



## **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  
Christopher Cowart  
Darlene Goddard  
Debra Stanley  
Ed 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

#### **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

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

LAST NAME—FIRST NAME—MIDDLE NAME Judkins, Kathy		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 4314 SE 34th Street		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 12/10/2025		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

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

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

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

## APPOINTED OFFICERS (continued)

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

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

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

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, 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 Chasing 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.