



BOARD MEETING AGENDA

Wednesday, September 3, 2025 – 11:30 a.m.

College of Central Florida – Levy Campus

15390 US-19, Chiefland, FL 32626

Join Zoom Meeting: <https://us02web.zoom.us/j/84226108022>

Conference Line: 1 646 558 8656 Meeting ID: 842 2610 8022 Meeting Passcode: 172485

Call to Order		C. Flanagan
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		C. Flanagan
Approval of Minutes, June 4, 2025	Pages 3 - 26	C. Flanagan
Introduction of New Members		

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Board Membership Status	Page 27	R. Skinner

CONTRACTS

<u>Master Contracts Requiring 2/3rds Vote - OJT, CBT, or</u>	Pages 28 - 29	R. Skinner
<u>Apprenticeship Training Opportunities</u>		
ANCORP Contract		

ACTION ITEMS

2025-2026 Budget	Pages 30 - 34	D. French
------------------	---------------	-----------

CONSENT AGENDA

<u>Performance and Monitoring – 8/5/2025</u>	Page 35	J. Chang
Ticket to Work Monitoring Report		
<u>Business and Economic Development – 8/6/2025</u>		P. Beasley
No Action Items		
<u>Career Center – 8/7/2025</u>		C. Harris
No Action Items		

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.



Marketing and Outreach – 8/13/2025
No Action Items

A. Jones

Education and Industry Consortium - 8/14/2025
No Action Items
Minutes attached 8/14/2025

Pages 36 - 49 R. Skinner

Executive Committee – 8/27/2025
Ocala CEP/MOU Modification
Dislocated Worker Fund Transfer
Staff Adjustment
2025-2026 Budget
Finance User Interface Selection
Paycom
Leadership Increases

Pages 50 - 55 C. Flanagan /
R. Skinner

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH

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
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	6/3/2026	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: June 4, 2025
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Angela Juaristic
Arno Proctor
Ben Whitehouse
Carl Flanagan
Charles Harris
Christopher Cowart
Darlene Goddard
Debra Stanley
Equilla Wheeler
Fred Morgan
Jeff Chang
John Murphy
Jorge Martinez
Kathy Judkins
Kevin Cunningham
Larry White
Mark Paugh
Pat Reddish
Pete Beasley
Staci Bertrand
Theresa Flick

MEMBERS ABSENT

Andy Starling
Brandon Whiteman
John Hemken

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Sandra Crawford, CSCLM
Laura Byrnes, CSCLM
Iris Pozo, CSCLM
Yolanda Ocasio, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney
Kristen Barry, One Stop Operator
Tameka Thomas, FL Dept. of Commerce

CALL TO ORDER

The meeting was called to order by Carl Flanagan, Chair, at 11:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Deb Stanley made a motion to approve the minutes from the March 12, 2025, meeting. Mark Paugh seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Carl Flanagan introduced new member, Tamara Boyle, who is the new Superintendent for Levy County Schools. She was appointed by the Consortium on May 1, 2025.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- The State is looking to broaden the reach of standardization to other areas of the workforce system. One area they are looking to standardize is the intake process of customers across all regions. A “one size fits all” intake process will have challenges due to region size and location.
- The State is also evaluating the benefits of lump sum funding versus programmatic funding distributions. Previous attempts to fund regions by lump sum disbursements were eventually found to be ineffective and phased out.
- Both of these ideas may lead to the loss of flexibility at the local level.
- A request was made to the CLM Board to draft a response to the proposed consolidation of 11 USDOL programs into a block grant and program funding requirements of the President’s Budget bill. The response would be sent to congressional representatives. Steven Baham stated that the response should be worded with specific requests, but with the understanding that there may need to be flexibility on our end based on the outcomes. Edward Suor made a motion to approve a response to the President’s budget bill that would be sent to congressional representatives addressing the concerns of the proposed block grants and program funding requirements. Steven Baham seconded the motion. Motion carried.
- We are working with Levy County schools and CF on the following projects that will impact career development of young adults in the county:
 - In partnership with CF and Fleet Force two certifications in CDL training will be moving forward.
 - The Broadband program has been successful and continues to grow enrollments.

Workforce Issues that are Important to our Community

Carl Flanagan shared that he recently spoke with a business owner that was a previous participant in the CLM internship program for another company. When the individual became an entrepreneur themselves, they used the internship program also and was extremely satisfied with the service. The owner is a great community advocate for CareerSource CLM.

Deb Stanley emphasized the potential impact to small businesses if the Affordable Care

Act is allowed to expire at the end of the year. Small businesses may lose their staff to larger businesses that can provide affordable insurance if they lose their coverage.

Financial Disclosure Forms / Annual Conflicts Reminder

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

Board Membership Status

Rusty Skinner shared that there are four vacancies on the board; a Veterans representative for Citrus County, an Economic Development representative for Marion County (we are working with the Ocala CEP on a nomination), and two private sector representatives for Levy County. He invited the board members to recruit in those areas.

ACTION ITEMS

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

Workforce Champion – Presentation

Dale French was happy to announce that Yolanda Ocasio was selected by the Executive Committee as the CLM Workforce Champion. Deb Stanley made a motion to confirm Yolanda Ocasio as the 2025 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

2024/2025 Budget

Dale French reviewed the proposed preliminary budget. Darlene Goddard made a motion to approve the preliminary 2025-2026 budget. Charles Harris seconded the motion. Motion carried.

Memorandum of Agreement

Kathy Judkins made a motion to approve the Memorandum of Agreement. Deb Stanley seconded the motion. Motion carried.

Region 6 Financial Services

Al Jones made a motion to approve the Region 6 Financial Services agreement. Theresa Flick seconded the motion. Motion carried.

Levy County Economic Development MOU

Arno Proctor made a motion to approve the MOU with Levy County. Deb Stanley seconded the motion. Motion carried.

CONSENT AGENDA

CEO Contract Review- 5/9/2025, 5/28/2025

CEO Contract Renewal

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

Al Jones made a motion to approve Rusty Skinner's contract and raise. Theresa Flick seconded the motion. Motion carried.

Performance and Monitoring – 5/6/2025

No Action Items

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

Business and Economic Development – 5/7/2025

No Action Items

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

Education and Industry Consortium - 5/8/2025

No Action Items

Minutes attached 5/8/2025

Rusty Skinner provided a summary of the committee activities.

Career Center – 5/15/2025

Chiefland Lease Renewal

Statewide ETPL

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

Marketing and Outreach – 5/14/2025

No Action Items

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

Executive Committee –5/28/2025

2025-2026 Budget

FWDA Dues

Workforce Summit Sponsorship

990

Finance User Interface

Indefinite Quantity Agreements

Benefits Annual Renewal

Schedule of Operations

OJT Reimbursement

Staff Increases

ITA Waiver Request

Joint Audit RFP

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

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Staci Bertrand shared that CLM staff assisted with a mock site visit and did an excellent

job presenting information to the property owners and economic development partners.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:47 p.m.

APPROVED:_____

DRAFT



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 4, 2025

TOPIC/ISSUE:

2025 Workforce Champion Nomination

BACKGROUND:

Our recognition program underwent several changes in 2022 due to responses received from the annual employee survey. One of those changes included the Executive Committee/Board to make the final selection of our Workforce Champion that will be recognized during the 2025 Workforce Professional Development Summit in Orlando Florida September 8-10.

POINTS OF CONSIDERATION:

The Executive Committee met on Wednesday, May 28, 2025, and selected this year's workforce Champion.

STAFF RECOMMENDATIONS:

Ratify the selection of Region 10's Workforce Champion for the 2025 Summit.

COMMITTEE ACTION:

BOARD ACTION:

Deb Stanley made a motion to confirm Yolanda Ocasio as the 2025 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Preliminary 2025-2026 Budget

BACKGROUND:

Attached is the proposed budget for the 2025-2026 program year.

POINTS OF CONSIDERATION:

This budget is based on the following:

- Estimated carry forward funds from current year grants.

STAFF RECOMMENDATIONS:

Approve preliminary 2025-2026 budget.

COMMITTEE ACTION:

Al Jones made a motion to approve the preliminary 2025-2026 budget. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

Darlene Goddard made a motion to approve the preliminary 2025-2026 budget. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 4, 2025
Consortium Meeting, Thursday, May 1, 2025**

TOPIC/ISSUE:

Renewal of Agreement to Establish and Memorandum of Agreement.

BACKGROUND:

The Interlocal Agreement has been approved by all Boards of County Commissioners. The Interlocal creates the Consortium as the official body to manage workforce programs on behalf of each county. The Consortium has the responsibility to establish the local workforce board and the relationship between the Consortium and the board. These agreements establish the workforce board, its membership and the roles and duties of the board and Consortium in the operations and oversight of the workforce programs.

POINTS OF CONSIDERATION:

The current agreement expires June 30, 2025. The renewal extends the agreements through June 30, 2030.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Commissioner Barek made a motion to approve the execution of the Agreement to Establish and the Memorandum of Agreement. Commissioner Zalak seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Memorandum of Agreement. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, June 4, 2025**

TOPIC/ISSUE:

Financial Services – Region 6

BACKGROUND:

Our region has performed financial services for Region 6 since 2012. These services include general accounting, AP/AR, financial statements, etc.

The previous agreement was effective July 1, 2021 and has been extended for the maximum allowable time of four (4) program years total. It expires June 30, 2025.

POINTS OF CONSIDERATION:

Region 6 will compensate CSCLM in the sum of \$55,000.00 annually to provide financial services.

STAFF RECOMMENDATIONS:

Approve acceptance and execution of the attached agreement.

COMMITTEE ACTION:

BOARD ACTION:

Al Jones made a motion to approve the Region 6 Financial Services agreement. Theresa Flick seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, June 4, 2025**

TOPIC/ISSUE:

Levy County Board of Commissioners Memorandum of Understanding (MOU)

BACKGROUND:

Previously we held an MOU with the Nature Coast Business Development Council (NCBDC) for business outreach and retention efforts in Levy County. The work of NCBDC is being transferred under the leadership of the Levy County Board of Commissioners and NCBDC is being dissolved.

POINTS OF CONSIDERATION:

We wish to continue to support the efforts of economic development in Levy County and plan to execute an MOU with the same deliverables as those previously agreed to with NCBDC in the amount not to exceed \$30,000.00 annually.

STAFF RECOMMENDATIONS:

Approve entering into an MOU with Levy County Board of Commissioners.

COMMITTEE ACTION:

BOARD ACTION:

Arno Proctor made a motion to approve the MOU with Levy County. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
CEO Review Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2025 – 2026

BACKGROUND:

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

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

5/9/2025 - Arno Proctor made a motion to approve the contract. Brandon Whiteman seconded the motion. There was discussion and the committee members agreed that they could not properly finalize the annual contract since the budget and potential salary adjustments have not been determined. Arno Proctor withdrew his motion.

Arno Proctor made a motion to table the approval of the contract until budget determinations have been made. Brandon Whiteman seconded the motion. Motion carried.

5/28/2025 – Arno Proctor made a motion to approve Rusty's contract for the 2025-2026 program year with the 3% COLA salary increase that all staff are receiving and an additional 2% merit raise. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

Al Jones made a motion to approve Rusty Skinner's contract and raise. Theresa Flick seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 4, 2025
Career Center Meeting, Thursday, May 15, 2025**

TOPIC/ISSUE:

Chiefland Lease Renewal

BACKGROUND:

We currently lease our Chiefland Office at Suwanee Plaza Shopping Center located at 2175 NW 11th Drive, under a one-year lease agreement which expires September 2025. We currently pay \$6,461 per month.

The ownership group from which we lease the property has offered a three-year renewal option with a 2% annual increase.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve renewing the Chiefland lease for the three-year term noted above.

COMMITTEE ACTION:

Arno Proctor made a motion to approve renewing the Chiefland Lease for the three-year term. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Career Center Meeting, Thursday, May 15, 2025

TOPIC/ISSUE:

Adoption of Statewide Eligible Training Provider List (ETPL)

BACKGROUND:

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and Florida Commerce State policy guidance #90, all training providers on the Eligible Training Provider List (ETPL) are required to recertify their eligibility to provide training services as well as provide performance information for the programs they wish to have included on the State's Eligible Training Provider List (ETPL). Effective July 1, 2025, all processes involving provider application and approval of programs were moved to the State level and managed by Florida Commerce.

POINTS OF CONSIDERATION:

All approved providers and programs are listed in the State MIS – Employ Florida.

STAFF RECOMMENDATIONS:

Adopt the State ETPL which consists of all approved providers and programs available in Employ Florida.

COMMITTEE ACTION:

Arno Proctor made a motion to adopt the State ETPL. Jennifer Roach seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

FWDA Dues

BACKGROUND:

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

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve paying \$3000.00 from unrestricted funds for FWDA dues.

BOARD ACTION:

Charles Harris made a motion to approve the \$3000 FWDA dues. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

2025 Workforce Professional Development Summit

BACKGROUND:

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

POINTS OF CONSIDERATION:

CLM support will enhance the quality of the Summit

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

Fred Morgan made a motion to approve the \$5000 sponsorship for the 2025 Summit. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Form 990 Return of Organization Exempt from Income Tax for program year 7/1/23-6/30/24.

BACKGROUND:

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:

Al Jones made a motion to accept the Form 990. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Request for Information for finance user interface

BACKGROUND:

We currently use the Gazelle system as a staff user interface for issuance of customer purchase orders for tuition, books, fees and supportive services. This system links to our financial software MIP. We have been informed by Gazelle that they are shutting the system down effective December 30, 2025.

POINTS OF CONSIDERATION:

We feel it imperative to issue a Request for Information (RFI) to obtain more insight into other products with similar characteristics to Gazelle. An RFI may result in the need to issue a Request for Proposals (RFP) based on initial cost estimates to maintain compliance with procurement standards. This will be determined after we have reviewed the information received from interested parties.

STAFF RECOMMENDATIONS:

Issue a Request for Information for finance user interface software

COMMITTEE ACTION:

Fred Morgan made a motion to approve the finance user interface software request for information. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Discontinuance of Indefinite Quantity Agreements (IQA)

BACKGROUND:

Historically, we have executed agreements with all of the training providers we pay tuition funds to on behalf of our customers. This is a basic, blanket agreement for data sharing efforts. However, we do not have any additional requirements of our providers outside of maintaining performance standards (not part of IQA). Some regions do have additional stipulations that training providers must adhere to so this makes sense for them.

POINTS OF CONSIDERATION:

Florida Commerce has recently retooled how training providers apply for and provide training in Florida. This process has been moved to the State level. LWDBs have the option of adopting the statewide Eligible Training Provider List (ETPL). However, it is not feasible to engage in agreements with every provider on the state list and creates a burden not only on them, but CLM. Additionally, there is no benefit since we do not have additional criteria attached to our funding.

STAFF RECOMMENDATIONS:

Discontinue executing Indefinite Quantity Agreements with training providers.

COMMITTEE ACTION:

Charles Harris made a motion to discontinue executing Indefinite Quantity Agreements with training providers. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Annual benefits renewal.

BACKGROUND:

The annual health insurance renewal is July 1, 2025. Renewal rates were received through Two-Twelve Benefits.

Florida Blue presented rates that average a 10% increase in comparison with PY24.

The base contribution toward each employee's benefits will be increased from \$620.17 to \$666.47. This is approximately 7% increase in the employer funded part.

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

POINTS OF CONSIDERATION:

- Our Ancillary plans with Florida Blue & Florida Combined Life / USABLE remain the same
- We switched three of the five Florida Blue health plans from last year. This allowed for a smaller increase as the initial increase would have been a 13.3% average increase over total premium.

NEW PLAN

BlueCare 132/133 HSA
Replaces Blue Care 128/129

NEW PLAN

BlueOptions 05906
Replaces BlueOptions 3566

NEW PLAN

BlueCare 50
Replaces Blue Care Plan 47

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed below for program year 25-2026:

1. BlueCare 132/133 HSA –The monthly company share of the premium will be \$666.47. This plan will be used as the baseline employer contribution amount for the remaining plans. This plan will be offered at \$0.00 cost to the employee.
2. Blue Options 5302 – a PPO plan with a monthly rate of \$664.66. This plan will be offered at \$0.00 cost to the employee.
3. Blue Options 05906 (new) – an PPO plan. We recommend the company pay the baseline amount of \$666.47. Biweekly employee contribution will be \$86.38
4. Blue Care 50 (new) – an HMO plan. We recommend the company pay the baseline amount of \$666.47. Biweekly employee contribution will be \$83.46
5. Blue Care 60 – a HMO plan. We recommend the company pay the baseline amount of \$666.47. Biweekly employee contribution will be \$121.87

COMMITTEE ACTION:

Al Jones made a motion to approve the presented Annual Benefits plan. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Subgrantee Agreement Compliance- Schedule of Operations

BACKGROUND:

The Subgrantee Agreement calls for certain approvals by the Board.

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

POINTS OF CONSIDERATION:

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

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

In addition, CLM offices/centers close four (4) times per year for staff training

For hours of operation, CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm.

STAFF RECOMMENDATIONS:

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

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

Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the 2025-2026 Schedule of Operations. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

On the Job Training Agreement Reimbursements

BACKGROUND:

Florida Commerce is in process of applying for a waiver to the Department of Labor to permit OJT reimbursements to equal up to 90% for all businesses in Florida and up to 100% for businesses located in opportunity zones. It is anticipated that the waiver may be granted by DOL prior to the next Executive Committee meeting. We feel that the waiver will be approved as the DOL has recently released guidance on recommendations of waivers to state workforce agencies.

POINTS OF CONSIDERATION:

We would like the flexibility to update our local policy to include these reimbursement rates at the point in time a waiver may be granted.

STAFF RECOMMENDATIONS:

Approve staff to update local policy to include new reimbursement rates at the point in time a waiver is granted.

COMMITTEE ACTION:

Charles Harris made a motion to update local policy to include new reimbursement rates at the point in time a waiver is granted. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

Staff Increases

BACKGROUND:

We are proposing to provide non-contracted staff with a 3% Cost of Living Adjustment to their wage/salary effective July 1, 2025. In addition to the 3% staff will be eligible to receive UP TO an additional 2% based on scoring in their annual performance evaluation. Three tiers of increases will exist based on a point system attached to our current evaluation document:

1. Meets Expectations – 3%
2. Meets to Exceeds Expectations – 4%
3. Exceeds Expectations – 5%

POINTS OF CONSIDERATION:

Staff performance evaluations will occur during August and September 2025. Staff increases will be dependent on available funding in the finalized budget. Increases will be retroactive to July 1, 2025, upon completion of annual reviews.

STAFF RECOMMENDATIONS:

Approve an increase for all non-contracted hourly and salaried staff at a rate of 3% with the ability to earn an additional 2% based on scoring of annual reviews.

COMMITTEE ACTION:

Al Jones made a motion to approve an increase for all non-contracted hourly and salaried staff at a rate of 3% with the ability to earn an additional 2% based on scoring of annual reviews. Brandon Whiteman seconded the motion. After discussion the motion was amended. Al Jones amended his motion to approve a 3% cost of living increase for all staff, with the opportunity to receive up to an additional 2% increase based on annual staff reviews in the Fall of 2025. All increases will be retroactive to July 1, 2025. Brandon seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025
Executive Committee, Wednesday, May 28, 2025

TOPIC/ISSUE:

50% ITA allocation waiver request

BACKGROUND:

Per section 445.003(3)(a)(1) of Florida statute requires that: *"....50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc."*

POINTS OF CONSIDERATION:

We have experienced a 10% reduction in funding over last program year. To ensure we can maintain appropriate services to businesses and job seekers we recommend the submission of a waiver that would reduce our required allocation of WIOA funds to training activities to 30%.

STAFF RECOMMENDATIONS:

Approve the submission of the 2025 ITA allocation waiver request.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the submission of the 2025 ITA allocation waiver request. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

BOARD MEMBERSHIP TERMS - AUGUST 2025							
	WORKFORCE REP(20%)=8 MEMBERS (AT 33 TOTAL)						
	SECTOR	Industry Sector	NAME	APPOINTED	LENGTH	TERM EXPIRES	COUNTY
1	Apprenticeship	Uniton	Fred Morgan	7/1/2021	8	2029	Marion
2	CBO/ Barriers	Non-Profit	Theresa Flick	7/1/2021	8	2029	Citrus
3	CBO/ Barriers	Non-Profit	Charles Harris	7/1/2021	5	2026	Marion
4	CBO/Barriers-Vet	Veteran's Programs	Michael Belkin	6/18/2025	7	2028	Citrus
5	Labor	Union	Fred Morgan	7/1/2021	8	2029	Marion
6	Labor	Union	Andy Starling	7/1/2021	8	2029	Levy
7	Youth Serving Organization	DCF	Jorge Martinez	7/1/2021	6	2027	Marion
8	Youth Serving Organization	Education	Tamara Boyle	5/1/2025	5	2029	Levy
	GOVERNMENT/ EDC 4 SEATS						
9	Economic Development	Economic Development	Steven Baham	9/30/2024	5	2026	Citrus
10	Economic Development	Economic Development	Vacant		5	2026	Marion
11	Trans/ Public Housing	Housing	Angela Juraristic	6/21/2023	6	2027	Marion
12	Voc Rehab	Voc Rehab	Jennifer Roach	1/22/2025	8	2029	All
	EDUCATION 4 SEATS						
13	Education-Adult	Education	Ben Whitehouse	7/1/2021	6	2027	Marion
14	Education-Higher Private	Education	Pete Beasley	7/1/2021	8	2029	Marion
15	Education-Higher Public	Education	Mark Paugh	7/1/2021	5	2026	All
16	Education-School District	Education	Debra Stanley	7/1/2021	7	2028	Citrus
	PRIVATE SECTOR 17 SEATS						
17	Private Sector	Retail	Al Jones	7/1/2021	7	2028	Citrus
18	Private Sector	Real Estate	Kevin Cunningham	7/1/2021	5	2026	Citrus
19	Private Sector	Construction	Larry White	6/21/2023	7	2028	Citrus
20	Private Sector	Publishing	John Murphy	7/1/2021	7	2028	Citrus
21	Private Sector	Energy	Staci Bertrand	6/21/2023	8	2029	Citrus
22	Private Sector	Finance	Carl Flanagan	7/1/2021	5	2026	Citrus
23	Private Sector	Manufacturing	Arno Proctor	7/1/2021	8	2029	Levy
24	Private Sector		Vacant		6	2027	Levy
25	Private Sector		Vacant		7	2028	Levy
26	Private Sector	Banking	Steven Weinstein	9/30/2024	5	2026	Levy
27	Private Sector	Technology	Edward Suor	1/22/2025	5	2026	Levy
28	Private Sector	Insurance	Brandon Whiteman	7/1/2021	6	2027	Marion
29	Private Sector	Manufacturing	Darlene Goddard	7/1/2021	5	2026	Marion
30	Private Sector	Manufacturing	Jeff Chang	7/1/2021	7	2028	Marion
31	Private Sector	Energy	Kathy Judkins	7/1/2021	5	2026	Marion
32	Private Sector	Manufacturing	Pat Reddish	7/1/2021	6	2027	Marion
33	Private Sector	Retail	Equilla Wheeler	7/1/2021	7	2028	Marion



RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 3, 2025

TOPIC/ISSUE:

Approval of 2025-2026 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 - OJT, CBT, or Apprenticeship Training Opportunities

1. Ancorp

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

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action 9/3/2025	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote				
		Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities				
1	Ancorp	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00			Arno Proctor



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025
Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

2025-2026 Budget

BACKGROUND:

Attached is the final budget for the 2025-2026 program year.

POINTS OF CONSIDERATION:

This budget is based on the following:

- Estimated carry forward funds from current year grants
- Fund transfer from Dislocated Worker to Adult

STAFF RECOMMENDATIONS:

Approve the final 2025-2026 budget.

COMMITTEE ACTION:

Charles Harris made a motion to approve the 2025-2026 budget. Arno Proctor seconded the motion. Motion carried.

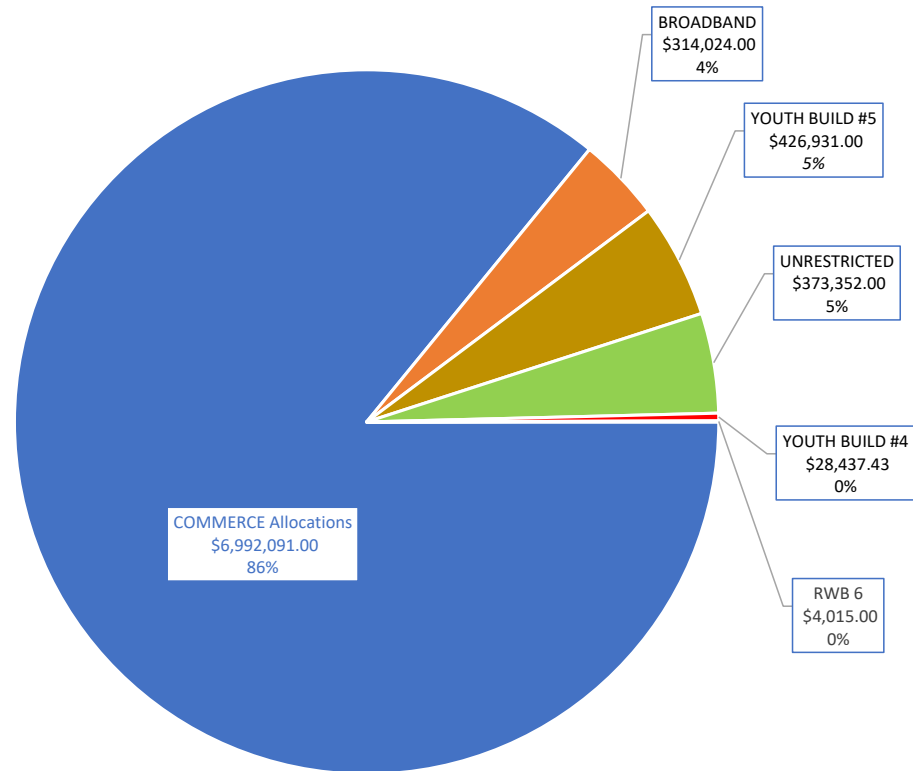
BOARD ACTION:

REVENUE RESOURCES

\$8.14 M

COMMERCE ALLOCATIONS	
ADULT	\$2,403,226
YOUTH	\$1,213,620
DISLOCATED WORKER	\$847,829
WAGNER PEYSER	\$228,124
WTP	\$1,520,051
SNAP	\$123,361
VETS	\$24,336
REA	\$44,034
OTHER	\$587,510
TOTAL Commerce Allocations	\$6,992,091

REVENUES



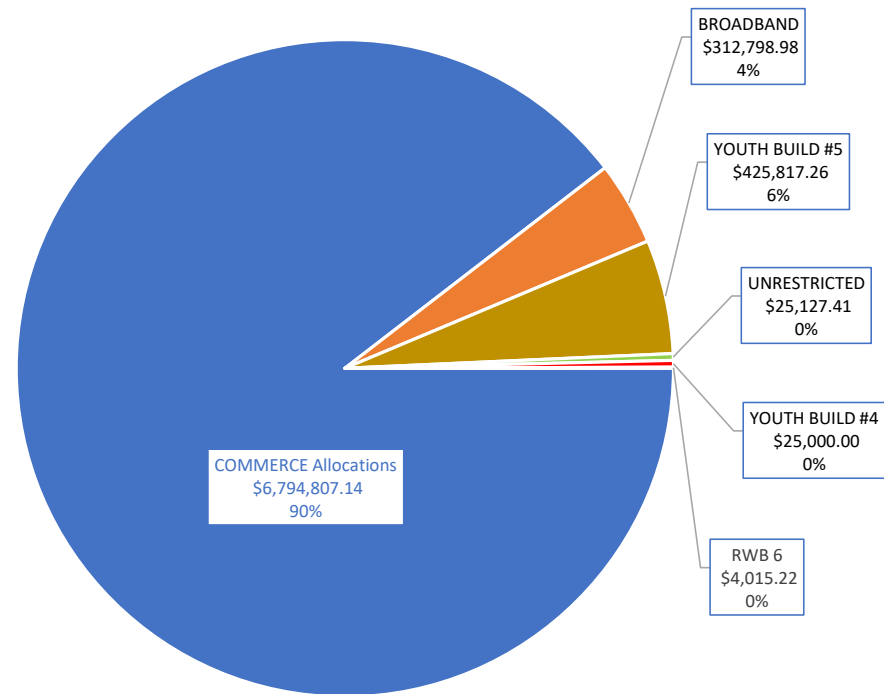
TOTAL REVENUE = \$8,138,850.43

BUDGET EXPENDITURES

\$7.59 M

COMMERCE ALLOCATIONS	
ADULT	\$2,324,227
YOUTH	\$1,202,657
DISLOCATED WORKER	\$817,780
WAGNER PEYSER	\$163,371
WTP	\$1,507,651
SNAP	\$153,186
VETS	\$13,026
REA	\$31,107
OTHER	\$581,802
TOTAL Commerce Allocations	\$6,794,807

BUDGETED EXPENDITURES

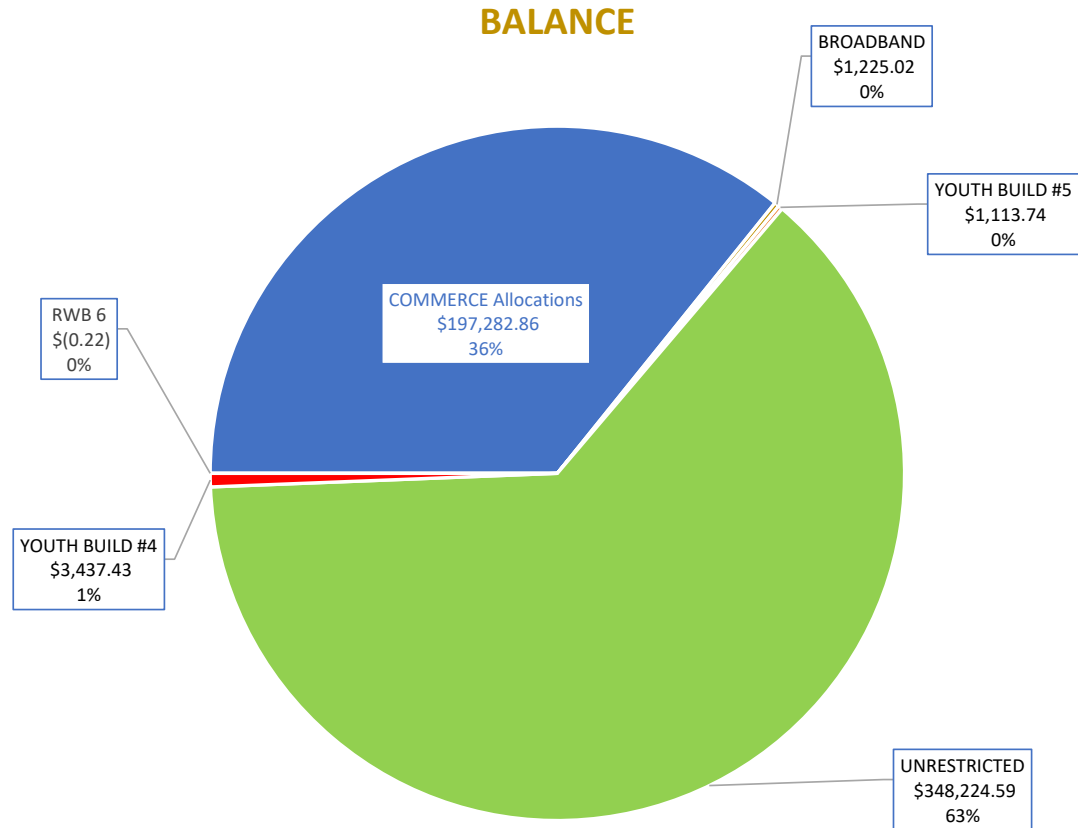


Budget Expenditures = \$7,587,566.00

BUDGET BALANCE

\$0.55 M

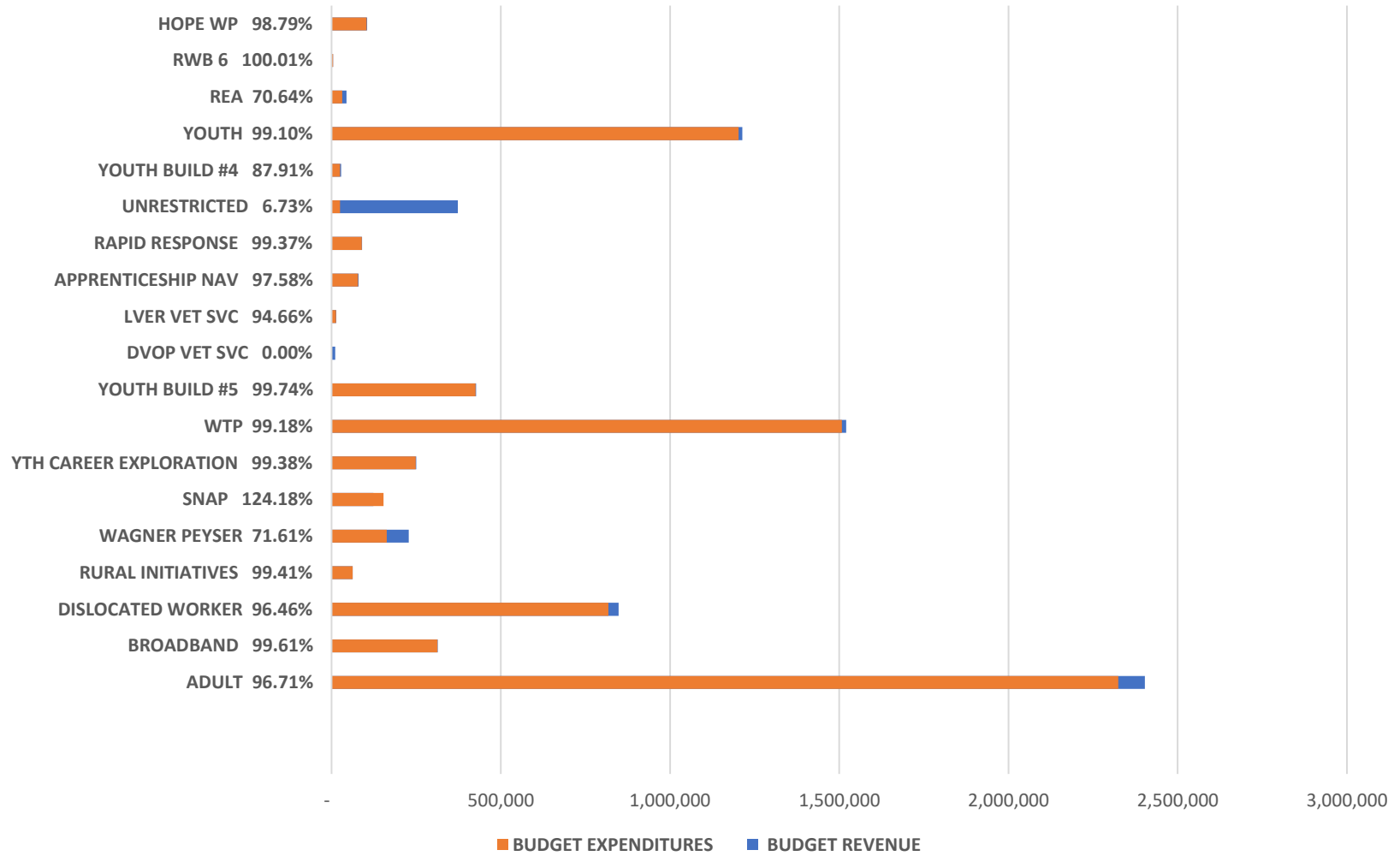
COMMERCE ALLOCATIONS	
ADULT	\$78,999
YOUTH	\$10,962
DISLOCATED WORKER	\$30,049
WAGNER PEYSER	\$64,753
WTP	\$12,400
SNAP	-\$29,826
VETS	\$11,310
REA	\$12,927
OTHER	\$5,708
TOTAL Commerce Allocations	\$197,282



UNOBLIGATED Balance = \$203,058.84

Unobligated Unrestricted = \$348,224.59

% SPENDING





RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 3, 2025
Performance and Monitoring, Tuesday, August 5, 2025

TOPIC/ISSUE:

Ticket to Work Program Annual Monitoring

BACKGROUND:

The Social Security Administration (SSA) conducts an annual monitoring review of a case sampling within the Ticket to Work program. SSA conducted monitoring in April 2025 for the previous program year. The report is attached.

POINTS OF CONSIDERATION:

There were no issues reported with the case sampling review. One case indicated a case note that did not provide resolution. Staff have reviewed that case and could not locate the reference stated. Since the case was found to be compliant, we did not pursue the issue further. No additional follow-up is required.

STAFF RECOMMENDATIONS:

Accept and approve the attached monitoring report as presented.

COMMITTEE ACTION:

Jeff Chang made a motion to accept the monitoring report. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:



CAREERSOURCE CITRUS LEVY MARION
Education and Industry Consortium

MINUTES

DATE: August 14, 2025
PLACE: CareerSource CLM
2703 NE 14th Street, Ocala, FL 34470
TIME: 9:00 a.m.

MEMBERS PRESENT

Bob Rutemiller
Joe Corley

MEMBERS ABSENT

Ashley Shorb
David Roland
Dr. Jennifer Fryns
Marci Holder
Rebecca Johnson
Tanya Taylor
Tim Gilbert

Other Attendees

Dale French, CSCLM
Cory Weaver, CSCLM
Melissa Saco, CSCLM
Cira Schnettler, CSCLM

Christine Swartz, Tampa General

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

A quorum was not present to approve the minutes from the February 6, 2025, and May 8, 2025, meetings.

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 the 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. This may be due to businesses anticipating the long-term effects of tariffs. Metals and electronics are already spiking in cost.
- All industries are impacted by entry level hire turnover. Entry level workers tend to look for flexibility versus pay because they need to work multiple jobs or gig type jobs. Some businesses are creating a flexible shift structure to accommodate these types of workers. We can look at turnover rates by industry. Retention can be a challenge for a wide range of industries.
- Cory Weaver welcomed the committee to make suggestions for high demand occupations, so that the educational partners can ensure they are meeting the needs of local businesses.
- Increase development for local healthcare facilities also means there will not only be an increased demand for healthcare professionals, but also for nutrition, IT, and other industries.

Educational Awards, Skills Gap

- Cory Weaver reviewed the list of certificates available through local educational partners.
- The healthcare industry tries to cross train entry level positions into mid-level positions and some hospitals will provide scholarships to help individuals gain the certifications that are needed to upskill to the next level.
- CareerSource has provided funding to support teachers in Marion County to transition from temporary teacher status to permanent status.
- In Levy County, CF partnered with Fleet Force to provide certifications in CDL A and B licenses. Levy County staff participated in the program to gain those licenses. We are hopeful that this will be program will be repeated to help other individuals in Levy County.
- Forklift training and certifications are usually handled in house by businesses because each business has a unique set of needs and will utilize different

equipment. It is helpful for individuals to have a basic understanding of forklift operation.

- Basic Life Support and CPR continue to be top skills gap in healthcare.
- The basics of understanding AI is a skill that will be needed in the next 3-5 years. AI is already starting to interface in many industries from manufacturing to healthcare. There will be anticipated workforce displacement due to AI, but there will also be a need for individuals to manage the systems. The committee agreed that a sub-committee focused wholly on AI advancement and its impact on workforce may be valuable.

Master Credential List

- Cory Weaver reviewed the request list of credentials to be added to the Master Credential list. The proposed certifications will be presented to the CareerSource Florida board on August 21 for approval.

Next Steps

The committee discussed actionable items for next steps:

- Formalize industry and AI subcommittees.
- Increase business representation on the committee.

PUBLIC COMMENT

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting adjourned at 10:14 a.m.

APPROVED:



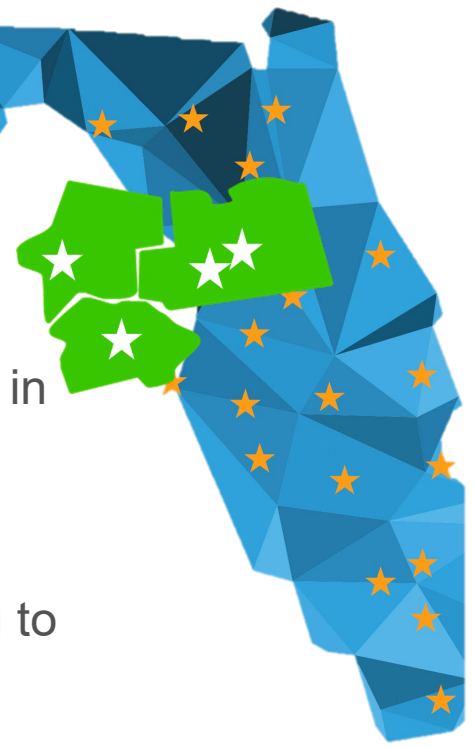
EDUCATION & INDUSTRY CONSORTIUM



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



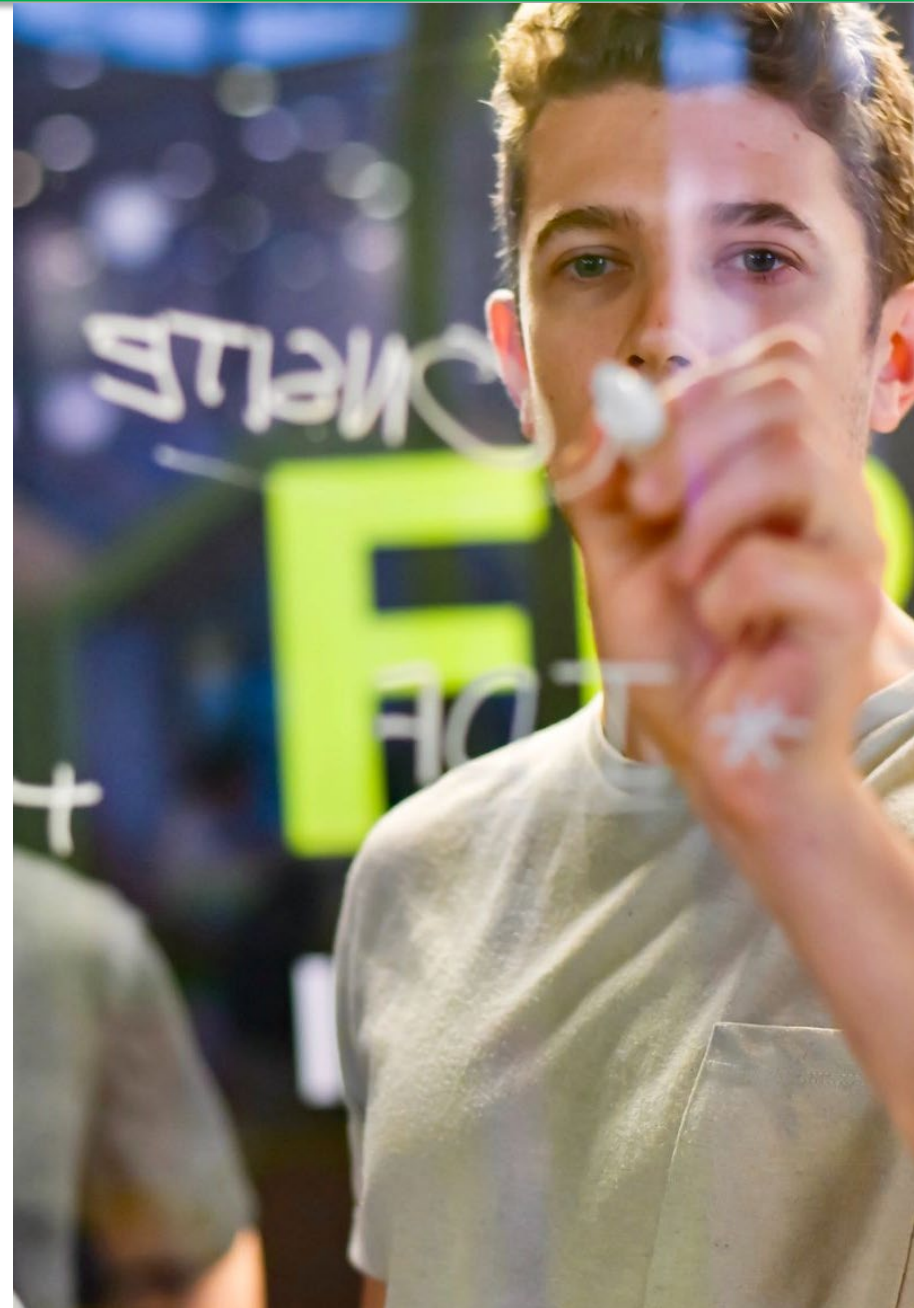
Education Offerings Available



Labor Market Information
Talent Pipeline

Prior Meeting Insights

- The committee discussed the following action steps:
 - Setting committee goals and strategies to meet them
 - Seek additional industry-based committee members (private business, chamber reps, industry associations)
 - Identify training partners' programs/curriculum and ensure they align with industry needs
 - Form industry sub committees



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	25,745	\$65,231	1.16	2,346	1.6%	15,111	2,531	1.9%
624	Social Assistance	3,569	\$31,704	0.62	-146	-0.8%	2,593	344	1.9%
23	Construction	16,981	\$55,966	1.55	1,858	2.3%	8,907	783	1.2%
31	Manufacturing	10,969	\$60,500	0.76	48	0.1%	6,557	842	1.5%
61	Educational Services	12,561	\$45,607	0.85	453	0.7%	6,827	835	1.5%
48	Transportation and Warehousing	7,947	\$48,901	0.86	2,066	6.2%	5,205	720	1.8%
54	Professional, Scientific, and Technical Services	7,126	\$70,526	0.54	965	3.0%	3,702	711	1.9%
	Total - All Industries	183,665	\$50,334	1.00	17,480	2.0%	117,276	14,212	1.5%

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
35-3023	Fast Food and Counter Workers	4,595	\$28,900	1.11	329	1.5%	6,151	382	1.6%
41-2031	Retail Salespersons	6,544	\$36,400	1.52	613	2.0%	5,398	386	1.2%
41-2011	Cashiers	4,602	\$29,800	1.32	272	1.2%	4,447	30	0.1%
53-7065	Stockers and Order Fillers	4,223	\$36,200	1.38	1,046	5.9%	4,055	400	1.8%
35-3031	Waiters and Waitresses	3,364	\$38,000	1.32	87	0.5%	3,833	195	1.1%
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	2,905	\$36,800	0.88	608	4.8%	2,280	243	1.6%
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2,733	\$32,700	1.03	149	1.1%	2,236	203	1.4%
35-2014	Cooks, Restaurant	2,163	\$35,300	1.35	354	3.6%	2,125	297	2.6%
43-4051	Customer Service Representatives	2,927	\$40,700	0.97	416	3.1%	2,056	74	0.5%
43-9061	Office Clerks, General	3,150	\$41,300	1.11	156	1.0%	1,989	91	0.6%
11-1021	General and Operations Managers	3,781	\$108,200	0.94	931	5.8%	1,959	325	1.7%
31-1122	Personal Care Aides	2,012	\$32,700	0.57	340	3.8%	1,861	287	2.7%
53-3032	Heavy and Tractor-Trailer Truck Drivers	2,886	\$52,600	1.18	359	2.7%	1,844	251	1.7%
37-3011	Landscaping and Groundskeeping Workers	2,329	\$35,800	1.76	155	1.4%	1,788	186	1.5%
31-1131	Nursing Assistants	2,184	\$36,700	1.37	73	0.7%	1,763	149	1.3%
47-2061	Construction Laborers	2,516	\$41,300	1.58	352	3.1%	1,410	254	1.9%
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	1,573	\$42,500	1.18	222	3.1%	1,351	136	1.7%
29-1141	Registered Nurses	3,612	\$82,300	0.97	533	3.2%	1,289	297	1.6%
35-2021	Food Preparation Workers	1,268	\$34,300	1.28	89	1.5%	1,209	39	0.6%
41-1011	First-Line Supervisors of Retail Sales Workers	2,264	\$54,300	1.45	128	1.2%	1,202	61	0.5%
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,858	\$41,400	0.89	45	0.5%	1,171	104	1.1%
37-2012	Maids and Housekeeping Cleaners	1,433	\$31,300	1.14	106	1.5%	1,168	94	1.3%
53-3033	Light Truck Drivers	1,640	\$50,200	1.39	202	2.7%	1,098	177	2.1%
11-9013	Farmers, Ranchers, and Other Agricultural Managers	1,826	\$89,700	2.17	-175	-1.8%	1,086	84	0.9%
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,757	\$48,400	1.00	-9	-0.1%	1,079	55	0.6%

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	1,290	0	438	1,728
Liberal Arts and Sciences/Liberal Studies	0	0	609	0	0	609
Business Administration and Management, General	356	10	71	0	66	503
Early Childhood Education and Teaching	218	102	137	0	21	478
Medical Insurance Coding Specialist/Coder	190	0	0	0	0	190
Licensed Practical/Vocational Nurse Training	0	175	0	0	0	175
EMT/Technician (EMT Paramedic)	98	51	12	0	0	161
Criminal Justice/Police Science	101	0	12	0	34	147
Educational Leadership and Administration, General	0	0	0	0	147	147
Corrections	138	0	0	0	0	138
Business Administration, Management and Operations	0	0	0	0	130	130
Executive Assistant/Executive Secretary	125	0	0	0	0	125
Health Information/Medical Records Technology/Technician	0	0	125	0	0	125
Health Services/Allied Health/Health Sciences, General	3	0	102	0	0	105
Accounting Technology/Technician and Bookkeeping	77	0	26	0	0	103
Human Resources Management/Personnel Administration, General	0	0	34	0	64	98
Health/Health Care Administration/Management	10	0	0	0	81	91
Welding Technology/Welder	6	83	0	0	0	89
Human Services, General	0	0	29	0	55	84
Truck and Bus Driver/Commercial Vehicle Operator and Instructor	81	0	0	0	0	81
Information Technology	62	0	13	0	0	75
Graphic Design	0	0	52	0	19	71
Entrepreneurship/Entrepreneurial Studies	68	0	0	0	0	68
Fire Science/Fire-fighting	68	0	0	0	0	68
Pharmacy Technician/Assistant	63	0	5	0	0	68

Source: ⁴⁴JobsEQ

Skills Gaps

	CANDIDATES	OPENINGS	GAP
Skill	#	#	#
Basic Life Support (BLS)	219	429	-210
Serving	242	376	-134
Certification in Cardiopulmonary Resuscitation (CPR)	377	509	-132
Forklifts	360	489	-129
Hospitality	441	570	-129
Point of Sale Systems (POS Systems)	364	488	-124
Home Health Care	123	234	-111
Mathematics	308	402	-95
Bilingual	181	255	-73
Food Service	202	271	-69
Event Planning	48	115	-67
Microsoft Excel	1,422	1,485	-63
Microsoft Outlook	518	580	-62
Hand Tools	161	221	-60
Retail Sales	558	611	-54
Microsoft Office	1,310	1,361	-51
Patient Care Technician (PCT)	12	63	-51
Tractor-Trailer Trucks	56	105	-48

TALENT SUPPLY

620,931

Regional Population
(2023)

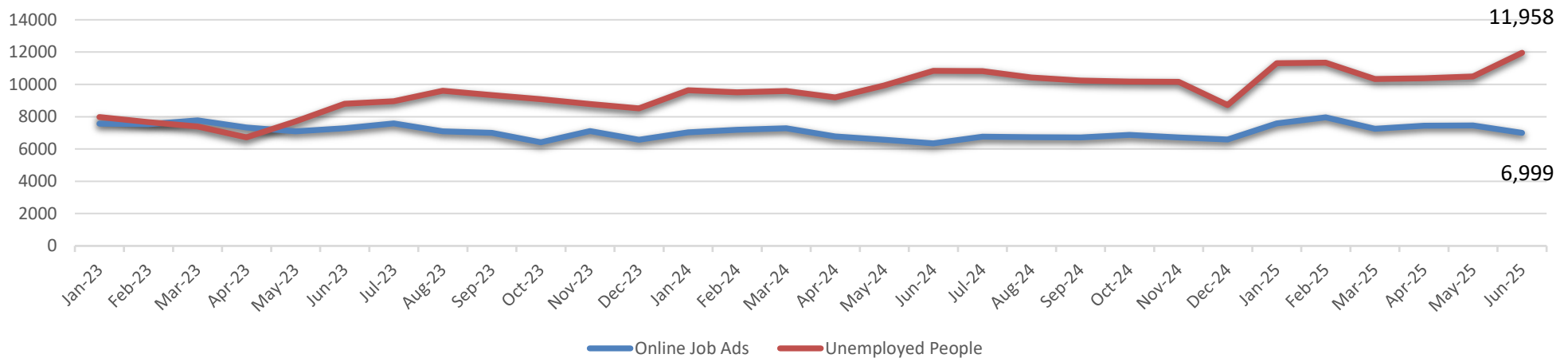
233,442

Labor Force
(June 2025)

11,958

Regional Unemployed
(June 2025)

Online Job Ads vs Unemployed People



Source: LAUS/BLS

Job Openings Vs Unemployed by County:

Job Openings

CITRUS

1,239
(Increasing)

3,168
Unemployed Persons
(Increasing)

256
Unemployed People per 100
Jobs

LEVY

335
(Declining)

877
Unemployed Persons
(Increasing)

262
Unemployed People per 100
Jobs

MARION

5,425
(Declining)

7,913
Unemployed Persons
(Increasing)

146
Unemployed People per 100
Jobs

Source: Florida Scorecard

SUBMITTED TO MASTER CREDENTIALS LIST

Currently Provisional Status due to Demand and Wage:

- Certified Food Safety Manager (ServSafe)
- Certified Food Protection Manager
- Corrections Officer
- Law Enforcement to Corrections Officer Crossover

Credential Review Committee meets 8/7 to recommend approval/denial
CareerSource Florida Board meets 8/21 to approve/deny

Link to Master Credentials List: <https://careersourceflorida.com/master-credentials-list/>



- Form Industry Subcommittees
 - Suggestions based on current membership:
 - Healthcare
 - Construction
 - Manufacturing
- Setting committee goals and strategies to meet them
 - Suggestions:
 - Review Master Credentials List Annually
 - 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

Discussion



CareerSource
CITRUS | LEVY | MARION

careersourceclm.com



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Ocala CEP MOU Modification

BACKGROUND:

Following the execution of the statewide contract with the labor market system Chmura JobsEQ on 8/1/2025, local workforce boards will no longer be able to offer a JobsEQ license to partners. This modification replaces the provision of a JobsEQ license to the CEP with the monetary equivalent, updating the supported amount from \$28,050 plus one (1) staff license to JobsEQ at a value of \$1,950 to a total amount of \$30,000. All other terms and conditions of the MOU shall remain unchanged.

POINTS OF CONSIDERATION:

JobsEQ is the software used for data and analysis on demographics, industries, jobs, trades and wages. We previously contracted directly with Chmura JobsEQ. We now must contract through the negotiated statewide agreement, which reduces the cost per license but also restricts our ability to cost share on licenses with partners.

STAFF RECOMMENDATIONS:

Approve a modification from \$28,050 plus one (1) staff license to JobsEQ at a value of \$1,950 to a total amount of \$30,000.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the CEP MOU Modification to include (1) staff license for the JobsEQ software and adjusting the value of the contract to \$30,000. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Dislocated Worker fund transfer

BACKGROUND:

Under WIOA local workforce development boards can transfer up to 100% of funding between the Adult and Dislocated Worker programs. Transfers may be done locally up to 25% of the total annual fund allocation. Transfers over 25% of the total annual allocation require formal approval from Florida Commerce.

POINTS OF CONSIDERATION:

We are looking to transfer \$400,000 from our allocation of Dislocated Worker funding and move to Adult Individual Training Account (ITA) funds. We are currently unable to spend our full allocation of DW funding due to low unemployment rates. This transfer will allow us to increase our AD training enrollments from an estimated 127 to 313. This transfer represents 69% of PY 2024 funding allocations.

STAFF RECOMMENDATIONS:

Approve the transfer of funding from Dislocated Worker to Adult.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the funding transfer from Dislocated Worker to Adult. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Staff adjustment

BACKGROUND:

Due to increased initiatives in Levy County, we recently made the decision to promote our business development staff in Chiefland to Career Center Manager. This adjustment will combine responsibilities. The staff member will retain their current business engagement and outreach responsibilities while leading the staff in our Chiefland office to meet the evolving needs of businesses and job seekers. We adjusted the staff member's salary with an increase of 15%. This is currently the maximum amount of an increase permitted (Policy 200 – Wage and Salary Administration – Personnel Handbook) without Executive Committee approval.

POINTS OF CONSIDERATION:

A total of 20% increase is required to keep the pay scale competitive and in line with positions with similar responsibilities in the organization. We would like to add an additional 5% increase to the original wage adjustment.

STAFF RECOMMENDATIONS:

Approve an overall increase of 20% with the additional 5% paid retroactive to the date of increased responsibilities.

COMMITTEE ACTION:

Jeff Chang made a motion to approve the total 20% increase for the new Levy Career Center Manager and to pay the 5% compensation retroactive to the date of the increased responsibilities.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Finance Interface/Front End RFP

BACKGROUND:

We released a Request for Proposals (RFP) after the initial Request for Information (RFI) from various vendors in search of a replacement for Gazelle. Gazelle is the front-end software used by staff and case managers for processing requisitions and supportive services. Gazelle is scheduled to sunset on December 31, 2025.

POINTS OF CONSIDERATION:

Staff reviewed RFP submissions and watched presentations for two vendors – CSM Consulting and Momentive. After a full review each staff member rated the respondents and their scores were aggregated – attached.

The results of the scoring:

- Momentive – 88.98%
- CSM Consulting – 86.14%

STAFF RECOMMENDATIONS:

Staff recommends engaging Momentive in a service agreement to begin the move from Gazelle.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the service agreement with Momentive for new financial interface software. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Payroll, HRIS and Timekeeping System

BACKGROUND:

We are currently using ADP for our payroll and timekeeping system. This system does not provide adequate support for Human Resources, compliance, and ease of payroll functions. Reporting is not intuitive, and staff feels the system is fragmented. We have been looking at other options to streamline onboarding, improve records retention and put a stronger focus on compliance.

POINTS OF CONSIDERATION:

We recently met with both ADP and Paycom to compare system capabilities and Paycom provides a much more robust system. Average annual costs by system:

- ADP - \$22,140
- Paycom - \$30,590

Difference - \$8,450 annually, \$704.00 monthly

STAFF RECOMMENDATIONS:

Staff recommend switching to Paycom.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the agreement with Paycom. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Leadership Merit Increases

BACKGROUND:

The Subgrantee Agreement requires Board approval of any leadership merit increases of the top management team.

POINTS OF CONSIDERATION:

Both Dale and Cory have shown exceptional leadership over the past two years: Agile staffing; Temp to Perm; Idalia; Broadband; expansion of CDL and Phlebotomy in collaboration with CF in Levy County to cite a few examples. I deferred any recommendations last year because of the issues surrounding regional board consolidation and regional planning. Those issues are resolved for the immediate future.

STAFF RECOMMENDATIONS:

I recommend both for an increase in compensation of 10%.

I also recommend that Cory's title be changed to Senior Director of Operations this upgrade in title better establishes her role in the company's succession strategy.

COMMITTEE ACTION:

Pete Beasley approved the 10% compensation increase for Dale French and Cory Weaver as well as the title change for Cory Weaver. Charles Harris seconded the motion. Motion carried.

BOARD ACTION: