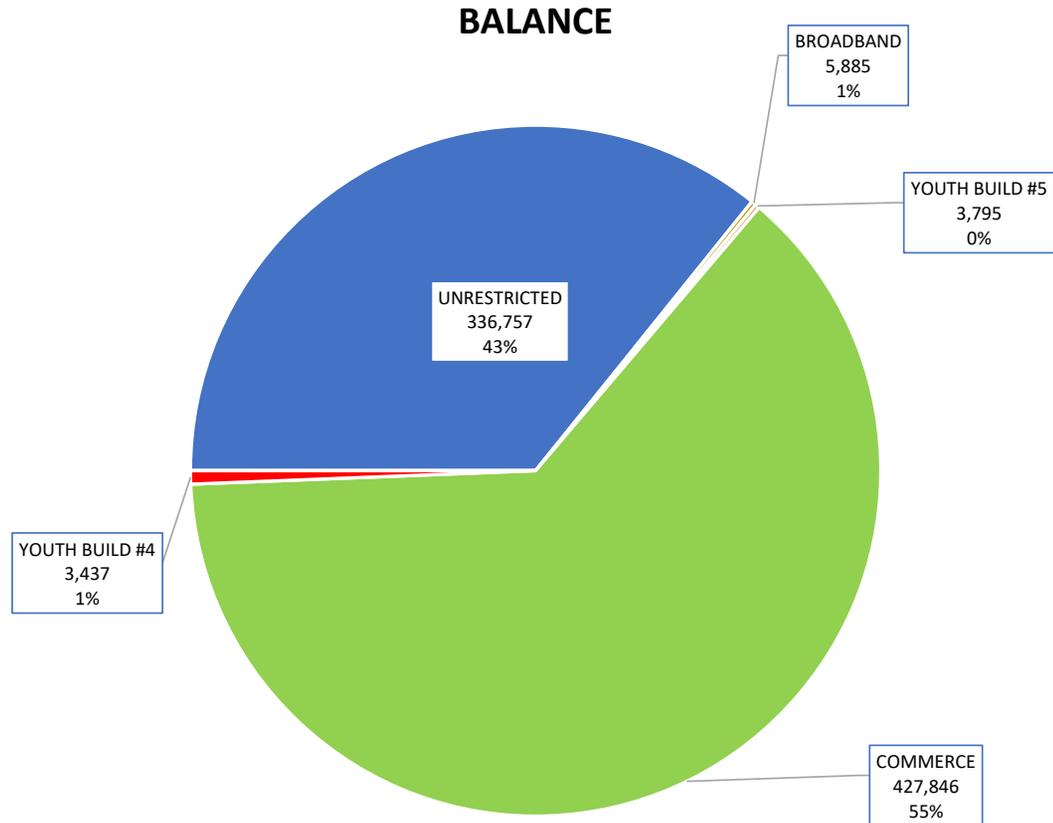


Budget Expenditures = \$7,696,417

BUDGET BALANCE

\$777,720

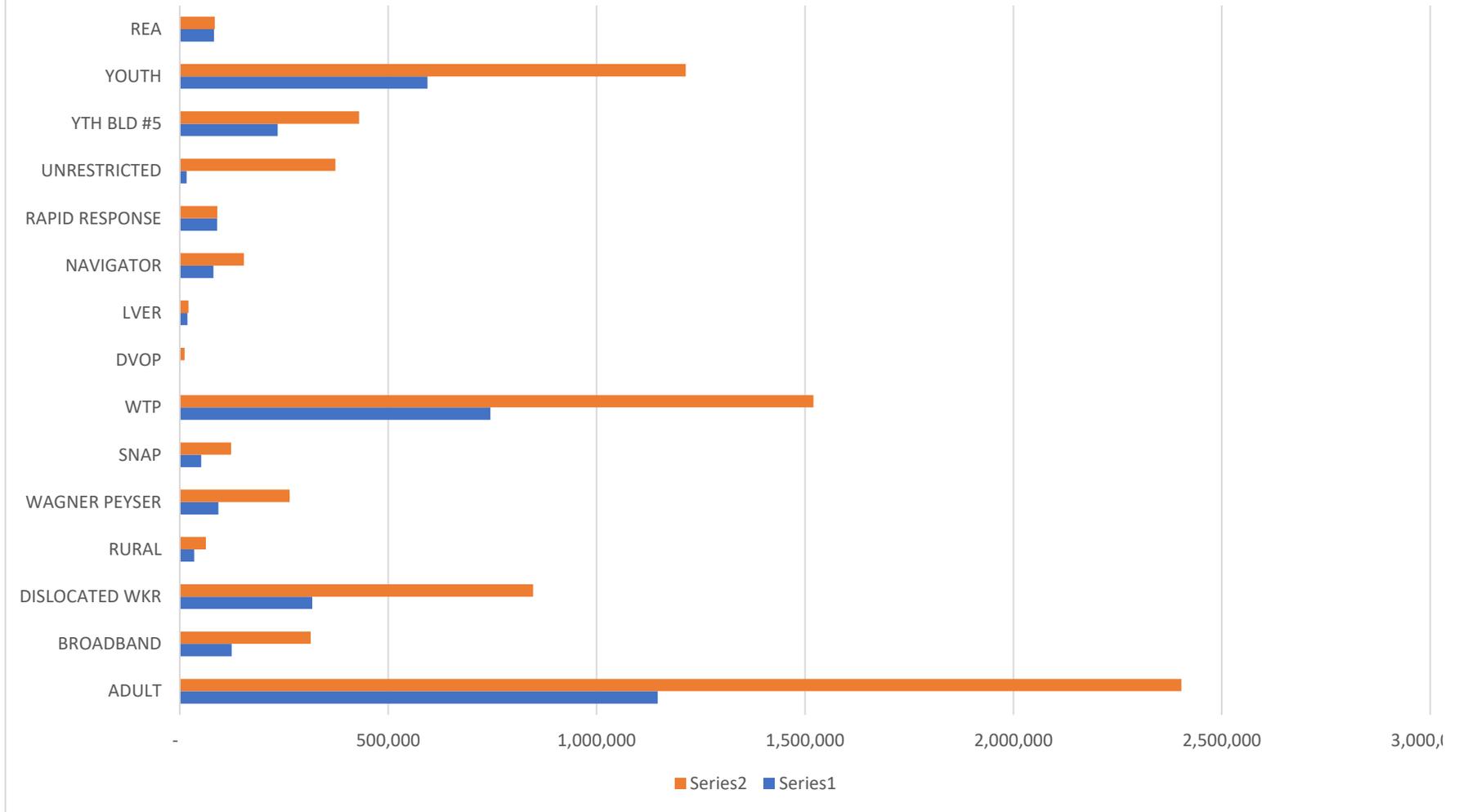
COMMERCE ALLOCATIONS	
ADULT	\$137,948
YOUTH	\$22,415
DISLOCATED WORKER	\$51,376
WAGNER PEYSER	\$109,176
WTP	\$48,838
SNAP	\$1,880
VETS	\$12,499
REA	\$29,293
OTHER	\$14,421
TOTAL Commerce Allocations	\$427,846



UNOBLIGATED Balance = \$440,963

Unobligated Unrestricted = \$336,757

Chart Title





RECORD OF ACTION/APPROVAL

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

TOPIC/ISSUE:

Insurance Broker Request for Proposals (RFP)

BACKGROUND:

A request for proposals was released on Monday, February 2, 2026. The RFP was posted to our website, advertised in news publications across our region and sent directly to nine (9) local firms whose online profiles appeared to match what we were looking for.

POINTS OF CONSIDERATION:

One proposal was received from Apex Insurance Advisors. Their proposal met the requirements of the RFP, and we are recommending moving forward with their proposal as a sole source procurement.

STAFF RECOMMENDATIONS:

Approve issuing the attached RFP.

COMMITTEE ACTION:

This item was tabled to be reviewed by the full board.

BOARD ACTION:



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 30th, 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:



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
2. College of Central Florida
3. Marion County School Board

Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities

4. Citrus County BOCC
5. Novari Care
6. Lockheed Martin
7. Key Training Center
8. Ancorp
9. Ocala Housing Authority

Contracts Not Requiring 2/3rds Vote

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

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

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
Master Contracts Requiring 2/3rds Vote						
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		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		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
Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities						
4	Citrus County BOCC	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Steven Baham
5	Novari Care	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Kathy Judkins
6	Lockheed Martin	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Jeff Chang
7	Key Training Center	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Theresa Flick
8	Ancorp	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Arno Proctor
9	Ocala Housing Authority	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Angela Juaristic
Contracts Not Requiring 2/3rds Vote						
10	Southern Indiana Works	One Stop Operator	\$ 75,000.00		C	
11	Powell and Jones	Subrecipient monitoring	\$ 3,800.00		C	
12	Region 6	Financial Services Agreement	\$ 55,000.00		C	
13	Underwood and Sloan	Third party monitoring	\$ 50,000.00		C	
14	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		C	
15	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		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		C	
17	Powell and Jones	Joint Audit	\$ 25,000.00		C	



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

MINUTES

DATE: February 12, 2026
PLACE: CareerSource CLM
2703 NE 14th Street, Ocala, FL 34470
TIME: 9:00 a.m.

MEMBERS PRESENT

Ashley Shorb
Dr. Jennifer Fryns
Joe Corley
Katherine Otte
Marci Holder

MEMBERS ABSENT

Bob Rutmiller
Rebecca Johnson
Tanya Taylor

Other Attendees

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

Cira Schnettler, CSCLM
Tony Waterson, One Stop Operator
Kristen Barry, One Stop Operator
Calvin Cooksey, FleetForce

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

Ashley Shorb made a motion to approve the minutes from the November 13, 2025, minutes. Katherine Otte seconded the motion. Motion carried.

PRESENTATION

Cory Weaver gave an overview of the presentation. She reviewed the committee's purpose and answered questions on how the committee plans to fulfill the purpose.

The committee will meet its objectives through discussion and presentations:

- Talent needs of local industry targeted sectors will be identified.
- Educational partners will present courses and certifications currently available as

well as promote upcoming programs and projects in development.

- CareerSource CLM will review training programs offered through business services.

Prior Meeting Insights

Cory Weaver reviewed a summary of previous discussions by the committee, which included action steps discussed at the previous meeting.

- Goals and strategies to meet the goals.
- Expand the membership.
- Identify curriculums and local training providers to align with business needs.
- Create industry subcommittees.

Industry Snapshot, Top 25 Occupations, and Talent Supply

The committee provided the feedback below on the report:

- Healthcare, construction, and the professional industries are trending with higher demand in the 5-year forecast, in contrast to manufacturing, transportation, and logistics trending stagnant or down.
- Marci Holder shared that respiratory and speech therapists are high demand occupations.
- We are seeing a shift of increased job applicant traffic.

Educational Awards, Skills Gap

- Cory Weaver reviewed the list of certificates available through local educational partners.
- Many high school students are not skilled in Microsoft products like Excel. Dr. Fryns shared that computer competency is now a requirement at CF. Excel is the number one requested training at the corporate college.
- The group discussed concerns regarding gaps in safety awareness among young adults.
- The group discussed the challenges of hiring individuals who do not demonstrate the skill level they represented on their resumes, contributing to early turnover

NEXT STEPS

The committee discussed actionable items for next steps:

- Review Master Credential List annually.
- Validate that current local training offerings align with industry needs.
- Explore new training options not currently offered in our area to meet skills gaps.

DISCUSSION ITEMS

Workforce Pell Grants, Subcommittees, Private Sector Member Recruitment

Rusty Skinner summarized the Workforce Pell Act. The Act provides a structure to fund short term certificate training options. This will be used to target students that do not have a career path and set a future for a better talent pipeline.

Calvin Corsey stated that this program will align with the short-term certificate options at FleetForce.

Joe Corley stated he has been approaching members of other associations he belongs to and encouraging them to join one of the subcommittees of this Consortium.

PUBLIC COMMENT

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting adjourned at 9:57 a.m.

APPROVED:



CareerSource
CITRUS | LEVY | MARION

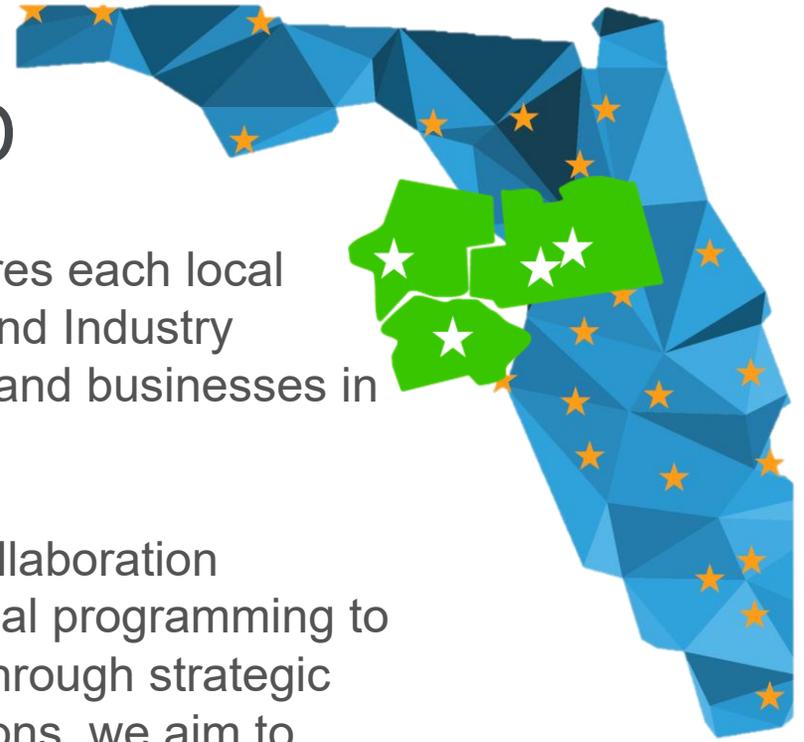
EDUCATION & INDUSTRY CONSORTIUM



CONSORTIUM BACKGROUND

Signed into law May 15th, 2024, F.S. 445.007(15) requires each local workforce development board to create an Education and Industry Consortium composed of representatives of education and businesses in the local service area.

Purpose: The purpose of the consortium is to foster collaboration between education and industry to help align educational programming to address evolving workforce needs in our community. Through strategic partnerships, data-driven insights and innovative solutions, we aim to create strategies to empower learners and support businesses in building a skilled and adaptable workforce.



Talent Needs of Local Industry
Targeted Sectors



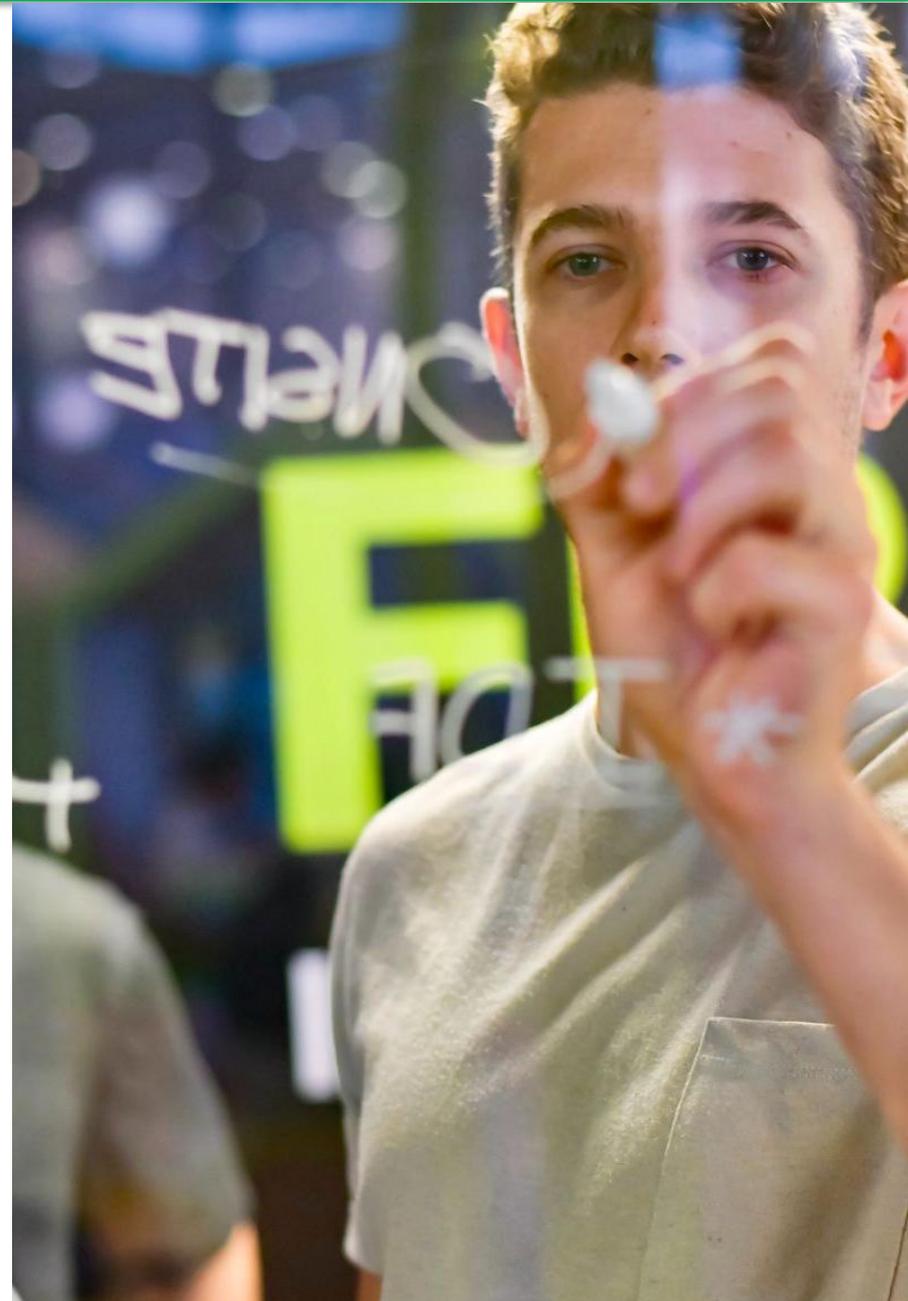
Education Offerings Available



Labor Market Information
Talent Pipeline

Prior Meeting Insights

- There are challenges in recruiting nursing aides, certified therapists, lab scientists and surgical techs
- There is a need for individuals certified in Electrical Engineering
- The committee discussed the following action steps
 - Formalize Industry and AI subcommittees
 - Increase business representation on the committee



Industry Snapshot

NAICS	Industry	Current			5-Year History		5-Year Forecast		
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Empl Growth	Ann % Growth
621 - 623	Health Care	26,021	\$65,687	1.15	3,339	2.8%	14,974	2,304	1.7%
624	Social Assistance	3,569	\$32,063	0.59	-58	-0.3%	2,659	298	1.6%
23	Construction	17,442	\$56,156	1.58	2,142	2.7%	8,845	1,401	1.6%
31	Manufacturing	11,271	\$61,636	0.79	300	0.5%	6,556	808	1.4%
61	Educational Services	12,579	\$46,352	0.84	804	1.3%	6,721	668	1.0%
48	Transportation and Warehousing	8,014	\$49,575	0.86	1,721	5.0%	5,003	614	1.5%
54	Professional, Scientific, and Technical Services	7,241	\$70,022	0.54	1,029	3.1%	3,578	621	1.7%
	Total - All Industries	184,900	\$50,966	1.00	21,152	2.5%	115,184	13,234	1.4%

Source: JobsEQ

Top 25 Occupations

SOC	Occupation	Current			5-Year History		5-Year Forecast		
		Empl	Mean Ann Wages ²	LQ	Empl Change	Ann %	Total Demand	Empl Growth	Ann % Growth
41-2031	Retail Salespersons	6,528	\$37,100	1.51	681	2.2%	5,256	369	1.1%
41-2011	Cashiers	4,596	\$30,300	1.32	323	1.5%	4,483	28	0.1%
35-3023	Fast Food and Counter Workers	4,547	\$29,400	1.09	448	2.1%	5,849	359	1.5%
53-7065	Stockers and Order Fillers	4,261	\$36,800	1.38	926	5.0%	4,136	470	2.1%
11-1021	General and Operations Managers	3,834	\$110,200	0.95	1,015	6.3%	1,886	301	1.5%
29-1141	Registered Nurses	3,694	\$84,100	0.98	680	4.2%	1,245	277	1.5%
35-3031	Waiters and Waitresses	3,394	\$38,700	1.32	470	3.0%	3,656	160	0.9%
43-9061	Office Clerks, General	3,175	\$42,100	1.11	232	1.5%	1,993	73	0.5%
43-4051	Customer Service Representatives	2,983	\$41,400	0.98	484	3.6%	2,064	74	0.5%
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	2,955	\$37,500	0.90	459	3.4%	2,195	208	1.4%
53-3032	Heavy and Tractor-Trailer Truck Drivers	2,952	\$53,600	1.20	412	3.0%	1,843	249	1.6%
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2,683	\$33,300	1.00	133	1.0%	2,191	180	1.3%
47-2061	Construction Laborers	2,597	\$42,200	1.60	366	3.1%	1,349	247	1.8%
37-3011	Landscaping and Groundskeeping Workers	2,308	\$36,400	1.76	193	1.8%	1,729	165	1.4%
41-1011	First-Line Supervisors of Retail Sales Workers	2,281	\$55,400	1.44	137	1.3%	1,193	74	0.6%
31-1131	Nursing Assistants	2,223	\$37,400	1.37	182	1.7%	1,743	127	1.1%
35-2014	Cooks, Restaurant	2,174	\$35,900	1.35	559	6.1%	2,046	274	2.4%
31-1122	Personal Care Aides	2,069	\$33,300	0.56	433	4.8%	1,947	255	2.3%
25-2021	Elementary School Teachers, Except Special Education	1,978	\$57,900	1.30	101	1.0%	799	103	1.0%
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,883	\$42,200	0.89	84	0.9%	1,149	93	1.0%
49-9071	Maintenance and Repair Workers, General	1,829	\$48,000	1.03	258	3.1%	1,046	143	1.5%
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,777	\$49,200	1.01	21	0.2%	1,091	49	0.5%
11-9013	Farmers, Ranchers, and Other Agricultural Managers	1,755	\$91,400	2.23	-194	-2.1%	1,035	81	0.9%
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	1,630	\$71,500	1.59	290	4.0%	796	143	1.7%
53-3033	Light Truck Drivers	1,628	\$51,200	1.38	97	1.2%	1,053	163	1.9%

Educational Awards

Program	Certificate < 1 Yr	Certificate 1+ but < 2 Yr	Associate's	Certificate 2+ but < 4 Yr	Bachelor's	Total Awards
Registered Nursing/Registered Nurse	0	0	992	0	292	1,284
Liberal Arts and Sciences/Liberal Studies	0	0	669	0	0	669
Business Administration and Management, General	356	5	71	0	49	481
Early Childhood Education and Teaching	31	121	155	0	12	319
Criminal Justice/Police Science	143	0	4	0	27	174
Licensed Practical/Vocational Nurse Training	0	157	0	0	0	157
Emergency Medical Technology/Technician (EMT Paramedic)	78	40	16	0	0	134
Educational Leadership and Administration, General	0	0	0	0	125	125
Fire Science/Fire-fighting	117	0	0	0	0	117
Business Administration, Management and Operations, Other	0	0	0	0	112	112
Welding Technology/Welder	12	91	0	0	0	103
Accounting Technology/Technician and Bookkeeping	78	0	20	0	0	98
Health/Health Care Administration/Management	16	0	0	0	74	90
Entrepreneurship/Entrepreneurial Studies	86	0	0	0	0	86
Human Resources Management/Personnel Administration, General	0	0	26	0	59	85
Information Technology	65	0	17	0	0	82
Health Information/Medical Records Technology/Technician	0	0	79	0	0	79
Corrections	78	0	0	0	0	78
Human Services, General	0	0	18	0	57	75
Graphic Design	0	0	41	0	26	67
Truck and Bus Driver/Commercial Vehicle Operator and Instructor	66	0	0	0	0	66
Equestrian/Equine Studies	43	0	18	0	0	61
Nursing Assistant/Aide and Patient Care Assistant/Aide	54	0	0	0	0	54
Radiologic Technology/Science - Radiographer	0	0	46	7	0	53
Computer and Information Systems Security/Auditing/Information Assurance	25	0	0	0	27	52

Source: ⁵⁵JobsEQ

Skills Gaps

Skill	CANDIDATES	OPENINGS	GAP
	#	#	#
Basic Life Support (BLS)	216	416	-200
Certification in Cardiopulmonary Resuscitation (CPR)	370	508	-138
Forklifts	353	484	-131
Serving	231	359	-129
Hospitality	424	552	-128
Point of Sale Systems (POS Systems)	353	471	-118
Home Health Care	132	249	-117
Mathematics	302	396	-94
Bilingual	179	251	-72
Event Planning	46	111	-65
Food Service	196	260	-64
Hand Tools	157	218	-61
Microsoft Excel	1,398	1,458	-60
Microsoft Outlook	514	571	-58
Retail Sales	545	601	-56
Microsoft Office	1,293	1,343	-50
Patient Care Technician (PCT)	11	61	-50

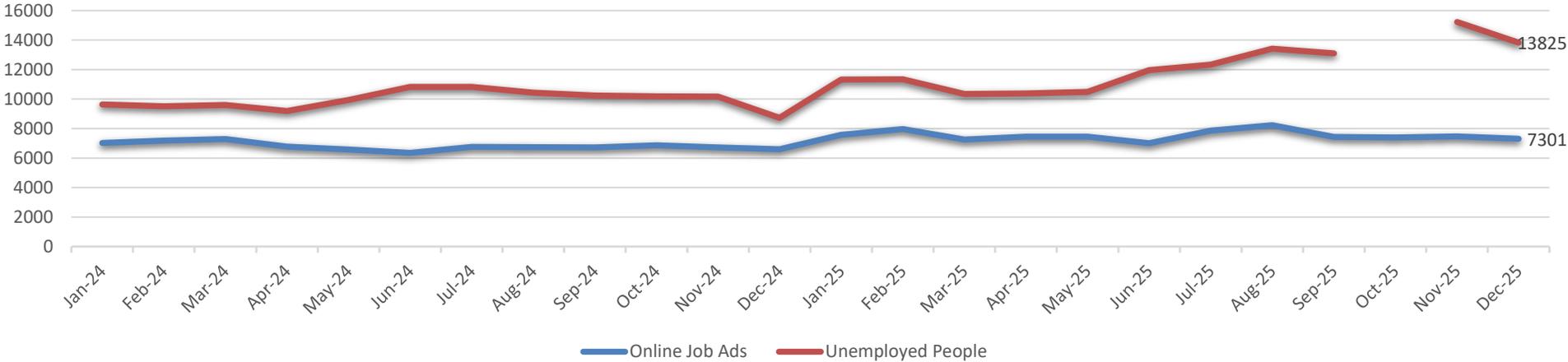
TALENT SUPPLY

644,470
Regional Population
(2024)

220,261
Labor Force
(December 2025)

13,825
Regional Unemployed
(December 2025)

Online Job Ads vs Unemployed People



Source: LAUS/BLS, Note: Labor Force Statistics are not available for October 2025 due to a lapse in federal data collection.

Job Openings Vs Unemployed by County:

CITRUS

1,633
OPEN JOBS
(Declining)

3,713
Unemployed Persons
(Increasing)

228
Unemployed People per 100 Jobs

LEVY

343
OPEN JOBS
(Declining)

1,028
Unemployed Persons
(Increasing)

300
Unemployed People per 100 Jobs

MARION

5,325
OPEN JOBS
(Increasing)

9,084
Unemployed Persons
(Increasing)

171
Unemployed People per 100 Jobs

Source: Florida Scorecard

- Review Master Credentials List by sector
- Validate that current local training offerings align with your industry's needs
- Explore new training options not currently offered in our area to meet skills gaps
- Increase business/industry representation on the committee

Next Meeting:
5/14/2026



CareerSource
CITRUS | LEVY | MARION

careersourceclm.com



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:



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:



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:



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:



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: