



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: December 6, 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

MEMBERS ABSENT

Al Jones
Pete Beasley

OTHER ATTENDEES

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

Sandy Crawford, CSCLM
Iris Pozo, CSCLM
Cira Schnettler, CSCLM
Bob Stermer, Board Attorney

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 9:34 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Kim Baxley made a motion to approve the minutes from the October 31, 2023, meeting. Carl Flanagan seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following update:

- CareerSource Florida is addressing regional challenges with procurement. The regional directors have made recommendations that they believe will create statewide improvements. CareerSource Florida plans to release the final versions of the regional planning agreement and the standardization of tools and equipment procurement policy at the December CareerSource Florida meeting.

Workforce Issues that are Important to our Community

Carl Flanagan shared that he recently attended a meeting with representatives from the Citrus County School District. He explained that the district is looking to expand their career path programs to align with the needs of businesses. Cory Weaver stated that she will be meeting with district representatives to discuss their needs later today. Rusty Skinner shared that he is meeting with the Superintendents in the region to discuss the implementation of the Education and Industry Consortium.

2023 Direct Service Provider Annual Report

Dale French explained that the report provides a review of performance over the last two years, along with best practices and cost savings associated with acting as the direct service provider.

PUBLIC COMMENT

None

ACTION ITEMS

Position Reclassification

Dale French explained that upon examining the organizational chart structure, reclassifying the Business Development Manager position will add uniformity with the current Assistant Director positions and expand management responsibilities. Carl Flanagan made a motion to approve the reclassification of the Business Development Manager position to Assistant Director of Business Services. Fred Morgan seconded the motion. Motion carried.

QLM Contract

Dale French stated that the state has negotiated a contract with QLM, which will allow us to use QLM services for employing individuals in the temporary positions funded under the disaster grants. Charles Harris made a motion to approve the initiation of services with QLM through purchase order. Jeff Chang seconded the motion. Motion carried.

MOU – Nature Coast Business Development Council

Cathy Galica presented the MOU agreement, noting that having the agreement in place will strengthen partnerships in Levy County and maximize strategies for the growth and retention of businesses in the area. This agreement is similar to the existing agreements with the economic development partners in Citrus and Marion. Carl Flanagan made a motion to approve the Memorandum of Understanding with Nature Coast Business Development Council. Kim Baxley seconded the motion. Motion carried.

By-Laws Amendment

Rusty Skinner outlined the changes made to the By-laws as previously recommended by the Executive committee. The Education and Industry Consortium will have their first meeting in the February meeting cycle. Fred Morgan made a motion to accept the By-Laws amendment establishing the Education and Industry Consortium as a special committee and authorizing the board chair to make appointments to the Consortium based on nominations received from interested parties. Charles Harris seconded the motion. Motion carried.

Budget updates: Broadband grant, NDWG, Hope Florida

Dale French reviewed the three new components of funding sources and the updated budget. Charles Harris made a motion to approve the updated 2023-2024 budget to include the new funding sources. Fred Morgan seconded the motion. Motion carried.

BDC Wage Review

Dale French explained that for us to recruit new talent and be competitive in the job market the compensation for business development coordinators needs to be adjusted. Rusty Skinner advised that after comparing wages for this position with our neighboring workforce boards we will conduct a comprehensive survey of compensation plans for other direct service positions within our organization. Subsequently, we will provide recommendations for adjusted pay ranges if deemed necessary. Carl Flanagan made a motion to approve adjusting the compensation plan for the Business Development Coordinators. Kim Baxley seconded the motion. Motion carried.

PROJECT UPDATES

MATTERS FROM THE FLOOR

None

ADJOURNMENT

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

APPROVED: _____