



**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:

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BACKGROUND:

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POINTS OF CONSIDERATION:

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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.