



BOARD MEETING AGENDA

Wednesday, June 5, 2024 – 11:30 a.m.

College of Central Florida – Marion Campus – Webber Center
3001 SW College Road, Ocala, FL 34474

Join Zoom Meeting: <https://us02web.zoom.us/j/84761708978>
Conference Line: 1 646 558 8656 Meeting ID: 847 6170 8978

Call to Order		B. Whiteman
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		B. Whiteman
Approval of Minutes, March 20, 2024	Pages 3 - 34	B. Whiteman

PRESENTATION

What We Do		L. Byrnes
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DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Financial Disclosure Forms / Annual Conflicts Reminder		R. Skinner
Board Membership Status	Page 35	R. Skinner
Education and Industry Consortium Meeting Minutes 3/21/2024	Pages 36 - 39	R. Skinner

ACTION ITEMS

FWDA Dues	Page 40	R. Skinner
Eckerd Connect Contract Renewal	Page 41	D. French
One Stop Operator Contract Renewal	Page 42	D. French
2024/2025 Budget	Page 43 - 47	D. French
ETPL	Page 48	D. French

CONSENT AGENDA

<u>Nominating Committee – 5/15/2024</u>	Pages 49 - 51	A. Jones
Affirmation of Chair		
Nomination of Vice Chair		
Nomination of Treasurer		
<u>CEO Contract Review – 5/13/2024, 5/29/2024</u>	Pages 52 - 53	B. Whiteman
CEO Contract Renewal		

OUR VISION STATEMENT

To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.



Performance and Monitoring – 5/7/2024
No Action Items

J. Chang

Business and Economic Development – 5/8/2024
No Action Items

P. Beasley

Career Center – 5/16/2024
No Action Items

C. Harris

Marketing and Outreach – 5/22/2024
No Action Items

A. Jones

Executive Committee – 5/23/2024, 5/29/2024

Pages 54 - 63

B. Whiteman /
R. Skinner

Staff Increases
Ancillary Benefits Switch
Annual Healthcare Renewal
Dwyer MOU
Workforce Champion
Schedule of Operations
990
Pay Grades
Administrative Staff Assistant

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH

OUR VISION STATEMENT

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CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

MINUTES

DATE: March 20, 2024
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Andy Starling
Angie White
Arno Proctor
Ben Whitehouse
Brandon Whiteman
Carl Flanagan
Charles Harris
Christopher Cowart
Darlene Goddard
Debra Stanley
Fred Morgan
Jeff Chang
John Hemken
Jorge Martinez
Kevin Cunningham
Kim Baxley
Larry White
Mark Paugh
Staci Bertrand
Theresa Flick

MEMBERS ABSENT

Angela Juaristic
Equilla Wheeler
John Murphy
Kathy Judkins
Kevin Sheilley
Pat Reddish
Pete Beasley

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Larry Trowbridge, CSCLM
Sandra Crawford, CSCLM
Laura Byrnes, CSCLM
Melissa Saco, CSCLM

Cira Schnettler, CSCLM
Deb Letterman, CSCLM
Robert Stermer, Attorney
Tony Waterson, One Stop Operator
Kristen Barry, One Stop Operator
Caleb Perla, Powell and Jones

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair at 11:34 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Charles Harris made a motion to approve the minutes from the December 13, 2023, meeting. Mark Paugh seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Brandon Whiteman introduced two new members:

- Andy Starling with IBEW1205
- Superintendent Christopher Cowart with Levy County Schools

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. Kevin Cunningham made a motion to accept the audit report. Deb Stanley seconded the motion. Motion carried.

Mid-Year Budget Updates

Dale French presented the budget updates. The new format of the budget presentation was well received. He noted that for CLM to stay competitive in the job market the human resources department is conducting a salary comparison study. The results of that study will be presented to the executive committee in the next cycle of meetings. Carl Flanagan made a motion to accept the budget updates. Kevin Cunningham seconded the motion. Motion carried.

Local Area Designation

Rusty Skinner notified the Board that the State is requesting the local area designation to be submitted to the State before the next board meeting. This process usually happens every other year and was set to happen in 2025. Due to the regional reorganization, it is happening this year as well. This action item has been added to the revised packet with the previous year's form, but the correct forms will be submitted to the State. When the new forms are received, they will need to be approved by the Consortium and submitted to the State. Kevin Cunningham made a motion to forward the redesignation forms to the Consortium for approval and then to the State. Deb Stanley seconded the motion. Motion carried.

RELATED PARTIES CONTRACT APPROVALS 2024-2025

Master Contracts Requiring 2/3rds Vote

1. Citrus County Chamber of Commerce
2. Ocala Metro Chamber & Economic Partnership (CEP)
3. Levy County Schools
4. College of Central Florida
5. Marion County School Board

Theresa Flick made a motion to approve contracts for Citrus County of Chamber of Commerce, Ocala Metro Chamber & Economic Partnership (CEP), Levy County Schools, College of Central Florida, and Marion County School Board. Carl Flanagan, Kevin Cunningham, Christopher Cowart, Mark Paugh, and Ben Whitehouse abstained due to

a conflict. Members that previously declared a conflict but are not present are John Murphy and Kevin Sheilley. Deb Stanley seconded the motion. Motion carried.

Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities

6. Ancorp
7. Key Training Center
8. A & M Manufacturing
9. Ocala Housing Authority
10. Citrus County Schools

Carl Flanagan made a motion to approve contracts for Ancorp, Key Training Center, A&M Manufacturing, Ocala Housing Authority, and Citrus County Schools. Arno Proctor, Theresa Flick, John Hemken, and Deb Stanley abstained due to a conflict. Angela Juaristic previously declared a conflict but is not present. Kevin Cunningham seconded the motion. Motion carried.

Contracts Not Requiring 2/3rds Vote – No Conflicts

11. Nature Coast Business Development Council
12. Powell and Jones – Joint Auditing
13. Powell and Jones – Subrecipient Monitoring
14. CD Staffing
15. Region 6 Financial Services Agreement
16. Underwood and Sloan
17. Quality Labor Management

Kevin Cunningham made a motion to approve all other contracts. Theresa Flick seconded the motion. Motion carried.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- Administration Move to 14th Street Career Center: Administrative staff have moved over from the College. IT staff will be last to move in April. He recognized and complimented Cory Weaver and Dwain Henderson for a smooth and efficient transition.
- Regional Planning: The State requested region directors to identify areas for regional planning. A response has been submitted to the State and we are awaiting their feedback.
- Clam Project: Clam farmers in Levy County experienced 80-90% loss due to Hurricane Idalia. Information sessions on recovery services were well attended. Approximately 70 participants are enrolled in the recovery program, and we expect that number to continue to grow.
- Budget: State allocations have not been released. The formula for regional allocations will change due to the State reorganization. A decrease in funding is expected, despite demands for services being steady.
- Annual Plan: The plan will be due in September to the State.
- Education Consortium: The first meeting will be held on Thursday, March 21 at CF in Marion County. There are open member seats for representatives from all three

counties. He welcomed board members to make recommendations. The committee is starting off with a good quantity of members and new members will be added as needed by industry.

- USDOL – Training and Employment Guidance Letter (TEGL): One barrier to employment and services provided to customers is the upfront requirement of collecting personal information. USDOL is taking steps to seek other ways to validate individuals for eligibility.

Workforce Issues that are Important to our Community

There were no discussion items.

CONSENT AGENDA

Performance and Monitoring – 2/6/2024

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

Business and Economic Development – 2/7/2024

No Action Items

In the absence of Committee Chair Pete Beasley, Cory Weaver provided a summary of the committee activities.

Career Center – 2/15/2024

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

Marketing and Outreach – 2/21/2024

Laura Byrnes provided a summary of the committee activities.

Executive Committee – 2/28/2024

YouthBuild Monitoring

Cedar Key Clam Restoration

Mobile Career Bus

HR6655 Draft Letter

Rusty Skinner provided a summary of the committee activities.

Kevin Cunningham made a motion to approve the Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

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

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 20, 2024
Executive Committee, Wednesday, February 28, 2024

TOPIC/ISSUE:

2023 Year End Finance Audit

BACKGROUND:

Powell and Jones concluded their financial audit for year ending June 30, 2023. This audit is conducted annually. The full report is attached for review.

POINTS OF CONSIDERATION:

No issues were identified in the report as detailed on pages 41 and 42.

STAFF RECOMMENDATIONS:

Accept the monitoring as presented.

COMMITTEE ACTION:

Al Jones made a motion to accept the report. Carl Flanagan seconded the motion. Motion carried.

BOARD ACTION:

Kevin Cunningham made a motion to accept the audit report. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 20, 2024
Executive Committee, Wednesday, February 28, 2024

TOPIC/ISSUE:

Budget and Expenditure summary for period 7/01/2023 – 12/31/2023

BACKGROUND:

The budget has been updated for changes in revenue. The attached is a summary of the budget and actual expenditures by cost pool.

POINTS OF CONSIDERATION:

The following reports provide status updates of spending by revenue stream and cost pool for planning purposes.

STAFF RECOMMENDATIONS:

Approve the mid-year budget and expenditure reports.

COMMITTEE ACTION:

Charles Harris made a motion to approve the budget report. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

Carl Flanagan made a motion to accept the budget updates. Kevin Cunningham seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 20, 2024**

TOPIC/ISSUE:

Area Designation; Board Certification

BACKGROUND:

WOA requires each workforce development area and Board to be recertified every two years. Region 10 was re-designated in April 2023. However, due to recent re-designation of workforce boards as required by the REACH Act we will need to recertify again this year.

POINTS OF CONSIDERATION:

The local area designation must be approved by the Consortium and the local Director.

STAFF RECOMMENDATIONS:

Request approval to sign the certification and submit it and the Board information to the Consortium for their approval.

COMMITTEE ACTION:

BOARD ACTION:

Kevin Cunningham made a motion to forward the redesignation forms to the Consortium for approval and then to the State. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, March 20, 2024

TOPIC/ISSUE:

Approval of 2024-2025 contracts

BACKGROUND:

POINTS OF CONSIDERATION:

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

Master Contracts Requiring 2/3rds Vote

1. Citrus County Chamber of Commerce
2. Ocala Metro Chamber & Economic Partnership (CEP)
3. Levy County Schools
4. College of Central Florida
5. Marion County School Board

Theresa Flick made a motion to approve contracts for Citrus County of Chamber of Commerce, Ocala Metro Chamber & Economic Partnership (CEP), Levy County Schools, College of Central Florida, and Marion County School Board. Carl Flanagan, Kevin Cunningham, Christopher Cowart, Mark Paugh, and Ben Whitehouse abstained due to a conflict. Members that previously declared a conflict but are not present are John Murphy and Kevin Sheilley. Deb Stanley seconded the motion. Motion carried.

Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities

6. Ancorp
7. Key Training Center
8. A & M Manufacturing

9. Ocala Housing Authority
10. Citrus County Schools

Carl Flanagan made a motion to approve contracts for Ancorp, Key Training Center, A&M Manufacturing, Ocala Housing Authority, and Citrus County Schools. Arno Proctor, Theresa Flick, John Hemken, and Deb Stanley abstained due to a conflict. Angela Juaristic previously declared a conflict but is not present. Kevin Cunningham seconded the motion. Motion carried.

Contracts Not Requiring 2/3rds Vote – No Conflicts

11. Nature Coast Business Development Council
12. Powell and Jones – Joint Auditing
13. Powell and Jones – Subrecipient Monitoring
14. CD Staffing
15. Region 6 Financial Services Agreement
16. Underwood and Sloan
17. Quality Labor Management

Kevin Cunningham made a motion to approve all other contracts. Theresa Flick seconded the motion. Motion carried.

CareerSource CLM - All Contracts July 1, 2024 - June 30, 2025

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote				
1	Citrus County Chamber of Commerce	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 20,000.00		C	John Murphy, Carl Flanagan, Kevin Cunningham
2	Ocala Metro Chamber & Economic Partnership (CEP)	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00		C	Kevin Sheilley
3	Levy County Schools	Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed.	\$ 10,000.00		C	Christopher Cowart
4	College of Central Florida	Facility usage and rental fees. This is a blanket approval but to not exceed. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage.	\$ 200,000.00		C	Mark Paugh
5	Marion County School Board	Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at MTC.	\$ 50,000.00		C	Ben Whitehouse
		Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities				
6	ANCORP	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Arno Proctor
7	Key Training Center	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Theresa Flick
8	A&M Manufacturing	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	John Hemken
9	Ocala Housing Authority	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Angela Juaristic
10	Citrus County Schools	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Deb Stanley
		Contracts Not Requiring 2/3rds Vote				
11	Nature Coast Business Development Council	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00		C	
12	Powell and Jones	Joint auditing (Financial)	\$ 17,505.00		C	
13	Powell and Jones	Subrecipient monitoring	\$ 3,800.00		C	
14	CD Staffing	Payroll for PWE/PWI agreements	Cost + 30% Mark up		C	
15	Region 6	Financial Services Agreement	\$ 55,000.00		C	
16	Underwood and Sloan	Third party monitoring	\$ 50,000.00		C	
17	Quality Labor Management	Disaster Recover Employment Services (staffing)	Cost + 42% Mark up		C	

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Proctor, Arno E		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 5393 SW 86th PL		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 3/20/2024		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Arno Proctor, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of ANCORP, by whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

OJT and Custom Business Training

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Signature 

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Whitehouse, Benjamin Paul		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 3901 SE 9th Avenue		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 3/20/2024		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Benjamin Whitehouse, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of Marion County Public Schools, by whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Facility usage and rental fees to include costs for employee tuition.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed



Signature

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FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Flanagan Carl Douglas</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>10155 W. Pinedale Circle</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>Crystal River Citrus</i>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 3/20/2024	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Carl D Flanagan, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Lifetime member of Citrus Chamber.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Signature

Carl D Flanagan

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Cowart Christopher Allen		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 480 Marshburn Drive		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Bronson	COUNTY Levy	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 3/20/2024		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Christopher Allen Cowart, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am the Superintendent of Schools for Levy County

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Christopher A. Cowart

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Stanley, Debra Hood	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 3251 South Cygnet Pt	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Inverness, FL Citrus	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 3/20/2024	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Debra Stanley, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of Citrus County School Board, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Employee of Citrus County Schools

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Signature

Debra Stanley

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Hemken, John Daryl		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 10005 NW 22nd Road		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Gainesville, FL 32606	COUNTY Alachua	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 3/20/2024		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <u>Henken, JOHN DARYL</u>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board (CareerSource)
MAILING ADDRESS <u>10005 NW 22ND ROAD ARLANDUA</u>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <u>GAINESVILLE, FL</u>	COUNTY <u>32606</u>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED <u>3/20/2024</u>		NAME OF POLITICAL SUBDIVISION:
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, JOHN HENKEN, hereby disclose that on March 20, 20 24:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☒ inured to the special gain or loss of A&M MANUFACTURING, INC., which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I AM THE OWNER/CEO OF
A&M MANUFACTURING, INC

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Signature John D. Henken

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Cunningham Kevin David		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 2421 N. Lecanto Hwy		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Lecanto	COUNTY Citrus	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 3/20/2024		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kevin D. Cunningham, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which ~~has~~ retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am a Life Board Member of the Citrus County Chamber Of Commerce.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Kevin D. Cunningham
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME PAUGH, Mark Lee		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 3001 SW College Rd		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Ocala, FL	COUNTY Marion	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 3/20/2024		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mark Lee Pough, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☒ inured to the special gain or loss of College of Central Florida, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Mark Lee Pough
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Flick Theresa D.</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS <i>11309 W. Amerindian Ct. E-108</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <i>Crystal River</i>	COUNTY <i>Citrus</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 3/20/2024		NAME OF POLITICAL SUBDIVISION:
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Theresa Flick, hereby disclose that on March 20, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☒ inured to the special gain or loss of Key Training Center, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Employer of Key Training Center

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/20/2024

Date Filed

Theresa Flick

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 20, 2024
Executive Committee, Wednesday, February 28, 2024

TOPIC/ISSUE:

Acceptance of the Department of Labor (DOL) YouthBuild monitoring report.

BACKGROUND:

Eric Dent (Federal Project Officer) from the DOL was onsite to conduct monitoring of the current YouthBuild program December 4-15, 2023. He reviewed customer files, financial records and processes, and interviewed grant related staff.

POINTS OF CONSIDERATION:

The final report revealed no Other Non-compliance issues or Findings. No other issues were reported. Eric stated that he was extremely pleased by the quality of our program and staff. Additionally, he asked staff to present the best practices listed in the report to the regional peer-to-peer training group.

STAFF RECOMMENDATIONS:

Accept the monitoring report as submitted to us from the DOL.

COMMITTEE ACTION:

Carl Flanagan made a motion to accept the report. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

Kevin Cunningham made a motion to approve the Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 20, 2024
Executive Committee, Wednesday, February 28, 2024

TOPIC/ISSUE:

Cedar Key Disaster Recovery Staffing

BACKGROUND:

We are currently engaged with the UF/IFAS office in Cedar Key to use our disaster recovery grant funds from Hurricane Idalia to re-employ dislocated workers and growers/owners in the shellfish cultivation industry. We have met with approximately 80 submerged land lease holders to date. We also have agreed to provide services to 14 lease holders that are located in Dixie County. Funding for these activities will be transferred to us as needed. This has been approved by CareerSource Florida Crown (Region 7) and endorsed by Florida Commerce.

POINTS OF CONSIDERATION:

Due to the expected scope of the program that requires oversight of individual worksites, monitoring of allowable activities, communications with growers, timesheet verification, and coordination of services between CareerSource CLM and Quality Labor Management (employer of record) we would like flexibility to add two full-time, temporary positions that will be funded through disaster grant funds. Positions would only be filled dependent on need. We will have a better idea of actual enrollments by the end of March. We will continue to provide quarterly updates to committees and board.

STAFF RECOMMENDATIONS:

Approve hiring up to two full-time staff members to manage grant activities in Levy and Dixie counties.

COMMITTEE ACTION:

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.

BOARD ACTION:

Kevin Cunningham made a motion to approve the Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 20, 2024
Executive Committee, Wednesday, February 28, 2024

TOPIC/ISSUE:

Declaration of Surplus- Large Mobile Unit

BACKGROUND:

See attached email

POINTS OF CONSIDERATION:

The condition of the mobile unit has required a continued level of maintenance and repair that have only solved the problem then at hand. Suspension and frame concerns will require an on-going level of repair expenditure that, because of the vehicle's age, is unwarranted.

STAFF RECOMMENDATIONS:

Declare the mobile unit surplus and dispose in accordance with state requirements. Seek state help in purchasing two small vans, trailers and generators to provide a modern, more versatile mobile career center response.

COMMITTEE ACTION:

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.

BOARD ACTION:

Kevin Cunningham made a motion to approve the Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 20, 2024
Executive Committee, Wednesday, February 28, 2024

TOPIC/ISSUE:

HR 6655 A Stronger Workforce for America Act

BACKGROUND:

The U.S. House of Representatives is considering HR 6655. It is designated to amend and update WIOA. A NAWB piece outlining the areas that should be of concern to the local workforce system has been previously provided to the Board members.

POINTS OF CONSIDERATION:

The draft attached is a response to the bill and designed to be sent to each local member of Congress.

STAFF RECOMMENDATIONS:

Consider expressing the concerns to our Representatives.

COMMITTEE ACTION:

Carl Flanagan made a motion to approve sending the response letter to local representatives. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

Kevin Cunningham made a motion to approve the Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

BOARD MEMBERSHIP TERMS - June 2023							
	WORKFORCE REP(20%)=8 MEMBERS (AT 33 TOTAL)						
	SECTOR	Industry Sector	NAME	APPOINTED	LENGTH	TERM EXPIRES	COUNTY
1	Apprenticeship	Uniton	Fred Morgan	7/1/2021	8	2029	Marion
2	CBO/ Barriers	Non-Profit	Theresa Flick	7/1/2021	8	2029	Citrus
3	CBO/ Barriers	Non-Profit	Charles Harris	7/1/2021	5	2026	Marion
4	CBO/Barriers-Vet	Veteran's Programs	Vacant		7	2028	Citrus
5	Labor	Union	Fred Morgan	7/1/2021	8	2029	Marion
6	Labor	Union	Andy Starling	7/1/2021	8	2029	Levy
7	Youth Serving Organization	DCF	Jorge Martinez	7/1/2021	6	2027	Marion
8	Youth Serving Organization	Education	Chris Cowart	1/11/2024	5	2029	Levy
	GOVERNMENT/ EDC 4 SEATS						
9	Economic Development	Economic Development	Vacant		5	2026	Levy
10	Economic Development	Economic Development	Kevin Sheilley	6/21/2023	5	2026	Marion
11	Trans/ Public Housing	Housing	Angela Juraristic	6/21/2023	6	2027	Marion
12	Voc Rehab	Voc Rehab	Angie White	7/1/2021	8	2029	All
	EDUCATION 4 SEATS						
13	Education-Adult	Education	Ben Whitehouse	7/1/2021	6	2027	Marion
14	Education-Higher Private	Education	Pete Beasley	7/1/2021	8	2029	Marion
15	Education-Higher Public	Education	Mark Paugh	7/1/2021	5	2026	All
16	Education-School District	Education	Debra Stanley	7/1/2021	7	2028	Citrus
	PRIVATE SECTOR 17 SEATS						
17	Private Sector	Retail	Al Jones	7/1/2021	7	2028	Citrus
18	Private Sector	Real Estate	Kevin Cunningham	7/1/2021	5	2026	Citrus
19	Private Sector	Construction	Larry White	6/21/2023	7	2028	Citrus
20	Private Sector	Publishing	John Murphy	7/1/2021	7	2028	Citrus
21	Private Sector	Energy	Staci Bertrand	6/21/2023	8	2029	Citrus
22	Private Sector	Finance	Carl Flanagan	7/1/2021	5	2026	Citrus
23	Private Sector	Manufacturing	Arno Proctor	7/1/2021	8	2029	Levy
24	Private Sector	Energy	Kim Baxley	7/1/2021	6	2027	Levy
25	Private Sector	Manufacturing	John Hemken	7/1/2021	7	2028	Levy
26	Private Sector		Vacant		5	2026	Levy
27	Private Sector		Vacant		5	2026	Levy
28	Private Sector	Insurance	Brandon Whiteman	7/1/2021	6	2027	Marion
29	Private Sector	Manufacturing	Darlene Goddard	7/1/2021	5	2026	Marion
30	Private Sector	Manufacturing	Jeff Chang	7/1/2021	7	2028	Marion
31	Private Sector	Energy	Kathy Judkins	7/1/2021	5	2026	Marion
32	Private Sector	Manufacturing	Pat Reddish	7/1/2021	6	2027	Marion
33	Private Sector	Retail	Equilla Wheeler	7/1/2021	7	2028	Marion



**CAREERSOURCE CITRUS LEVY MARION
Education and Industry Consortium**

MINUTES

DATE: March 21, 2024
PLACE: College of Central Florida, Strategic Planning Room
3001 SW College Road, Ocala, FL 34474
TIME: 11:30 a.m.

MEMBERS PRESENT

Dr. Ann Hembrook
Carrie Blair
David Roland
Dr. Jennifer Fryns
Joe Corley
Marci Olinger
Mauri Bryant
Matt Clay
Rachel Gibbs
Rebecca Johnson
Tim Gilbert

MEMBERS ABSENT

Chris Formisano
Eric Willis
Tanya Taylor

OTHER ATTENDEES

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

Tony Waterson, One Stop Operator
Kristen Barry, One Stop Operator
Bob Rutemiller

CALL TO ORDER

The meeting was called to order by Joe Corley, Chair, at 11:31 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Phil Geist made a motion to approve the minutes from the March 21, 2024, meeting.
Ben Whitehouse seconded the motion. Motion carried.

DISCUSSION ITEMS

Rusty Skinner provided a brief overview of the purpose of the newly formed committee and State expectations. He explained that the Florida legislature wants businesses and educational partners to come together to create training programs designed around the

critical skills businesses need.

Cory Weaver presented in-demand occupations by sector. Committee members engaged in discussion with highlights as noted below:

Construction Sector

- Municipal and industrial positions need representation.
- High demand occupations:
 - Rough carpentry/framers
 - Plumbers
 - Construction Management – degreed with experience or upskilling was preferred versus degreed without hands on experience
- Inter-sector occupations are also in high demand:
 - Welders
 - IT
- Apprenticeships:
 - Lake Weir is partnering with the builder's association to develop a construction pre-apprenticeship program.
 - MTC works with construction companies to create apprenticeship programs.

Manufacturing Sector

- Leadership programs or shorter bootcamps are needed.
- Warehouses are moving toward increased automation this will decrease general warehouse jobs but increase machinery positions for operation and repair.
- Teaching businesses/students how to repurpose existing skill sets. For example, robotics/gaming development skills are transferrable to systems integration.
- Vital to identify which computer languages are priority for training.
- PLC training programs are needed.
- High Demand Occupations:
 - Systems integration positions
 - CNC Machinists trained in FANUC systems

Transportation / Warehousing Sector

- Cory Weaver noted that there was an increase in candidates attending the recent CDL job fair
- Identifying transferrable skills is extremely important. For instance, school bus drivers with summers off can transition to firework transporters.
- High demand occupations:
 - Truck Drivers – Over the road and light duty
 - Mechanics for all fleets
 - Diesel Mechanics
 - Database management – Systems Integrators
 - PLC languages and protocols

Professional Sector

- Vet tech programs are in high demand for our area
- IT:
 - CAD Design and Drafting
 - Cyber Security (especially in Healthcare and PPI)
 - Database Networking
- Artificial Intelligence:
 - There is an unspoken expectation that job candidates aged 16-24 are to bring AI knowledge to the workforce.
 - AI will be touching every industry.
 - Technology is changing so fast, that by the time a student has learned the technology and gets employment the technology may have already changed. Teaching students on multiple platforms and how to be resourceful and flexible to adapting to the changes will have a major impact on upskilling in the workforce.

Education Sector

- Citrus County is developing a teacher pathway for dual enrollment students that may graduate with their paraprofessional license.
- High Demand Occupations:
 - ESE Teachers

Healthcare Sector

- High Demand Occupations:
 - Med techs for labs
 - Biomedical Engineering
 - Therapists:
 - Physical
 - Speech
 - Occupational
 - Respiratory – CF has a program beginning in Fall 2024
 - Rad Techs:
 - MRI
 - Ultrasound
 - Nuclear Medicine
 - IT:
 - Medical cart stations – troubleshooting training
 - Cyber Security
 - Dental:
 - Hygienists
 - Dental Assistants
 - Behavioral Health:
 - Counselors
 - Social Workers

Agriculture Sector

- This is a historic sector for our region.

Industry Fliers

Cory Weaver presented a sample of an industry flier that is given to students. These fliers are used to market occupations to students. The fliers are customized by industry for each county and pathway options. They are used to help develop talent pipelines.

Cory Weaver also encouraged the committee members to review the sector lists and share any other occupations that may not be on the list or new occupations. As new skills are required by business, new types of occupations are created. This will help us look ahead into workforce trends, such as advancements in AI.

Rusty Skinner concluded with a call to action for everyone to go out into their networks and continue these discussions. He also offered to host and facilitate any meetings to foster industry discussion. The next Consortium meeting will be held in June or July. A calendar invite will be sent.

PUBLIC COMMENT

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting adjourned at 1:03 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

TOPIC/ISSUE:

FWDA Dues

BACKGROUND:

Membership to the Florida Workforce Development Association promotes collaboration, convening and sharing of best practices between member workforce boards.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve paying \$5000.00 from unrestricted funds for FWDA dues.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

TOPIC/ISSUE:

Eckerd Connects Contract Renewal

BACKGROUND:

Eckerd Connects is the current contracted provider for youth services. The current contract was put into place July 1, 2021, and was renewable for three additional years (four years total).

POINTS OF CONSIDERATION:

Eckerd Connects continues to provide quality services to the youth in LWDB 10 and maintains excellent performance and case management. This renewal will be the fourth and final renewal prior to re-procurement of services.

The proposed budget of this contract is to not exceed \$870,608.

STAFF RECOMMENDATIONS:

Renew the contract with Eckerd Connects to continue youth services effective July 1, 2024.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

TOPIC/ISSUE:

One Stop Operator Contract

BACKGROUND:

Southern Indiana Works was procured as our One Stop Operator with their first year of performance occurring this past program year.

POINTS OF CONSIDERATION:

Southern Indiana Works has been instrumental with partner relations and engagement and has met all performance benchmarks. The current contract may be renewed up to three additional years before re-procurement must occur.

The total contract cost remains the same as this program year at a total of \$75,000.00.

STAFF RECOMMENDATIONS:

Renew the One Stop Operator contract with Southern Indiana Works effective July 1, 2024.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Preliminary 2024-2025 Budget

BACKGROUND:

Attached is the proposed budget figures for the 2024-2025 program year.

POINTS OF CONSIDERATION:

This budget is based on the following:

- Estimated carry forward funds from current year grants.
- Estimated expenditures for Hurricane Idalia DWG

STAFF RECOMMENDATIONS:

Approve preliminary 2024-2025 budget.

COMMITTEE ACTION:

Al Jones made a motion to approve the proposed 2024-2025 budget. Carl Flanagan seconded the motion. Motion carried.

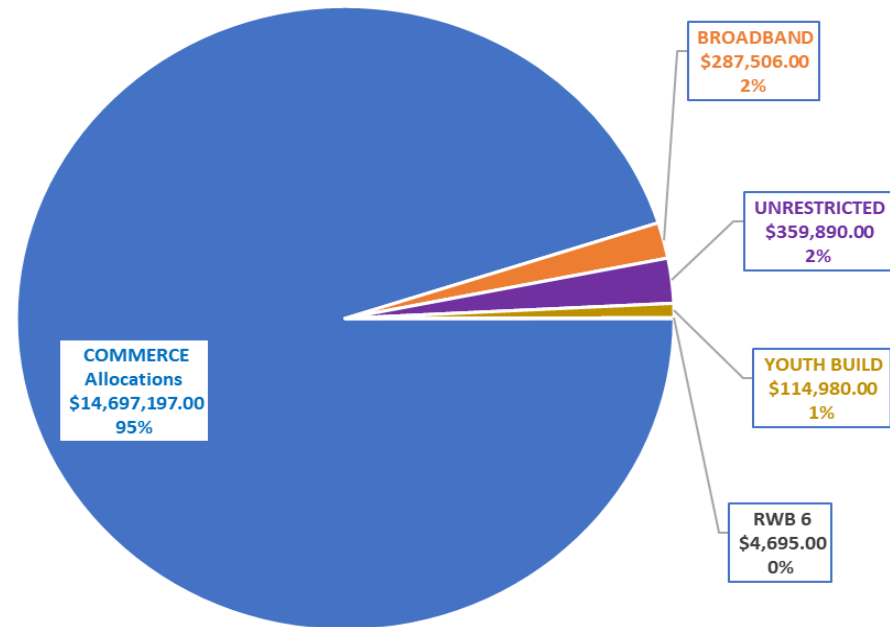
BOARD ACTION:

REVENUE RESOURCES

\$15.46 M

COMMERCE ALLOCATIONS	
ADULT	\$2,332,151
YOUTH	\$1,132,587
DISLOCATED WORKER	\$578,398
WAGNER PEYSER	\$180,000
WTP	\$1,577,092
SNAP	\$185,176
VETS	\$54,935
REA	\$226,915
OTHER	\$8,429,943
TOTAL Commerce Allocations	\$14,697,197

Budget 07/01/2024 - 06/30/2025



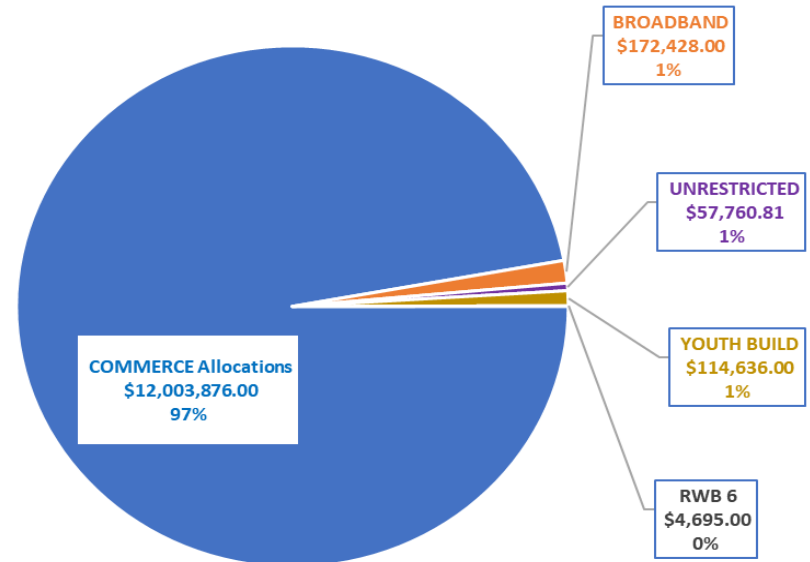
TOTAL REVENUE = \$15,464,268

BUDGET EXPENDITURES

\$12.35 M

COMMERCE ALLOCATIONS	
ADULT	\$1,180,449
YOUTH	\$938,224
DISLOCATED WORKER	\$287,094
WAGNER PEYSER	\$79,313
WTP	\$968,420
SNAP	\$127,573
VETS	\$25,787
REA	\$91,475
OTHER	\$8,305,541
TOTAL Commerce Allocations	\$12,003,876

Budget 07/01/2024 - 06/30/2025

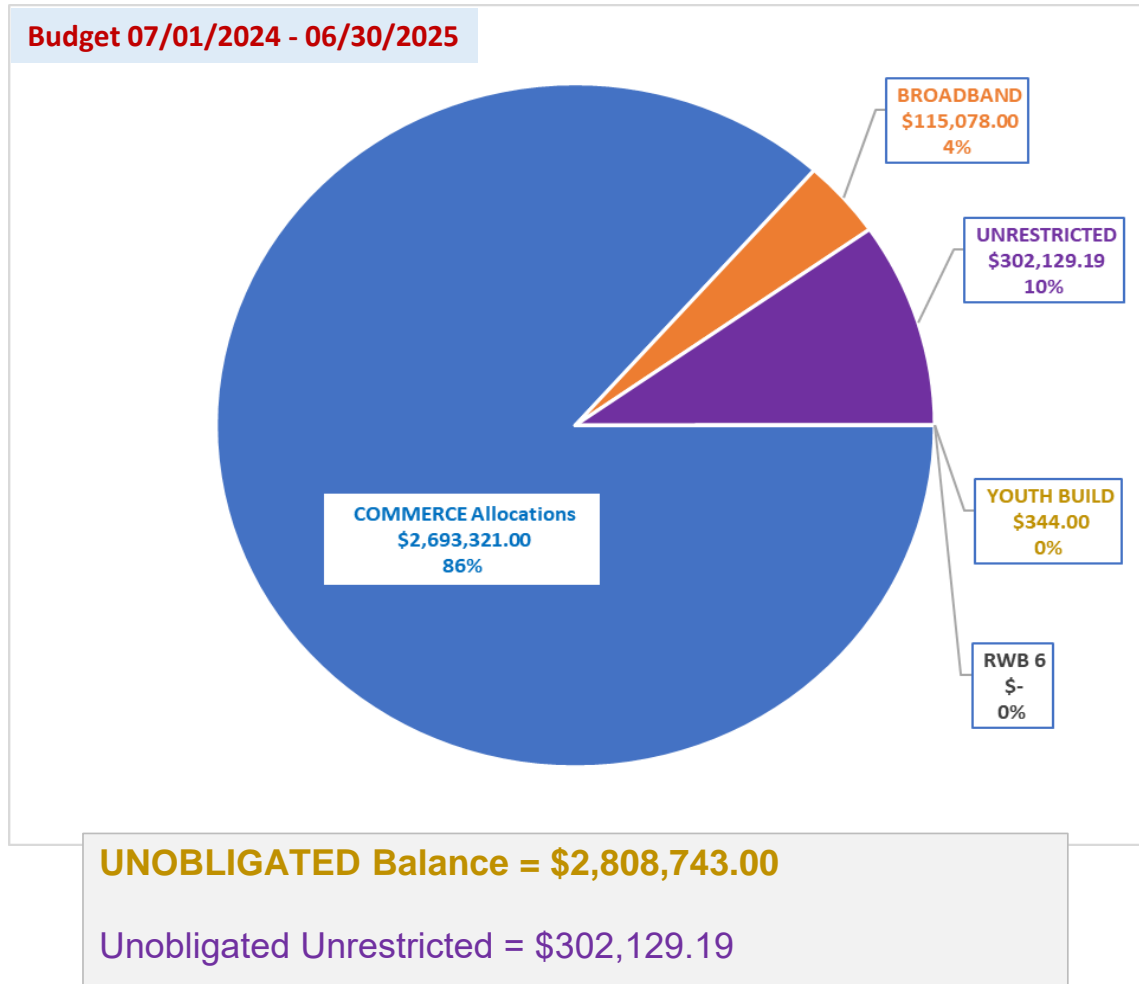


Budget Expenditures = \$12,353,395.81

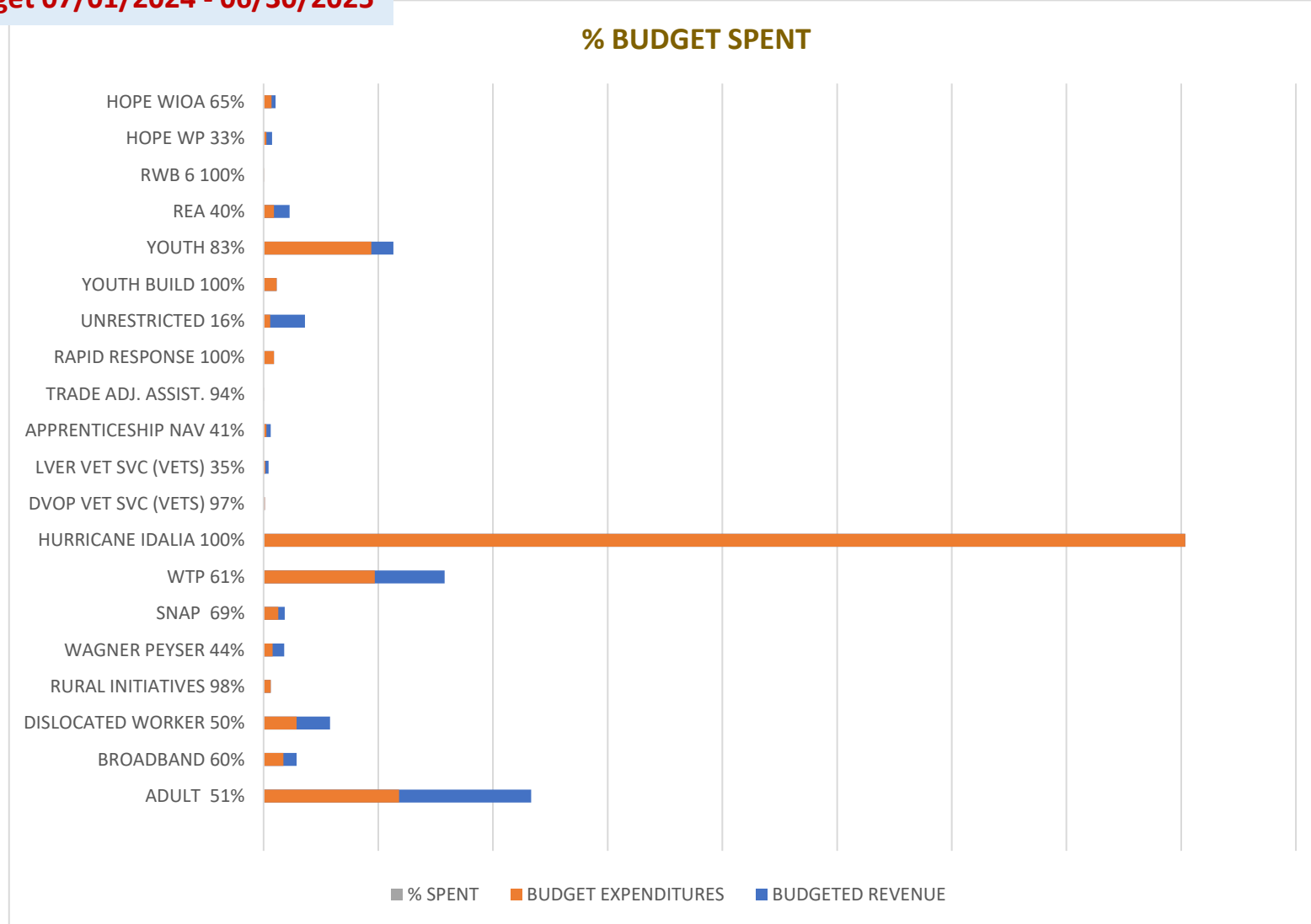
UNOBLIGATED BALANCE

\$2.81 M

COMMERCE ALLOCATIONS	
ADULT	\$1,151,702.00
YOUTH	\$194,363.00
DISLOCATED WORKER	\$291,304.00
WAGNER PEYSER	\$100,687.00
WTP	\$608,672.00
SNAP	\$57,603.00
VETS	\$29,148.00
REA	\$135,440.00
OTHER	\$124,402.00
TOTAL Commerce Allocations	\$2,693,321.00



Budget 07/01/2024 - 06/30/2025





RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

TOPIC/ISSUE:

Training Provider/Program Certification for PY 2024-2026

BACKGROUND:

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and DEO State policy guidance #90, all training providers on the Eligible Training Provider List (ETPL) are required to recertify their eligibility to provide training services as well as provide performance information for the programs they wish to have included on our Area Targeted Occupation List (ATOL). Most providers are due to recertify July 1, 2024.

POINTS OF CONSIDERATION:

Florida Commerce is in the process of instituting a statewide portal for providers to upload programs for consideration and approval. This portal will replace the current certification process. The portal is set to open for provider submission on July 1, 2024.

STAFF RECOMMENDATIONS:

Extend current ATOL and ETPL to allow providers time to certify under the statewide portal.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Nominating Committee, Wednesday, May 15, 2024

TOPIC/ISSUE:

Affirmation of Chair – Carl Flanagan
Program years: July 2024 – June 2025 and July 2025 – June 2026

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Darlene Goddard made a motion to affirm Carl Flanagan as Chair for the 2024-2025 and 2025-2026 program years. Kim Baxley seconded the motion. Motion Carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Nominating Committee, Wednesday, May 15, 2024

TOPIC/ISSUE:

Nomination of Vice Chair

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Darlene Goddard made a motion to nominate Arno Proctor for Vice-Chair for the 2024-2025 and 2025-2026 program years. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Nominating Committee, Wednesday, May 15, 2024

TOPIC/ISSUE:

Nomination of Treasurer

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Kim Baxley made a motion to nominate Fred Morgan as the Treasurer. Darlene Goddard seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
CEO Review Committee, Monday, May 13, 2024

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2024 – 2025

BACKGROUND:

CEO Salary History		
Year	Salary	Increase
2016 - 17	\$ 120,000.19	3%
2017 - 18	\$ 123,600.26	3%
2018 - 19	\$ 127,308.00	3%
2019 - 20	\$ 133,036.86	4.5 %
2020 - 21	\$ 137,027.97	3%
2021 - 22	\$ 137,027.97	0%
2022 - 23	\$ 137,027.97	0%
2023 - 24	\$ 137,027.97	0% (3.5% Retention Incentive)

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Carl Flanagan made a motion to table the approval of the contract until budget determinations have been made. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
CEO Review Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2024 – 2025

BACKGROUND:

CEO Salary History		
Year	Salary	Increase
2016 - 17	\$ 120,000.19	3%
2017 - 18	\$ 123,600.26	3%
2018 - 19	\$ 127,308.00	3%
2019 - 20	\$ 133,036.86	4.5 %
2020 - 21	\$ 137,027.97	3%
2021 - 22	\$ 137,027.97	0%
2022 - 23	\$ 137,027.97	0%
2023 - 24	\$ 137,027.97	0% (3.5% Retention Incentive)

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Carl Flanagan made motion to renew the CEO Contract for the 2024-2025 program year and approved the 5% increase that all staff will receive effective July 1, 2024. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 23, 2024

TOPIC/ISSUE:

Staff Increases

BACKGROUND:

Last program year staff were issued a one-time retention incentive in the amount of 3.5%. This incentive was paid out of unrestricted funds and was not an adjustment to hourly or salaried rates.

The last regular staff adjustment occurred in program year 2022-2023 at a rate of 3%.

Budget review for program year 2024-2025 allows for a regular adjustment to staff hourly/salary rates.

POINTS OF CONSIDERATION:

We would like to provide an increase adjustment to all non-contracted staff member's hourly and salary rates at 5% annually effective July 2024.

STAFF RECOMMENDATIONS:

Approve an increase for all non-contracted hourly and salaried staff at a rate of 5%.

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the increase for all non-contracted hourly and salaried staff at a rate of 5%. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 23, 2024

TOPIC/ISSUE:

Switch Ancillary benefits from Principal to FL Blue/USABLE Life.

BACKGROUND:

The annual ancillary insurance renewal with Principal is July 1, 2024. Renewal rates were received through Two-Twelve Benefits.

Our insurance broker Two-Twelve Benefits proactively quoted all lines of ancillary coverage with Florida Blue to take advantage of premium savings to reduce the overall increase to the healthcare plans. In doing so, reduced the total health care increase from 14.5% to 4.5%.

POINTS OF CONSIDERATION:

- Principal presented rates that average a 9% increase in comparison with PY23.
- Coverages are similar; some lines of coverage are lower some are higher.
- Moving the lines of coverage to FB and the impact of medical rates more than make up for the small increase in Ancillary lines of coverage.

STAFF RECOMMENDATIONS:

Our recommendation is that we switch our ancillary insurance benefits from Principal Insurance to Florida Blue/USABLE Life.

COMMITTEE ACTION:

Pete Beasley approved the transfer of ancillary benefits. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024 Executive Committee, Wednesday, May 23, 2024

TOPIC/ISSUE:

Annual benefits renewal.

BACKGROUND:

The annual health insurance renewal is July 1, 2024. Renewal rates were received through Two-Twelve Benefits.

Florida Blue presented rates that average a 4.5% increase in comparison with PY23. The base contribution toward each employee's benefits will be increased from \$590.70 to \$620.17. This is approximately 5% increase in the employer funded part.

All plan costs over the baseline employer contribution amount will be paid by the employee. The baseline contribution amount is variable based on the premium increases and has been calculated to keep plan costs/value fair across all plans.

POINTS OF CONSIDERATION:

- In an effort to save cost this year Two-Twelve offered to bundle our Ancillary plans with Florida Blue & Florida Combined Life / USABLE.
- Moving the lines of coverage to FB and the impact of medical rates more than make up for the small increase in Ancillary lines of coverage. The initial increase was a 14.5% average increase over total premium.
- We will keep the same five Florida Blue health plans from last year.

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed below for program year 24-25:

1. 128/129 HSA –The monthly company share of the premium will be \$620.17. This plan will be used as the baseline employer contribution amount for the remaining plans. This plan will be offered at \$0.00 cost to the employee.
2. Blue Options 5302 – a PPO plan with a monthly rate of \$603.72. This plan will be offered at \$0.00 cost to the employee.
3. Blue Care 3566 – an PPO plan. We recommend the company pay the baseline amount of \$620.17. Biweekly employee contribution will be \$46.57.
4. Blue Care 47 – an HMO plan. We recommend the company pay the baseline amount of \$620.17. Biweekly employee contribution will be \$74.77.
5. Blue Options 60 – a HMO plan. We recommend the company pay the baseline amount of \$620.17. Biweekly employee contribution will be \$110.61.

COMMITTEE ACTION:

Fred Morgan approved the healthcare plan renewal. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Dwyer Workforce Development Memorandum of Understanding (MOU)

BACKGROUND:

We have met with Dwyer Workforce Development to discuss how we can partner to better serve our Welfare Transition (WT) population.

POINTS OF CONSIDERATION:

Dwyer Workforce Development is offering to provide additional case management and supportive services to our WT customers. Dwyer staff will integrate into our 14th Street office and will work in tandem with our WT staff to provide full wrap-around services to promote further training and job skills development.

STAFF RECOMMENDATIONS:

Approve engagement with Dwyer Workforce Services through an executed MOU.

COMMITTEE ACTION:

Al Jones made a motion to approve the MOU with Dwyer Workforce Development. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Workforce Champion Nomination

BACKGROUND:

Our recognition program underwent several changes in 2022 due to responses received from the employee survey. One of those changes was for the Executive Committee/Board to make the final selection of our Workforce Champion that will be recognized during the 2024 Workforce Professional Summit in Orlando Florida September 9-11.

POINTS OF CONSIDERATION:

Our center managers have nominated two staff members and have recorded their nominations for the review by the Executive Committee.

STAFF RECOMMENDATIONS:

Executive Committee members are asked to make a selection from the two presentations provided.

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Subgrantee Agreement Compliance- Schedule of Operations

BACKGROUND:

The Subgrantee Agreement calls for certain approvals by the Board.

g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one- stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown

POINTS OF CONSIDERATION:

Requires the Board to set hours of operation and official dates of closure. Holiday schedule should be either federal, state or county schedule. Board can give prior approval to deviations to the schedule.

CLM has 11 holiday closures, the same number as the federal schedule, except that instead of Washington's Birthday and Columbus Day, CLM has the Friday after thanksgiving and Christmas Eve.

In addition, CLM offices/centers close four (4) times per year for staff training

For hours of operation, CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm.

STAFF RECOMMENDATIONS:

Adopt the Federal Holiday Schedule, with the following deviation: substitute the Friday after Thanksgiving and Christmas Eve for Washington's Birthday and Columbus Day.

Approve CEO designating up to four (4) staff training days per year, providing the Board and DEO at least two weeks advanced notice with the notice posted on each office and on the website and through social media.

Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm.

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Form 990 Return of Organization Exempt from Income Tax for program year 7/1/22-6/30/23.

BACKGROUND:

POINTS OF CONSIDERATION:

Form 990 was completed by our auditors Powell and Jones, CPAs after the financial statements were audited.

STAFF RECOMMENDATIONS:

Approve Form 990

COMMITTEE ACTION:

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

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Compensation Plan Review

BACKGROUND:

Our Human Resources Manager has conducted a review of our compensation plan. A comparison of positions was conducted against 20 other workforce boards in the state of Florida. The compensation table is attached showing current minimum and maximum pay ranges as well as proposed minimum and maximum ranges based on that research.

POINTS OF CONSIDERATION:

This review has resulted in the recommendation to increase the base pay rates for sixteen (16) positions and the maximum pay rates for four (4) positions.

There are four current staff that will be impacted by the increase of the minimum range rate. This will result in a total budget impact of \$10,868.00.

STAFF RECOMMENDATIONS:

Approve the new compensation plan scale effective July 1, 2024.

COMMITTEE ACTION:

Al Jones made a motion to approve the compensation plan review effective July 1, 2024. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Administrative Staff Assistant

BACKGROUND:

HB1507 and SB240 have placed an increased focus on working with our local school partners on work-based learning programs and youth-focused hiring events. Additionally, the move of administrative staff to the 14th St Career Center has placed a greater strain on the resources in the center and have added to the job duties of staff overseeing facilities. The changes outlined above have increased the workload for Program Development, Business Services, Facilities and Administrative staff.

We are seeking approval to hire one full time Administrative Staff Assistant who will assist with facilities, event, and administrative support to help offset the day-to-day workload of staff who are currently handling support functions as well as programmatic tasks. This role would help schedule and plan events, schedule any required maintenance, ensure supplies are stocked and assist the administrative team with any support tasks as needed.

The addition of this support position will allow staff in the above-mentioned departments to focus more on the mission-critical tasks associated with their roles. It will also allow more time and attention to be placed on developing internal leadership.

POINTS OF CONSIDERATION:

This would be a new position as there is not currently an admin assistant on staff. Addition of this position is contingent on sustained funding. The position will only be added once budgets are confirmed, and appropriate funding is available.

This position will be classified as Pay Grade 106 (\$34,500 - \$59,247)

STAFF RECOMMENDATIONS:

Approve the addition of an Administrative Support Assistant upon funding availability.

COMMITTEE ACTION:

Jeff Chang approved the addition of an Administrative Support Assistant. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION: