



## CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

### MINUTES

DATE: September 3, 2025

PLACE: College of Central Florida, Levy Campus

TIME: 11:30 a.m.

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Albert Jones	Equilla Wheeler
Andy Starling	John Murphy
Angela Juaristic	Kevin Cunningham
Arno Proctor	Larry White
Ben Whitehouse	Staci Bertrand
Brandon Whiteman	Steven Weinstein
Carl Flanagan	Tamara Boyle
Charles Harris	
Darlene Goddard	
Debra Stanley	
Equilla Wheeler	
Fred Morgan	
Jeff Chang	
Jennifer Roach	
Jorge Martinez	
Kathy Judkins	
Mark Paugh	
Michael Belkin	
Pat Reddish	
Pete Beasley	
Steven Baham	
Theresa Flick	
<u>OTHER ATTENDEES</u>	
Rusty Skinner, CSCLM	Cira Schnettler, CSCLM
Dale French, CSCLM	Robert Stermer, Attorney
Cory Weaver, CSCLM	Jordan Murray, Paycom
Sandra Crawford, CSCLM	Tameka Thomas, FL Dept. of Commerce
Laura Byrnes, CSCLM	
Larry Trowbridge, CSCLM	
Melissa Saco, CSCLM	

### 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**

## **APPROVAL OF MINUTES**

Charles Harris made a motion to approve the minutes of the June 4, 2025, meeting. Andy Starling seconded the motion. Motion carried.

## **INTRODUCTION OF NEW MEMBERS**

Carl Flanagan introduced new member, Michael Belkin, who is filling the veteran's representation for Citrus County.

## **DISCUSSION ITEMS**

### **State Update**

Rusty Skinner provided the following updates:

- During the recent CareerSource Florida meeting, a performance review meeting of the CLM region was presented. Our team was given limited notice to prepare a response. The performance data presented by the State relied on raw scores from an incomplete reporting period, which did not accurately reflect our actual performance. This led to concerns from CLM management, who verbally expressed dissatisfaction with the methodology and lack of context in the data presented. We are waiting to hear back from the State on our response.
- The "What We Do" brochure was presented. The booklet was previously emailed to the board members, and we have hard copies available upon request.

### **Workforce Issues that are Important to our Community**

Board members discussed the continued desperate need for affordable housing and childcare in our region to support the workforce needs of the local business community.

### **Board Membership Status**

Rusty Skinner shared that there are three vacancies on the board:

- Levy - (2) Private Sector openings – A nomination has been received for one of the vacancies to present at the next Consortium meeting.
- Marion - Economic Development representative – The OcalaCEP is in the process of identifying a nomination.

## **Master Contracts Requiring 2/3rds vote – OJT, CBT, or Apprenticeship Training Opportunities**

### **ANCORP Contract**

Mark Paugh made a motion to approve the ANCORP contract. Arno Proctor abstained. Pete Beasley seconded the motion. Motion carried.

## **ACTION ITEMS**

### **2025-2026 Budget**

Dale French reviewed the budget and welcomed any questions.

Deb Stanley approved the 2025-2026 budget. Ed Suor seconded the motion. Motion carried.

## **CONSENT AGENDA**

### **Performance and Monitoring – 8/5/2025**

Ticket to Work Monitoring Report

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

### **Business and Economic Development – 8/6/2025**

No Action Items

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

### **Career Center – 8/7/2025**

No Action Items

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

### **Marketing and Outreach – 8/13/2025**

No Action Items

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

### **Education and Industry Consortium – 8/14/2025**

No Action Items

Rusty Skinner provided a summary of the committee's activities.

### **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

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

Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

## **PROJECT UPDATES**

None

## **MATTERS FROM THE FLOOR**

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 12:13 p.m.

**APPROVED:** \_\_\_\_\_



## 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

Mark Paugh made a motion to approve the ANCORP contract. Arno Proctor abstained. Pete Beasley 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 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

DRAFT

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

LAST NAME—FIRST NAME—MIDDLE NAME Proctor Arno E		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 7927 SW 181st Cir		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
CITY Dunnellon	COUNTY Marion	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 9/3/2025		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## 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 which 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, Arno Proctor, hereby disclose that on September 3, 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 ANCORP, 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.

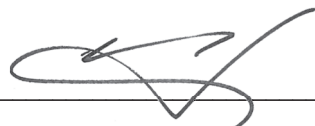
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

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.

9/3/2025

Date Filed

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, 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:**

Deb Stanley made a motion to approve the 2025-2026 budget. Ed Suor seconded the motion. Motion carried.





## **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:**

Mark Paugh made a motion to approve the ANCORP contract. Arno Proctor abstained. Pete Beasley seconded the motion. Motion carried.



## **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:**

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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 Momenive. After a full review each staff member rated the respondents and their scores were aggregated – attached.

The results of the scoring:

- Momenive – 88.98%
- CSM Consulting – 86.14%

#### **STAFF RECOMMENDATIONS:**

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

#### **COMMITTEE ACTION:**

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

#### **BOARD ACTION:**

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



## **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:**

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.