



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

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

MEMBERS PRESENT

Albert Jones
Andy Starling
Angela Juaristic
Arno Proctor
Ben Whitehouse
Carl Flanagan
Charles Harris
Darlene Goddard
Debra Stanley
Equilla Wheeler
Fred Morgan
Jeff Chang
John Hemken
Kathy Judkins
Kevin Cunningham
Kevin Sheilley
Kimberly Baxley
Larry White
Mark Paugh
Pat Reddish
Staci Bertrand
Steven Baham
Steven Weinstein
Theresa Flick

MEMBERS ABSENT

Brandon Whiteman
John Murphy
Jorge Martinez
Pete Beasley

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Laura Byrnes, CSCLM
Larry Trowbridge, CSCLM
Iris Pozo, CSCLM
Valerie Hancock, CSCLM
Cira Schnettler, CSCLM

Robert Stermer, Attorney
Tony Waterson, One Stop Operator
Kristen Barry, One Stop Operator
Jennifer Roach, Voc Rehab
Tameka Austin, Florida Commerce
Kaitlin Jensen, Florida Commerce
Kenny Williams, Florida Commerce
Yvette McCullough, Florida Commerce

CALL TO ORDER

The meeting was called to order by Carl Flanagan, Chair, at 11:32 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

APPROVAL OF MINUTES

Fred Morgan made a motion to approve the minutes from the September 4, 2024, meeting. Kathy Judkins seconded the motion. Motion carried.

WELCOME NEW MEMBERS

Carl Flanagan welcomed two new members. Steven Baham represents economic development from Citrus County. Steven Weinstein represents the private sector from Levy County.

PRESENTATION

Representatives from Florida Commerce reviewed current year funding allocations, financial expenditure requirements, performance accountability metrics, and programmatic and financial monitoring results. Overall performance was very good, and staff were commended for their diligent work in correcting issues.

DISCUSSION ITEMS

State Update and Other Updates

Rusty Skinner provided the following updates:

- Previous Chair: Brandon Whiteman was acknowledged as the previous chair and thanked for his dedication and leadership.
- Adrienne Johnston Visit: CLM management met with Adrienne Johnston on Monday. She is the president of CareerSource Florida. She will be visiting all regions with the purpose of learning more about local operations. The meeting was successful and included discussions on services that are provided to the community outside of the scope of traditional program services, and the impact of funding restrictions and waivers.
- Hurricane Response: Work continues in the areas affected by the recent hurricanes. Clammers have had to transition water related job duties to land based activities such as working in the hatcheries. We are also providing guidance to the southern regions that are working with agricultural related businesses impacted by the hurricanes.
- Rural Economic Development Summit: Management recently attended the Summit that was hosted at the World Equestrian Center. It was a great opportunity to learn about trends affecting rural communities.
- Organizational Documents: Rusty Skinner reviewed the three documents that will expire in June 2025. These documents are the Interlocal Agreement, the Agreement to Establish, and the MOU between the Board and the Consortium.

Workforce Issues that are Important to our Community

Carl Flanagan expressed appreciation to the staff collaborating with the clam farmers in Levy County to restore businesses impacted by the recent hurricanes and expressed the need for community awareness for the services that CLM provides. He encouraged board members to share social media posts.

Board Membership Status

Rusty Skinner shared that two new board members were appointed by the Consortium at their last meeting. A new representative from vocational rehab will be presented at the next Consortium meeting for approval. After that appointment there are three vacancies left: a Veterans representative, an education representative, and a private sector representative.

Darlene Goddard asked about board terms. Rusty Skinner explained that the terms are staggered so that all board members do not rotate off the board at the same time. By law board members can only serve up to eight years. At the end of the current term a board member may be reappointed for an additional term not to exceed eight years. After eight years the board member may come off of the board for one year and then will be eligible to be appointed back to the board.

ACTION ITEMS

CSNF Subrecipient Agreement

Kevin Sheilley made a motion to renew the subrecipient agreement with Region 6. Kathy Judkins seconded the motion. Motion carried.

CSNCFL Subrecipient Agreement

Mark Paugh made a motion to authorize engagement with Region 26 to execute a Sole Source contract for Broadband Grant activities. Charles Harris seconded the motion. Motion carried.

Van Bid

Rusty Skinner explained the process of bidding for a new van. Two dealerships provided proposals, but there are items that need to be clarified for the bids. Pat Reddish made a motion to give CLM management approval to move ahead with the vendor that provides the lowest bid after all items are clarified. Darlene Goddard seconded the motion. Motion carried.

CONSENT AGENDA

Business and Economic Development – 11/6/2024

No Action Items

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

Career Center – 11/7/2024

Youth ITN Release (listed under Exec)

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

Performance and Monitoring –11/12/2024

Sub-recipient Monitoring

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

Marketing and Outreach – 11/13/2024

Website RFP

Business Services Consultation

Committee Chair Al Jones provided a summary of the committee activities.

Education and Industry Consortium Meeting Minutes 11/14/2024

No Action Items

Attached are the minutes from the recent meeting.

Rusty Skinner provided a summary of the committee activities.

Executive Committee – 11/20/2024

Youth ITN Release

Regional Planning: Submission of Supporting Documentation

Carl Flanagan and Rusty Skinner provided a summary of the committee activities.

Kathy Judkins made a motion to approve all consent agenda items. Kevin Sheilley seconded the motion. Motion carried.

PUBLIC COMMENT

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

Fred Morgan asked about the progress of virtual training. Cory Weaver explained that we have contracted with a vendor for ten virtual reality headsets. The headsets were launched at the Marion County Youth Expo and were extremely popular with the students. Eckerd is looking to integrate the system into the YouthBuild program. Virtual training will also be introduced to middle schoolers and high schoolers. Fred Morgan expressed concern about the adequacy of the types of training that might be provided in a virtual setting versus actual hands-on training. Cory Weaver added that the training would be a companion to hands-on training, but mostly they will be used for career exploration.

Laura Byrnes introduced Kaley Phillips as the new Digital Marketing Manager. She presented the Sponsorship packet for the 2025 Heart of HR Conference. She also introduced Valerie Hancock as the 2025 CLM Workforce Champion.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:58 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, December 11, 2024

TOPIC/ISSUE:

Building Pathways to Infrastructure Jobs Grant – CareerSource North Florida
Subrecipient Agreement

BACKGROUND:

We have previously contracted with Workforce Region 6 for Sole Source assistance with our Broadband Grant. The contract must be renewed.

POINTS OF CONSIDERATION:

As the lead agency we will need to have execute subrecipient agreements to administer funding to the other participating workforce regions for their portion of the work contained in the grant's scope of work. The agreement will be for a four-year period October 31, 2028.

STAFF RECOMMENDATIONS:

Renew of the subrecipient agreement with Region 6.

COMMITTEE ACTION:

BOARD ACTION:

Kevin Sheilley made a motion to Renew of the subrecipient agreement with Region 6. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, December 11, 2024

TOPIC/ISSUE:

Building Pathways to Infrastructure Jobs Grant – CareerSource North Central Florida Subrecipient Agreement

BACKGROUND:

We have previously contracted with Workforce Region 7 as a Sole Source subrecipient for the Broadband Grant. Since that time Region 7 was merged with Region 9 to become Region 26.

POINTS OF CONSIDERATION:

As the lead agency we will need to execute subrecipient agreements to administer funding to the other participating workforce regions for their portion of the work contained in the grant's scope of work. CareerSource North Central Florida's budget will be in the amount of \$240,750. The agreement will be for a four-year period ending October 31, 2028.

STAFF RECOMMENDATIONS:

Authorize engaging with Region 26 to execute a Sole Source contract for Broadband Grant activities.

COMMITTEE ACTION:

BOARD ACTION:

Mark Paugh made a motion to authorize engagement with Region 26 to execute a Sole Source contract for Broadband Grant activities. Charles Harris seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, December 11, 2024

TOPIC/ISSUE:

Procurement of New Mobile Unit Van

BACKGROUND:

The Board approved the disposal of the large mobile unit, a 37-foot Winnebago, and moving forward with a more agile mobile service delivery approach using a van, trailer and generator.

Staff issued a Request for Bids (RFB) for a "Transit style" van. No bids were received, and the staff contacted the dealers who were issued RFBs. Many commented that they did not respond because the RFB was for only a single vehicle. Some commented that some feature requests made bidding prohibitive (features included 110V external plugs and similar items). Staff edited the original RFB, and it was reissued.

Two bids were received, one from Phillips Chrysler Dodge Jeep RTAM and one from Gary Yeomans Ford Ocala-Villages.

POINTS OF CONSIDERATION:

Phillips bid was for \$45,523.86
Yeoman's bid was for \$50,316.00

STAFF RECOMMENDATIONS:

Staff recommends accepting the Phillips bid of \$45,523.86.

COMMITTEE ACTION:

BOARD ACTION:

Pat Reddish made a motion to give CLM management approval to move ahead with the vendor that provides the lowest bid after all items are clarified. Darlene Goddard seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 11, 2024
Performance and Monitoring Committee. Tuesday, November 12, 2024**

TOPIC/ISSUE:

Subrecipient monitoring

BACKGROUND:

We are required to monitor subrecipients annually to ensure that they remain in compliance with contractual obligations. The attached monitoring report is for the program year 2023-2024.

POINTS OF CONSIDERATION:

Powell and Jones conducted a monitoring of Eckerd Connects that concluded on September 25, 2024. One issue was identified in Procedure 1. An adjustment to contract verbiage and the inclusion of the sub-recipient's Unique Entity Identifier (UEI). This issue will be corrected in the next sub-recipient agreement effective 7/01/2025 and is not an issue by the sub-recipient.

STAFF RECOMMENDATIONS:

Accept the audit report as presented.

COMMITTEE ACTION:

Theresa Flick made a motion to accept the monitoring report. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda of the board meeting. Kathy Judkins made a motion to approve all consent agenda items. Kevin Sheilley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 11, 2024
Marketing and Outreach Committee, Wednesday, November 13, 2024

TOPIC/ISSUE:

Release of Request for Proposals (RFP) for careersourceclm.com website.

BACKGROUND:

Our current website was launched in 2018. The platform it was created on has reached its end of life. It is no longer capable of required updates to keep it workable in our ever-changing environment.

POINTS OF CONSIDERATION:

An RFP will allow us to provide web development firms a list of the needed functions and quality of life features for our users to ensure the new site meets our specific needs and will provide flexibility in the future. RFP's are not based solely on proposed budgets by bid respondents and allows the committees and board flexibility to select a vendor that best suits our needs.

STAFF RECOMMENDATIONS:

Requesting approval for authority to release a Request for Proposals for the creation of a new careersourceclm.com website.

COMMITTEE ACTION:

Darlene Goddard made a motion to approve the release for the Request for Proposals for the creation of a new website. Kathy Judkins seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda of the board meeting. Kathy Judkins made a motion to approve all consent agenda items. Kevin Sheilley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 11, 2024
Marketing and Outreach Committee, Wednesday, November 13, 2024

TOPIC/ISSUE:

Release of Request for Proposals (RFP) for business services outreach.

BACKGROUND:

We have begun looking at our approach to marketing our local work-based learning programs – On the Job Training, Custom Business Training (employed workers) and Paid Internships and Paid Work Experience. We have identified a need to increase use of these programs in the business community. Increased use will help with better business relations and understanding of the many services we offer, performance, and investment in new, transitioning and existing members of the workforce in our region.

POINTS OF CONSIDERATION:

We would like to solicit proposals from subject matter experts in the field of business engagement to assist us in the final steps of revamping our outreach materials, communication tools and staff approach of outreach.

STAFF RECOMMENDATIONS:

Requesting approval for authority to release a Request for Proposals for business services outreach consultation services.

COMMITTEE ACTION:

Kathy Judkins made a motion to approve the release of Request for Proposal for business services outreach consultation services. Darlene Goddard seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda of the board meeting. Kathy Judkins made a motion to approve all consent agenda items. Kevin Sheilley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 11, 2024
Executive Committee, Wednesday, November 20, 2024
Career Center Committee, Thursday, November 7, 2024

TOPIC/ISSUE:

Release of the Invitation to Negotiate for the youth service provider contract.

BACKGROUND:

CareerSource Citrus Levy Marion currently contracts a service provider to provide youth WIOA services. The current contract with Eckerd Connects is set to expire on June 30th, 2025.

POINTS OF CONSIDERATION:

Procurement standards require that all service provider contracts are opened for bid at a minimum, every four years. The last contract for youth services was established in 2021 and has been renewed the maximum times allowable (three renewals for a total of four service years).

Staff is currently updating the ITN release. Due to the extensive requirements of an ITN release it is important that adequate time is provided to all interested organizations to provide a response. Additionally, staff needs adequate time to review all submissions in order to conduct a proper evaluation of all responses.

STAFF RECOMMENDATIONS:

Requesting approval for authority to release an ITN for Youth Services to solicit responses for program operation slated to begin July 1, 2025. The anticipated release date of the ITN will be December 12, 2024.

COMMITTEE ACTION:

Career Center – Pat Reddish made a motion to approve the release of the ITN for Youth Services. Jorge Martinez seconded the motion. Motion carried.

Executive Committee - Charles Harris made a motion to approve the release of the ITN for Youth Services. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda of the board meeting. Kathy Judkins made a motion to approve all consent agenda items. Kevin Sheilley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, December 11, 2024
Executive Committee, Thursday, November 20, 2024**

TOPIC/ISSUE:

Regional Planning Letter of Intent- Formal Submission

BACKGROUND:

The Board and Consortium approved an initial letter expression of intent to apply as a regional planning area (RPA). This request was approved by the CareerSource Florida Board. The attached is the formal request for RPA identification. The draft has been reviewed by the CEOs of each LWDA and will be submitted to their Boards in meetings this year. The formal RPA request is scheduled to be considered by the CareerSource Florida Board when it meets in February 2025.

The name proposed by the three CEO's is "Nature Coast Regional Planning Area."

POINTS OF CONSIDERATION:

Approval of the documents will allow us to develop a regional plan that brings increased services to our businesses and job seekers while capitalizing on coordination and cost sharing practices.

STAFF RECOMMENDATIONS:

Staff recommends approval

COMMITTEE ACTION:

Al Jones made a motion to approve the regional plan. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared as part of the consent agenda of the board meeting. Kathy Judkins made a motion to approve all consent agenda items. Kevin Sheilley seconded the motion. Motion carried.