



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: September 13, 2023  
PLACE: College of Central Florida, Enterprise Center  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Brandon Whiteman  
Carl Flanagan  
Charles Harris  
Fred Morgan  
Jeff Chang  
Kimberly Baxley  
Pete Beasley

**MEMBERS ABSENT**

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cathy Galica, CSCLM

Cira Schnettler, CSCLM  
Bob Stermer, Board Attorney

**CALL TO ORDER**

The meeting was called to order by Brandon Whiteman, Chair, at 9:30 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Charles Harris made a motion to approve the minutes from the May 31, 2023, meeting. Pete Beasley seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State/Local Update/Workforce Transition/Educational Consortium**

Rusty Skinner provided the following updates:

- CareerSource Florida plans to present policies for regional planning, the Education Consortium and the Eligible Training Provider List at their meeting taking place during the 2023 FWDA Summit.
- The Eligible Training Provider List has been recognized by local areas as a potential source of statewide improvements. Local directors have emphasized to the State the significance of enhancing candidate services through increased program flexibility across different regions. The State recently released a draft policy to streamline the

application process by allowing providers to apply through the State level instead of the local level. For individuals utilizing our services, this change will open opportunities and offer more choices, especially online training.

- We are working with InsyAnalytics to assist us as we navigate and develop our local regional plan. There will be a presentation at the upcoming board meeting on September 27 and at the Consortium meeting on October 5.
- InsyAnalytics representatives will also be making a targeted presentation for Citrus County at a Chamber luncheon on September 28.

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

Rusty Skinner stated that our mobile units were deployed to Crystal River and Inglis in Citrus and Levy to provide disaster assistance for individuals that were affected by Hurricane Idalia.

#### **PUBLIC COMMENT**

None

#### **ACTION ITEMS**

##### Severance Pay

Dale French explained that this item was previously approved by the board. The board attorney made a recommendation to include language that excludes contracted employees and the CEO. The final severance pay plan will be added to the employee handbook. Carl Flanagan made a motion to accept the amended severance pay plan that will be added to the employee handbook. Charles Harris seconded the motion. Motion carried.

##### Summit Sponsorship

Carl Flanagan made a motion to approve the \$5000 sponsorship for the 2023 Workforce Professional Development Summit. Pete Beasley seconded the motion. Motion carried.

##### Independent Monitoring Contract

Cathy Galica explained that Underwood Sloan and Associates provided the only proposal to the publicly noticed Request for Proposal. Charles Harris made a motion to accept the independent monitoring contract with Underwood Sloan and Associates. Carl Flanagan seconded the motion. Motion carried.

##### ITA Waiver

Dale French shared the benefits of reducing the waiver request to 30%. Jeff Chang made a motion to approve the submission of the 2023 ITA allocation waiver request. Carl Flanagan seconded the motion. Motion carried.

##### Dislocated Worker Fund Transfer

Dale French explained that there are unused funds in the Dislocated Worker Program that may be utilized in the Adult Training Program. State policy allows local boards to transfer funds out of the Dislocated Worker Program and funds can then be transferred back into the program as needed. Adequate funding will remain available in the Dislocated Worker program after the transfer also. Pete Beasley made a motion to approve the transfer of funding from Dislocated Worker to Adult Training. Kim Baxley seconded the motion. Motion carried.

Final Budget

Dale French reviewed the budget. Fred Morgan made a motion to accept the final 2023-2024 Budget. Pete Beasley seconded the motion. Motion carried.

Disaster Response Funding

Dale French explained that this item is no longer necessary, as the State has approved funding for disaster assistance to be pulled from the rapid response funds. No action was taken on this item.

**PROJECT UPDATES**

**MATTERS FROM THE FLOOR**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:30 a.m.

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