



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: May 29, 2024  
PLACE: College of Central Florida, Enterprise Center  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHER ATTENDEES**

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

Al Jones made a motion to approve the minutes from the May 23, 2024, meeting. Fred Morgan seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update**

Rusty Skinner provided the following update:

- State monitoring was conducting in May. There were two findings in board governance:
  - Two board members did not complete the required annual training. Assistance was requested from the committee to impress upon the full board the importance of completing the training.
  - One private sector board seat has been vacant over a year in Levy County,

despite community partner efforts to fill the seat.

- In previous years the State allowed workforce boards that consistently did not meet the 50% requirement for funding for Individual Training Accounts to submit a sliding scale waiver request. Historically, we requested this waiver annually and it was always approved. The State is no longer offering the waiver. This will be a challenge to meet the requirements and will impact how we serve businesses and job seeking customers.
- A letter of intent was submitted to the State notifying them of our proposal to work with regions 6, 7, and 9 on regional planning. We have been selected to move into the next phase of regional planning. The 2024-2025 program year will focus on developing the plan and implementation will occur during the 2025-2026 program year.

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

Al Jones noted that he is seeing an increase of applications for driver positions. Cory Weaver added that the Education and Industry Consortium discussed the demand for driver positions at their last meeting.

#### **PUBLIC COMMENT**

None

#### **ACTION ITEMS**

##### Dwyer MOU

Dale French explained that the Dwyer organization provides services at no-cost to support participants in the Welfare Transition program. This partnership will lead to the retention and success of those candidates. Al Jones made a motion to approve the MOU with Dwyer Workforce Development. Charles Harris seconded the motion. Motion carried.

##### Workforce Champion

Nominations were reviewed by the committee.

Al Jones made a motion to select Valerie Hancock as the 2024 Workforce Champion. Pete Beasley seconded the motion. Motion carried.

##### Schedule of Operations

Charles Harris made a motion to approve the 2024 – 2025 Schedule of Operations. Jeff Chang seconded the motion. Motion carried.

##### 990

Carl Flanagan made a motion to approve the Form 990. Pete Beasley seconded the motion. Motion carried.

##### Pay Grades

Dale French explained that a review was conducted of twenty other workforce boards compensation plans. The revised plan will make our salary structure competitive for recruiting quality candidates for open positions. Al Jones made a motion to approve the compensation plan review effective July 1, 2024. Jeff Chang seconded the motion. Motion carried.

##### Preliminary Budget

Dale French reviewed the proposed budget noting that there were no cuts in the State

allocation. Further, there were savings in moving the administrative offices to the 14<sup>th</sup> Street Career Center. Al Jones made a motion to approve the proposed 2024-2025 budget. Carl Flanagan seconded the motion. Motion carried.

Administrative Staff Assistant

Jeff Chang approved the addition of an Administrative Support Assistant position. 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 10:35 a.m.

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