



**CAREERSOURCE CITRUS LEVY MARION  
BOARD MEETING**

**MINUTES**

DATE: September 27, 2023  
PLACE: College of Central Florida, Levy Campus  
TIME: 11:30 a.m.

**MEMBERS PRESENT**

Angela Juaristic  
Arno Proctor  
Ben Whitehouse  
Carl Flanagan  
Charles Harris  
Darlene Goddard  
Debra Stanley  
Fred Morgan  
Jeff Chang  
John Hemken  
John Murphy  
Jorge Martinez  
Kathy Judkins  
Kevin Cunningham  
Kevin Sheilley  
Lanny Mathis  
Larry White  
Mark Paugh  
Pat Reddish  
Pete Beasley  
Staci Bertrand  
Theresa Flick

**MEMBERS ABSENT**

Albert Jones  
Angie White  
Brandon Whiteman  
Equilla Wheeler  
Joyce Wilson  
Kimberly Baxley  
Tanya Taylor

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM  
Larry Trowbridge, CSCLM  
Cathy Galica, CSCLM  
Laura Byrnes, CSCLM

Cira Schnettler, CSCLM  
Robert Stermer, Attorney  
Tony Waterson, S. Indiana Works  
Kristen Barry, S. Indiana Works  
Dr. Josh Shapiro, Insytanalytics

**CALL TO ORDER**

In the absence of Board Chair Brandon Whiteman, the meeting was called to order by Darlene Goddard, Board Member, at 11:30 a.m.

## **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

## **PUBLIC COMMENT**

There were no public comments.

## **APPROVAL OF MINUTES**

Deb Stanley made a motion to approve the minutes from the June 7, 2023, meeting. Charles Harris seconded the motion. Motion carried.

## **INTRODUCTION OF NEW MEMBERS**

During the introductions, it was inadvertently noted that new member, Staci Bertrand, represents Levy County on the board. She represents Citrus County on the board.

## **PRESENTATIONS**

### **Regional Planning**

Dr. Josh Shapiro gave a presentation, that included data on commuter patterns for the CLM region, as well as occupational and industry trends. He then shared how this data would be beneficial in identifying other counties in Florida that would complement our region for regional planning. He completed his presentation with the recommendation to engage LWDA 6, 7, and 9 in regional planning efforts.

### **One Stop Operator**

Tony Waterson and Kristen Barry introduced themselves as the contracted One Stop Operator. They shared their background knowledge of our region and their experiences throughout Florida. They shared the types of services they will be providing and will be visiting the region quarterly. They plan to meet with front line staff and work with community partners to spur collaboration.

## **DISCUSSION ITEMS**

### **State Update**

Rusty Skinner provided the following updates:

- CareerSource Florida held their quarterly meeting at the 2023 Workforce Professionals Development Summit last week. Three policies were released that were adopted at the meeting :
  - Strategic Planning Areas and Strategic Policy – We will work towards meeting the policy requirements by engaging recommended LWDA's in planning efforts.
  - Educational and Industry Consortiums – A summary sheet was provided to the board members with recommendations on the creation of the Consortium by restructuring the Business and Economic Development committee. This topic will be discussed further at the December board meeting.
  - Eligible Training Providers List Requirements - Region directors have been advocating for this policy. This new policy will streamline the process and create efficiencies.

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

There were no discussion items.

## **ACTION ITEMS**

### **2023/2024 Budget**

Dale French reviewed the 2023-2024 budget, noting there has been a 30% decrease in federal funding over the last three years. Deb Stanley made a motion to approve the final 2023-2024 Budget. Dr. Mark Paugh seconded the motion. Motion carried.

### **Regional Planning**

Charles Harris made a motion to accept Dr. Shapiro's recommendation of engaging with LWDA 6, 7, and 9 to seek their elected officials' approvals and notify the Governor of their intention. Deb Stanley seconded the motion. Motion carried.

### **Broadband Grant**

Dale French was happy to announce that we were awarded a \$1.73 million grant to assist with developing training and delivering a talent pipeline for broadband services to rural areas in our region. He commended the CLM team that worked on the grant submission and their success on receiving the award.

Kathy Judkins made a motion to accept the grant. Charles Harris seconded the motion. Motion carried.

### **Broadband Grant Subrecipients**

As the lead agency for the grant, we will partner with other agencies for services within the scope of work. Sub-recipient agreements will be created with these agencies and funding allocated.

Kevin Shelley made a motion to approve subrecipient agreements with CareerSource North Florida and CareerSource Florida Crown. Carl Flanagan seconded the motion. Motion carried.

## **CONSENT AGENDA**

### **Performance and Monitoring – 8/15/2023**

Independent Monitoring Contract

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

### **Business and Economic Development – 8/16/2023**

No Action Items

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

### **Career Center – 8/24/2023**

No Action Items

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

### **Nominating – 8/24/2023**

Appointment of Vice-Chair

Rusty Skinner provided a summary of the committee activities. Noting that Carl Flanagan has accepted the role as Vice Chair for the remainder of the 2023-2024 program year and act as Chair of the board from July 2024 - June 2026.

## Marketing and Outreach – 8/30/2023

No Action Items

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

## Executive Committee – 9/13/2023

Severance Pay

Summit Sponsorship

Independent Monitoring Contract

ITA waiver

Dislocated Worker Fund Transfer

Final Budget

Disaster Response Funding – This item was pulled from the executive agenda as the State changed an already existing funding stream to be allocated for disaster response.

Rusty Skinner provided a summary of the committee activities.

Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.

## **PUBLIC COMMENT**

## **PROJECT UPDATES**

None

## **MATTERS FROM THE FLOOR**

Deb Stanley shared that she recently attended the Workforce Professionals Development Summit and found the experience to be quite beneficial. Carl Flanagan and Darlene Goddard also attended the Summit and agreed with her sentiments. It was also noted that several staff members held workshops at Summit. Their workshops were well attended, and participants were engaged in the topics. Their contributions were acknowledged.

## **ADJOURNMENT**

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

## **APPROVED:**

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## **RECORD OF ACTION/APPROVAL**

Board Meeting, Wednesday, September 27, 2023  
Executive Committee, Wednesday, September 13, 2023

### **TOPIC/ISSUE:**

2023-2024 Budget

### **BACKGROUND:**

The draft budget was previously approved at the June Executive and Board meetings.

### **POINTS OF CONSIDERATION:**

This budget reflects final rollover funds for all grants.

This budget includes the proposed transfer of DW to AD funding.

### **STAFF RECOMMENDATIONS:**

Approve the final 2023-2024 budget.

### **COMMITTEE ACTION:**

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

### **BOARD ACTION:**

Deb Stanley made a motion to accept the final 2023-2024 Budget. Dr. Mark Paugh seconded the motion. Motion carried.

### **CONSORTIUM ACTION:**



## **RECORD OF ACTION/APPROVAL**

Board Meeting  
Wednesday, September 27, 2023

### **TOPIC/ISSUE:**

Regional Planning

### **BACKGROUND:**

Dr. Shapiro has presented his study regarding factors that the Board and our Consortium members should consider in requesting a regional planning area be designated that involves CareerSource Citrus Levy Maron

Three other current local workforce boards have expressed interest in partnering with CSCLM in regional planning. They are LWDA 6, 7 and 9

### **POINTS OF CONSIDERATION:**

Dr. Shapiro's study supports engaging LWDA 6, 7 and 9.

### **STAFF RECOMMENDATIONS:**

Endorse recommending to our Consortium that we regionally plan with LWDA 6, 7 and 9.

Approve sending Dr. Shapiro's report to those boards with a request that they seek their elected official approval to regionally plan together and that their CLEO notify the Governor of this desire.

### **BOARD ACTION:**

Charles Harris made a motion to accept Dr. Shapiro's recommendation of engaging with LWDA 6, 7, and 9 to seek their elected officials' approvals and notify the Governor of their intention. Deb Stanley seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

Board Meeting  
Wednesday, September 27, 2023

### **TOPIC/ISSUE:**

Building Pathways to Infrastructure Jobs Grant

### **BACKGROUND:**

We applied for grant funding (July 6, 2023) to assist with developing training programs and delivering a talent pipeline creation to support federal and state efforts in bringing broadband services to rural areas across America.

### **POINTS OF CONSIDERATION:**

We received notice on September 25, 2023 that we were awarded the grant funding in the amount \$1.73 million dollars that will span a five year performance period and will allow us to regionally plan and coordinate training services to support talent pipeline development for broadband infrastructure activities in Levy County and the counties in workforce regions 6 (CareerSource North Florida) and 7 (CareerSource Florida Crown) to the north of us. Budget attached.

### **STAFF RECOMMENDATIONS:**

Accept the funding award in the amount of \$1.73 million.

### **BOARD ACTION:**

Kathy Judkins made a motion to accept the grant. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

Board Meeting  
Wednesday, September 27, 2023

### **TOPIC/ISSUE:**

Building Pathways to Infrastructure Jobs Grant – Subrecipients

### **BACKGROUND:**

We will be the lead agency for the Building Pathways to Infrastructure Jobs Grant. Our grant application had joint work occurring in workforce regions 6 (CareerSource North Florida) and 7 (CareerSource Florida Crown) spanning the rural areas between Levy County to the Georgia line.

### **POINTS OF CONSIDERATION:**

As the lead agency we will need to execute subrecipient agreements to administer funding to the other participating workforce regions for their portion of the work contained in the grant's scope of work. Each region's agreement will be in the amount of \$240,750.

### **STAFF RECOMMENDATIONS:**

Allow us to execute subrecipient agreements with CareerSource North Florida and CareerSource Florida Crown.

### **BOARD ACTION:**

Kevin Shelley made a motion to approve subrecipient agreements with CareerSource North Florida and CareerSource Florida Crown. Carl Flanagan seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

Board Meeting, Wednesday, September 27, 2023  
Performance and Monitoring Committee, Tuesday, August 15, 2023

### **TOPIC/ISSUE:**

Independent Monitoring Services Contract

### **BACKGROUND:**

A Request for Proposal was issued on 6/12/2023 for an independent monitor. The contract with Indelible Solutions/Underwood Sloan and Associates expired on 6/30/2023. The RFP ended on July 7, 2023. We received one proposal from Underwood Sloan and Associates. There were no other proposals received.

### **POINTS OF CONSIDERATION:**

The board of directors authorized the Performance and Monitoring Committee to make the final decision regarding approval/denial of a contract at the June 7, 2023 meeting of the full board. The initial contract, if executed, will be in the amount of \$50,000.00 and will be effective through June 30, 2024 with a renewal on a yearly basis. This contract may be renewed up to an additional 3 times for a 4-year total.

### **STAFF RECOMMENDATIONS:**

Approve a contract with Underwood Sloan and Associates to commence engagement for third party monitoring.

### **COMMITTEE ACTION:**

Al Jones made a motion to accept the independent monitoring contract. Brandon Whiteman seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

Board Meeting, Wednesday, September 27, 2023  
Executive Committee, Wednesday, September 13, 2023

### **TOPIC/ISSUE:**

Severance pay plan

### **BACKGROUND:**

Severance pay was approved by the board on June 7, 2023, for staff reductions. We would like to formalize this severance pay plan into our personnel handbook. This will amend the policy to exclude contracted staff and the CEO.

### **POINTS OF CONSIDERATION:**

Below are the details of the previously approved plan to be added to our personnel handbook.

- Full-time staff may receive severance in the amount equal to 160 hours.
- Part-time staff may receive severance in the amount equal to 96 hours (based on average hours worked for part-time positions).
- All staff impacted will be placed on administrative leave and paid through the end of the current pay period in which the reduction occurs.
- Severance payments will be made on the staff member's final pay statement.
- Excludes contracted employees and CEO.

### **STAFF RECOMMENDATIONS:**

Approve the amended severance pay plan.

### **COMMITTEE ACTION:**

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.

### **BOARD ACTION:**

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

Board Meeting, Wednesday, September 27, 2023  
Executive Committee, Wednesday, September 13, 2023

### **TOPIC/ISSUE:**

2023 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:**

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

### **BOARD ACTION:**

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

Board Meeting, Wednesday, September 27, 2023  
Executive Committee, Wednesday, September 13, 2023

### **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 \$800,000 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 numbers. This transfer will allow us to increase our AD training enrollments from an estimated 187 to 320.

### **STAFF RECOMMENDATIONS:**

Approve the transfer of funding from Dislocated Worker to Adult.

### **COMMITTEE ACTION:**

Pete Beasley made a motion to approve the transfer of funding from Dislocated Worker to Adult Training. Kim Baxley seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

Board Meeting, Wednesday, September 27, 2023  
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Performance and Monitoring Committee, Tuesday, August 15, 2023

### **TOPIC/ISSUE:**

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### **BACKGROUND:**

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### **POINTS OF CONSIDERATION:**

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### **STAFF RECOMMENDATIONS:**

Approve a contract with Underwood Sloan and Associates to commence engagement for third party monitoring.

### **COMMITTEE ACTION:**

Performance and Monitoring: Al Jones made a motion to accept the independent monitoring contract. Brandon Whiteman seconded the motion. Motion carried.

Executive: Charles Harris made a motion to accept the independent monitoring contract with Underwood Sloan and Associates. Carl Flanagan seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

Board Meeting, Wednesday, September 27, 2023  
Executive Committee, Wednesday, September 13, 2023

### **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:**

Florida Commerce now issues a sliding scale ITA threshold based on annual allocations. Our sliding scale threshold for 23-24 is 40%. We would like to submit a waiver requesting to have that reduced to 30%. While our normal expenditures are around 40% each year, we would like additional flexibility.

### **STAFF RECOMMENDATIONS:**

Approve the submission of the 2023 ITA allocation waiver request.

### **COMMITTEE ACTION:**

Jeff Chang made a motion to approve the submission of the 2023 ITA allocation waiver request. Carl Flanagan seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the board meeting agenda as a consent agenda item. Deb Stanley made a motion to approve the consent agenda items from the Performance and Monitoring, Nominating, and Executive committee meetings. Charles Harris seconded the motion. Motion carried.

### **CONSORTIUM ACTION:**



## **RECORD OF ACTION/APPROVAL**

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Executive Committee, Wednesday, September 13, 2023

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### **POINTS OF CONSIDERATION:**

We are looking to transfer \$800,000 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 numbers. This transfer will allow us to increase our AD training enrollments from an estimated 187 to 320.

### **STAFF RECOMMENDATIONS:**

Approve the transfer of funding from Dislocated Worker to Adult.

### **COMMITTEE ACTION:**

Pete Beasley made a motion to approve the transfer of funding from Dislocated Worker to Adult Training. Kim Baxley seconded the motion. Motion carried.

### **BOARD ACTION:**

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