



**Executive Committee Meeting**

**Friday, March 29, 2024 – 12:00 p.m.**

**Join Zoom Meeting: <https://us02web.zoom.us/j/81790016070>**

**Phone No: 1-646-558-8656 (EST) Meeting ID: 817 9001 6070**

Call to Order  
 Roll Call  
 Approval of Minutes, February 28, 2024

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B. Whiteman  
 C. Schnettler  
 B. Whiteman

**DISCUSSION/ACTION ITEM**

State Request

R. Skinner

**PUBLIC COMMENT**

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

2023 – 2024 MEETING SCHEDULE						
Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/15/2023	8/16/2023	8/24/2023	8/30/2023	9/13/2023	9/27/2023	CF Levy
11/7/2023	11/8/2023	11/16/2023	11/15/2023	12/6/2023	12/13/2023	CF Ocala
2/6/2024	2/7/2024	2/15/2024	2/21/2024	2/28/2024	3/20/2024	CF Lecanto
5/7/2024	5/8/2024	5/16/2024	5/22/2024	5/29/2024	6/5/2024	CF Ocala

**OUR VISION STATEMENT**

*To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.*



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: February 28, 2024  
PLACE: College of Central Florida, Enterprise Center  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Al Jones  
Brandon Whiteman  
Carl Flanagan  
Charles Harris  
Jeff Chang  
Kimberly Baxley  
Pete Beasley

**MEMBERS ABSENT**

Fred Morgan

**OTHER ATTENDEES**

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

Cira Schnettler, CSCLM  
Bob Stermer, Board Attorney  
Caleb Perla, Powell and Jones

**CALL TO ORDER**

The meeting was called to order by Brandon Whiteman, Chair, at 9:31 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 December 6, 2023, meeting. Jeff Chang seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update**

Rusty Skinner provided the following update:

- CareerSource Florida presented two revised policies regarding board governance and composition. We will be reviewing these policies to ensure that we are in compliance.
- The final documents on uniform contracts were not presented at the CareerSource Florida meeting as anticipated. The board will be updated as details are provided in the future.
- We will be announcing and filing a response to the inquiry from the State that

regional planning discussions have been initiated. As the plan develops final approvals and actions will need to be made by each participating county and their Consortium.

- The U.S. DOL Training and Employment Guidance Letter has been released. The letter indicates that the U.S. DOL would like to remove barriers to job seekers by not requiring a social security number when they register in Employ Florida. If a work around could be established job seekers would feel comfortable using the software and workforce boards would get credit for the services provided.

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

No issues were presented.

#### **PUBLIC COMMENT**

None

#### **ACTION ITEMS**

##### Powell and Jones Audit Report

Caleb Perla reviewed the audit report for the period of July 2022 through June 2023. No issues or findings were noted. Al Jones made a motion to accept the report. Carl Flanagan seconded the motion. Motion carried.

##### YouthBuild Monitoring

Dale French was happy to share that no issues or findings were found in the monitoring. The Department of Labor representatives were so impressed with the administration of the program the YouthBuild team was invited to present at their monthly Peer-to-Peer Discussion. Carl Flanagan made a motion to accept the report. Jeff Chang seconded the motion. Motion carried.

##### Cedar Key Clam Restoration

Dale French explained that the information sessions were well attended by the clam farmers affected by Hurricane Idalia. About eighty farmers attended the sessions. We are anticipating about 100-110 individuals be enrolled in the program. Services will also be provided in Dixie County as well, which would lead to more individuals being enrolled.

We will be subject to intense monitoring on the implementation of the grant. Having one to two temporary full-time coordinators to oversee the process will ensure that the program stays in compliance with the requirements of the grant. Charles Harris made a motion to approve the hiring of up to two temporary full-time staff to manage grant activities in Levy and Dixie Counties. Kim Baxley seconded the motion. Motion carried.

##### Mobile Career Bus

Rusty Skinner advised that due to the deterioration and age of the large mobile unit it should be declared surplus and disposed. Jeff Chang asked if the unit was serving customers in outreach efforts. Dale French explained that it has not been utilized in several months due to the condition of the unit. Carl Flanagan made a motion to declare the mobile unit as surplus and disposed in accordance with state requirements. Jeff Chang seconded the motion. Motion carried.

##### HR6655 Draft Letter

Rusty Skinner explained that the bill HR6655 will have an impact on services and

funding requirements. A response letter has been drafted expressing the concerns that would develop if this bill became law. The letter would be sent to all local members of Congress. Carl Flanagan made a motion to approve sending the response letter to local representatives. Jeff Chang seconded the motion. Motion carried.

Mid-Year Budget Updates

Dale French explained that the revised report presentation of the budget has been changed to provide a more visually friendly and clear picture of the budget. The revised report was well received. Committee members complimented the finance team for the excellent visualization. Charles Harris made a motion to approve the budget report. Al Jones seconded the motion. Motion carried.

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:28 a.m.

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