



BOARD MEETING

**Wednesday, March 12, 2025 – 11:30 a.m.
College of Central Florida, Citrus Campus
3800 S Lecanto Hwy, Lecanto, FL 34461**

**Join Zoom Meeting: <https://us02web.zoom.us/j/81115911328>
Conference Line: 1 646 558 8656 Meeting ID: 811 1591 1328**

Call to Order		C. Flanagan
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		C. Flanagan
Approval of Minutes, December 11, 2024	Pages 3 - 14	C. Flanagan
Introduction of New Members		C. Flanagan

ACTION ITEMS

Powell and Jones Audit Report	Pages 15 - 57	C. Perla
Mid-Year Budget Updates	Pages 58 - 65	D. French
Youth Services Contract	Page 66	D. French
Website Development Agreement	Pages 67 - 72	D. French

APPROVAL OF CONTRACTS 2025-2026

<u>Master Contracts Requiring 2/3rds Vote</u>	Pages 73 - 74	C. Flanagan / R. Skinner
1. Citrus County Chamber of Commerce		
2. College of Central Florida		
3. Marion County School Board		

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

4. APEX Insurance Advisors
5. Citrus County BOCC
6. A & M Manufacturing
7. Lockheed Martin
8. Key Training Center

Contracts Not Requiring 2/3rds Vote

9. Nature Coast Business Development Council
10. Southern Indiana Works
11. Powell and Jones – Subrecipient Monitoring
12. CD Staffing
13. Region 6 Financial Services Agreement
14. Underwood and Sloan
15. Ocala Metro Chamber and Economic Partnership
16. Levy County Schools

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.



DISCUSSION ITEMS

State Update R. Skinner
 Workforce Issues that are Important to our Community R. Skinner

CONSENT AGENDA

Performance and Monitoring – 2/4/2025 Pages 75 – 77 J. Chang
 Performance Negotiations Response
 Eckerd Budget/Performance Mod

Business and Economic Development – 2/5/2025 Page 78 P. Beasley
 YouthBuild

Education and Industry Consortium – 2/6/2025 Pages 79 – 93 R. Skinner
 No Action Items

Marketing and Outreach – 2/12/2025 Page 94 C. Harris
 Website RFP

Career Center – 2/20/2025 Pages 85 – 97 A. Jones
 Eckerd Budget/Performance Mod
 Lecanto Lease

Executive Committee – 2/26/2025 Pages 98 - 99 C. Flanagan /
R. Skinner
 YouthBuild
 Joint Auditing RFP

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH

2024 – 2025 MEETING SCHEDULE							
Performance/ Monitoring	Business and Economic Development	Marketing / Outreach	Career Center	Education and Industry Consortium	Executive	Full Board	
Tuesday 9:00 am	Wednesday 9:00 am	Wednesday 9:00 am	Thursday 9:30 am	Thursday 9:00 am	Wednesday 9:30 am	Wednesday, 11:30 am	
8/13/2024	8/14/2024	8/21/2024	8/15/2024	8/29/2024	8/28/2024	9/4/2024	CF Levy
11/12/2024	11/6/2024	11/13/2024	11/7/2024	11/14/2024	11/20/2024	12/11/2024	CF Ocala
2/4/2025	2/5/2025	2/12/2025	2/20/2025	2/6/2024	2/26/2025	3/12/2025	CF Lecanto
5/6/2025	5/7/2025	5/14/2025	5/15/2025	5/8/2024	5/28/2025	6/4/2025	CF Ocala

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.



**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.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, March 12, 2025
Executive Committee, Wednesday, February 26, 2025**

TOPIC/ISSUE:

2024 Year End Finance Audit

BACKGROUND:

Powell and Jones concluded their financial audit for the year ending June 30, 2024. 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:

Fred Morgan approved the audit report. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:

**CITRUS, LEVY, MARION REGIONAL
WORKFORCE DEVELOPMENT BOARD, INC.**

**D/B/A CAREERSOURCE
CITRUS LEVY MARION**

**Financial Statements, Supplemental
Information and Independent
Auditors' Reports**

For the Fiscal Year Ended June 30, 2024

**CITRUS, LEVY, MARION REGIONAL
WORKFORCE DEVELOPMENT BOARD, INC.**

**D/B/A CAREERSOURCE
CITRUS LEVY MARION**

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Powell and Jones CPA

1359 S.W. Main Blvd.
Lake City, FL 32025
Phone 386.755.4200

INDEPENDENT AUDITOR'S REPORT

To the Organization of Directors

Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

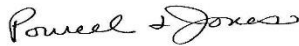
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Organization, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated January 23rd, 2025, on our consideration of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's., internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's., internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's., internal control over financial reporting and compliance.



Powell and Jones CPA
Lake City, Florida
January 23rd, 2025

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2024**

This discussion and analysis of the financial performance of Citrus, Levy, Marion Regional Workforce Development Board, Inc. (the "Organization") provides an overview of financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the financial statements which follow this section.

FINANCIAL HIGHLIGHTS

The following are various financial highlights:

- Overall net position increased by \$117,096
- Unrestricted net position at June 30, 2024, was \$444,211
- The Organization incurred total expenses for the year of about \$10,201,205, compared to revenues of approximately \$10,318,301

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Organization's basic financial statements. These basic statements consist of government-wide financial statements, fund financial statements and notes to the financial statements. The government-wide financial statements present an overall picture of the Organization's financial position and results of operations. The fund financial statements present financial information for the General Fund of the Organization. The notes to the financial statements provide additional information concerning the Organization's finances that are not disclosed in the government-wide or fund financial statements.

Government-Wide Financial Statements and Governmental Fund Financial Statements - All of the activities of the Organization are considered to be governmental activities. The Organization has no business-type activities, which are generally financed in whole or in part by fees charged to external parties for goods or services.

The *government-wide financial statements* provide both long-term and short-term information about the overall financial status of the Organization. These statements use a format similar to a private sector business and are presented on the accrual basis. They include a statement of net position and a statement of activities.

The first financial statement is the *Statement of Net Position*. This government-wide financial statement includes long-term information such as capital assets and long-term liabilities, if any. The amounts in this statement are accounted for using the accrual basis of accounting. Accrual accounting is similar to the accounting used by most private-sector companies. All of the current year revenues and expenses are recorded, regardless of when cash is received or paid. Net position, the difference between these assets and liabilities, is a useful way to measure the financial health of the Organization.

The second financial statement is the *Statement of Activities*. This statement includes all of the revenues and expenses of the Organization and reconciles beginning and ending net position.

- This government-wide financial statement includes all of the current year revenues and expenses, regardless of when cash is received or paid. The amounts in this statement are

accounted for using the accrual basis of accounting as discussed above. Over time, the increases or decreases in net position are useful indicators of whether the financial health of the Organization is improving or deteriorating. However, other non-financial factors, such as changes in population and in federal funding, must also be considered when assessing the overall health of the Organization.

The *governmental fund financial statements* provide information on the current assets and liabilities of the General Fund, changes in current financial resources (revenues and expenditures) and current available resources.

- The *General Fund Balance Sheet* focuses on events that produce near-term inflows and outflows of spendable resources as well as on the balances of spendable resources available at the end of the year. The amounts are accounted for using modified accrual accounting. Modified accrual accounting focuses on available cash and other financial assets that can readily be converted to cash. This provides a shorter-term view of the governmental fund's financial position.
- The *General Fund Statement of Revenues, Expenditures and Changes in Fund Balance* focuses on events that produce near-term inflows and outflows of spendable resources, as well as on the balances of spendable resources available at the end of the year. These amounts are accounted for using modified accrual accounting, as discussed above.

CONDENSED FINANCIAL INFORMATION

The following tables present condensed, government-wide current year and prior year data about net position and changes in net position:

Net Position	2024 Governmental Activities	2023 Governmental Activities
Assets:		
Non-capital assets	\$ 2,489,325	\$ 1,325,128
Depreciable capital assets, net	9,878	119,581
Total assets	<u>2,499,203</u>	<u>1,444,709</u>
Liabilities:		
Current liabilities	1,771,741	846,605
Non-current liabilities	273,366	589,447
Total liabilities	<u>2,045,107</u>	<u>1,436,052</u>
Net assets:		
Net investment in capital assets	9,882	119,581
Unrestricted	444,211	217,416
Total net position	<u>\$ 454,093</u>	<u>\$ 336,997</u>

Change in Net Position	2024 Governmental Activities	2023 Governmental Activities
General revenues:		
Governmental grants and contributions	\$ 10,230,385	\$ 6,523,886
Other revenues	87,916	108,465
Total revenues	<u>10,318,301</u>	<u>6,632,351</u>
Program expenses:		
Administration and general	739,316	695,175
Client services:		
Direct and contract provided	9,352,189	5,684,891
Depreciation and amortization	109,700	205,879
Total expenses	<u>10,201,205</u>	<u>6,585,945</u>
Change in net position	117,096	46,406
Beginning net position	336,997	290,591
Ending net position	<u>\$ 454,093</u>	<u>\$ 336,997</u>

OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS

Governmental Activities

The governmental activities generated program income of \$85,874, interest income of \$2,042 and grant and contractual revenue of \$10,230,385. The Organization incurred \$10,201,205 of program expenses. This resulted in an increase in net position of \$117,096.

General Fund

The fund balance of the General Fund has decreased by \$54,877, from \$830,339 to \$775,462. There is an assignment of fund balance for an accrued leave liability of \$321,614 and a non-spendable balance of \$89,034 for prepaid expenses and deposits. Unassigned fund balance was \$364,814.

BUDGETARY HIGHLIGHTS

General Fund. The original budget was based on funding projections and included all funds expected to be available. During the year the budget is amended as funding commitments are received. Finally, the final budget is adjusted for estimates of amounts to be carried forward to subsequent years. The budget for the 2024 fiscal year was increased by \$1,104,199. Actual expenditures exceeded budgeted by \$3,611,555. This was mainly due to the Hurricane Idalia expenses, that came near the end of the year.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The Organization had no significant capital asset activity for the fiscal year ended June 30, 2024. Please refer to a note to the accompanying financial statements entitled *Capital Assets and Depreciation* for more detailed information about the Organization's capital asset activity.

Debt Administration

The Organization's long-term debt includes an accrual for compensated absences and leases payable. In the 2024 fiscal year, the Organization implemented GASB Statement 87 Leases. The statement requires the recognition of a right to use rental properties and a corresponding lease liability. A summary of additions and deletions to long-term debt follows:

	Balance July, 2023	Additions	Deletions	Balance June 30, 2024
Compensated absences	\$ 347,907	\$ -	\$ (26,293)	\$ 321,614
Leases	265,017	-	(255,380)	9,637
	<u>\$ 612,924</u>	<u>\$ -</u>	<u>\$ (281,673)</u>	<u>\$ 331,251</u>

ECONOMIC FACTORS

The Organization currently is not aware of any conditions that are expected to have a significant effect on the Organization's financial position or results of operations.

CONTACTING FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the finances of the Organization and to show accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Susan Heller, Vice President of Finance, Citrus, Levy, Marion Regional Workforce Development Board, Inc., 2703 NE 14th St. Ocala, FL 34470.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF NET POSITION**

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Assets:	
Current	
Cash	\$ 575,872
Grants Receivable	1,821,717
Accounts and Contracts Receivable	2,701
Prepaid Expenses	82,048
Total Current	<u>2,482,338</u>
 Non-current	
Deposits	6,986
Depreciable Capital Assets, Net	1,738
Right to Use Leased Assets, Net	8,144
Total Non-current	<u>16,868</u>
Total Assets	<u><u>\$ 2,499,206</u></u>
 Liabilities:	
Current	
Accounts Payable and Accrued Expenses	\$ 840,338
Unearned Revenue	873,524
Accrued Compensated Absences, Current Portion	48,242
Lease Liability, Current Portion	9,637
Total Current Liabilities	<u>1,771,741</u>
 Non-current	
Accrued Compensated Absences, Net of Current	273,372
Total Non-current Liabilities	<u>273,372</u>
Total Liabilities	<u>2,045,113</u>
 Net Position:	
Net Investment in Capital Assets	9,882
Unrestricted	444,211
Total Net Position	<u><u>\$ 454,093</u></u>

See notes to financial statements.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF ACTIVITIES**

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Functions/Programs Governmental Activities:	Program Expenses		Program Revenue		Net (Expenses) Revenue and Changes in Net Position
	Direct	Indirect	Operating Grants and Contributions	Grants and Contributions	Governmental Activities
Economic Environment					
Jobs Training and Placement	\$ 9,476,964	\$ 724,241	\$ 10,230,385	\$ -	\$ 29,180
Total Governmental Activities	\$ 9,476,964	\$ 724,241	\$ 10,230,385	\$ -	29,180
				General Revenue:	
				Interest	2,042
				Other	85,874
				Total General Revenue	87,916
				Changes in Net Position	117,096
				Net Position, Beginning of Year	336,997
				Net Position, End of Year	\$ 454,093

See notes to financial statements.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
GOVERNMENTAL FUND
BALANCE SHEET**

JUNE 30, 2024

	<u>General Fund</u>
Assets:	
Cash	\$ 575,872
Grants Receivable	1,821,717
Accounts and Contracts Receivable	2,701
Prepaid Expenses	82,048
Deposits	6,986
Total Assets	\$ 2,489,324
 Liabilities:	
Accounts Payable and Accrued Expenses	840,338
Unearned Revenue	873,524
Total Liabilities	1,713,862
 Fund Balance:	
Non-spendable - Deposits and Prepaid Expenses	89,034
Assigned - Compensated Absences	321,614
Unassigned	364,814
Total Fund Balance	775,462
 Amounts reported for Governmental Activities in the Statement of Net Position are different because:	
Capital assets used in Governmental Activities are not financial resources and, therefore, are not reported in the funds.	9,882
 Non-current liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	(331,251)
Net position of Governmental Activities	\$ 454,093

See notes to financial statements.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

	General Fund
Revenues:	
Federal Grant Revenue	\$ 10,215,934
Other Grants and Contributions	14,451
Other Income	85,874
Interest Income	2,042
Total Revenues	10,318,301
Expenditures:	
Indirect:	
Administrative	
Personnel Services	448,873
Operating Expenses	83,692
	532,565
General:	
Personnel Services	137,191
Operating Expenses	69,560
	206,751
Client Services:	
Training:	
Operating Expenses	4,857,941
Operating:	
Personnel Services	1,043,637
Operating Expenses	711,759
	1,755,396
Program support:	
Personnel Services	1,818,508
Operating Expenses	933,132
	2,751,640
Debt service:	
Principal	255,380
Interest	13,505
	268,885
Total Expenditures	10,373,178
Total Change in Fund Balance	(54,877)
Fund Balance, July 1, 2023	830,339
Fund Balance, June 30, 2024	\$ 775,462

See notes to financial statements.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE OF THE GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES**

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Amounts reported for governmental activities are different because:

Net change in fund balance - governmental fund	\$ (54,877)
The governmental fund reports capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.	(109,700)
Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds. This amount represents the decrease in accrued compensated absences for the current period.	26,293
Principal payments on long-term leases are not expended in the statement of activities	255,380
Change in net position of governmental activities	<u>\$ 117,096</u>

See Notes to Financial Statements.

**CITRUS, LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO FINANCIAL STATEMENTS**

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity

Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion (the Organization) was incorporated as a nonprofit Organization on June 17, 1996; under the provisions of the Florida Not-For-Profit Organization Act set forth in Chapter 617, Florida Statutes. The Organization exists as a result of the passage of the Workforce Florida Act of 1996, as subsequently amended, and the Inter-local Agreement establishing the Citrus, Levy, Marion Workforce Development Consortium. The Organization has been determined to be a special district within the meaning of the Uniform Special District Accountability Act of the laws of the State of Florida. The Organization is a special-purpose government.

The purpose of the Organization is to fulfill those duties and responsibilities provided for by the Workforce Innovation and Opportunity Act, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Balanced Budget Act of 1997 and the Workforce Florida Act of 1996, as amended; consistent with the provisions of job training, job placement and benefit services to the citizens of Citrus, Levy and Marion Counties, Florida.

The governing Organization of the Organization is the Organization of Directors. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Organization (the primary government unit) and its component units. There were no entities that required inclusion as a component unit within the Organization's financial statements.

Basis of Presentation

The basic financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Organization (GASB).

Basis of Accounting and Measurement Focus

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenditures are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Organization considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

However, expenditures related to compensated absences are recorded only when payment is due.

The Organization uses the following fund type - the General Fund. This fund is the Organization's only operating fund. It is used to account for all revenues and expenditures applicable to the general operations of the Organization. The fund is charged with all costs of operations.

Budgets and Budgetary Process

The Organization of Directors adopts an annual operating budget, which can be amended by the Organization throughout the year. The budget is adopted using the same basis of accounting that is used to reflect actual revenues and expenditures.

Functional Allocation of Expenses

The costs of providing the various programs and other activities of the Organization have been summarized on a functional basis in the Statement of Activities. Certain costs are allocated to the various programs and supporting services of the Organization based on the Cost Allocation Plan submitted to and approved by the U.S. Department of Labor. Costs that are directly related to the Organization's specific purposes have been recorded as direct expense and included as program services. Costs which are directly shared have been allocated among programs and supporting services based upon personnel activity reports or another allocation base which reflects the proportionate share of the benefits received. Indirect costs are allocated to benefiting programs based upon an indirect cost rate approved by the U.S. Department of Labor.

Receivables

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. No portion of receivables has been estimated as uncollectible by the Organization. All receivables are considered fully collectible.

Fund Balance

Governmental funds report separate classifications of fund balance.

Non-Spendable. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted. The restricted fund balance is defined as having restrictions (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

Committed. Committed fund balance is defined as amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Organization's Organization of Directors.

Assigned. Assigned fund balance is defined as amounts that are constrained by the Organization's Organization of Directors' intent to be used for specific purposes, but are

neither restricted nor committed. The Organization has given the authority to assign fund balance to the Executive Director. Assigned fund balance includes spendable fund balance amounts established by the Executive Director that are intended to be used for specific purposes that are neither considered restricted or committed. Assignment of fund balance may be (a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or (b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues. Assigned fund balance shall reflect management's intended use of resources as set forth each year by the Executive Director. Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

Unassigned. Unassigned fund balance is the residual classification for the general fund.

It is the policy of the Organization that they will use restricted resources to the extent that they are available, then committed resources, followed by assigned resources. Once these are consumed, the Organization will then use unassigned resources. The Organization does not have a formal policy requiring a minimum fund balance.

Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during that reported period. Actual results could differ from those estimates.

Property and Equipment

Property and equipment acquired are recorded as expenditures in governmental funds and are stated at cost in the government-wide statements. Property and equipment are defined by the Organization as assets with an initial, individual cost of \$5,000 or more and an estimated useful life of more than one year. Depreciation has been recorded using the straight-line method over estimated useful lives of 3 to 20 years as follows:

<u>Assets</u>	<u>Years</u>
Office Equipment	7
Miscellaneous Equipment	20
Data Processing Equipment	3 - 15

Pension Plan

The provision for pension cost is recorded on an annual basis. The Organization's policy is to fund pension costs as they accrue. See Note 5.

Cash

The Organization pools cash resources of its various programs to facilitate the management of cash. Cash applicable to a particular program is readily identifiable. The balance in the pooled cash accounts is held at a bank that is a member of the State of Florida pool for

pledging securities against fund deposits and is available to meet current operating requirements. As a result, the Organization has no need for a policy regarding deposit custodial credit risk.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid assets are reported as “non-spendable” in the fund financial statements to indicate that prepaid amounts do not represent available expendable resources.

Vacation, Sick Leave, and Other Compensated Absences

The Organization's employees are entitled to certain compensated absences based on length of employment and other factors. With minor exceptions, compensated absences either vest or accumulate and are accrued when they are earned. Compensated absences are accrued at June 30, 2024, in the amount of \$321,610. See Note 4.

Post Employment Healthcare Benefits

The Organization does not provide post employment healthcare benefits except those mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The requirements established by COBRA are fully funded by employees who elect coverage under the Act, and no direct costs are incurred by the Organization.

Fair Value of Financial Instruments

The following methods and assumptions were used to estimate fair value of each class of financial instruments for which it is feasible to estimate that value:

Cash, Accounts Receivable and Accounts payable – Carrying amount approximates fair value due to the short maturity of these financial instruments.

NOTE 2. GOVERNMENT-WIDE VS. FUND FINANCIAL STATEMENTS

Governmental Fund Balance Sheet to Statement of Net Position - Amounts reported for Governmental activities in the Statement of Net Assets are different because:

Capital assets - Capital assets used in governmental activities are not reported in the governmental funds.

Cost of capital assets	\$	408,236
Accumulated depreciation		(406,498)
Right to use leased property		1,965,431
Accumulated amortization		(1,957,287)
	\$	<u>9,882</u>

Long-term liabilities - Long-term liabilities are not reported in the governmental funds.

Compensated absences	<u>321,614</u>
Leases payable	<u>\$ 9,637</u>

Governmental Fund Revenues, Expenditures and Changes in Fund Balance to Statement of Activities - Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is depreciated over their estimated useful lives.

Current year depreciation expense	<u>\$ (1,061)</u>
Current year amortization of right to use leased property	<u>\$ (108,639)</u>

An increase in compensated absences liability decreases net position, but has no effect on fund balance. A decrease in the lease liability decreases fund balance but has no effect on effect on net position.

Current year net decrease in compensated absences	<u>\$ 26,293</u>
Current year decrease in the lease liability	<u>\$ 255,380</u>

NOTE 3. CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for the year ended June 30, 2024, was as follows:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024
Depreciable capital assets				
Office equipment	\$ -	\$ -	\$ -	\$ -
Miscellaneous equipment	300,672	-	-	300,672
Data processing equipment	107,563	-	-	107,563
Total depreciable capital assets	<u>408,235</u>	<u>-</u>	<u>-</u>	<u>408,235</u>
Accumulated depreciation:				
Office equipment	-	-	-	-
Miscellaneous equipment	298,589	345	-	298,934
Data processing equipment	106,847	716	-	107,563
Total accumulated depreciation	<u>405,436</u>	<u>1,061</u>	<u>-</u>	<u>406,497</u>
Total depreciable capital assets, net	<u>2,799</u>	<u>(1,061)</u>	<u>-</u>	<u>1,738</u>
Right-to-use lease assets				
Buildings	1,965,431	-	-	1,965,431
Total right-to-use lease assets	<u>1,965,431</u>	<u>-</u>	<u>-</u>	<u>1,965,431</u>
Accumulated amortization				
Buildings	1,848,648	108,639	-	1,957,287
Total accumulated lease amortization	<u>1,848,648</u>	<u>108,639</u>	<u>-</u>	<u>1,957,287</u>
Total right-to-use lease assets, net	<u>116,783</u>	<u>(108,639)</u>	<u>-</u>	<u>8,144</u>
Total capital assets, net	<u>\$ 119,582</u>	<u>\$ (109,700)</u>	<u>\$ -</u>	<u>\$ 9,882</u>

NOTE 4. NON-CURRENT LIABILITIES

Non-current liabilities consist of compensated absences and leases liabilities as follows:

	Balance July, 2023	Additions	Deletions	Balance June 30, 2024
Compensated absences	\$ 347,907	\$ -	\$ (26,293)	\$ 321,614
Leases	265,017	-	(255,380)	9,637
	<u>\$ 612,924</u>	<u>\$ -</u>	<u>\$ (281,673)</u>	<u>\$ 331,251</u>

NOTE 5. PENSION PLAN

The Organization authorized the establishment of a defined contribution benefit plan as governed by Section 403(b) of the Internal Revenue Code. All employees 18 years or older are eligible to participate. Employees may contribute to the plan by entering into a salary reduction agreement with the Organization. The Organization shall determine on an annual basis, at its sole discretion, the amount of employer contributions to be made to the plan for each plan year. Employee participants shall at all times have a fully vested and non-forfeitable interest in their account. The plan is administered by the Variable Annuity Life Insurance Company (Valic). The following is a schedule of contributions to the plan for the last three years.

Year Ended June 30	Organization Contributed
2020	\$ 189,400
2021	187,016
2022	173,845
2023	172,745
2024	153,950

NOTE 6. LEASES PAYABLE

The Organization leases its home and field offices under operating leases with remaining terms of one to five years at various monthly rates. The option to extend beyond five years has been included in a number of these lease agreements. The Organization is responsible for insuring this personal property located in these offices.

In compliance with SGAS No. 87, *Leases*, the Organization carries both a lease asset and lease liability on its government-wide statement of net position. The lease asset is amortized on a straight-line monthly basis over the life of the lease. Amortization expense for the year ending June 30, 2024 was \$108,639.

A schedule of the present value of the leases, interest rates and terms follows:

	Lease Term	Initial lease Liability	Monthly Payment at June 30, 2024	Interest
Chiefland Location	84 months	\$ 228,039	\$ 3,231	3.25%

The lease liability is amortized through the monthly lease payments made by the Organization. A portion of each payment is expensed as interest. The remaining amount of each payment goes to reduce the principal balance of the lease liability. The schedule below shows the annual interest expense and lease principal payments to maturity as of June 30, 2024:

Fiscal Year Ended	Interest	Principal	Total
2025	\$ -	\$ 9,637	\$ 9,637

NOTE 7. SERA RECONCILIATION

Reconciliations of the Organization's financial records to the expenditures reported in the Subrecipient Enterprise Resource Application (SERA) are required to be completed monthly by the Organization for all awards from the Department of Economic Opportunity (DEO). These reconciliations were completed as required, and the Organization's financial records are reconciled with the reported expenditures in SERA for the year ended June 30, 2024.

NOTE 8. COMMITMENTS, CONTINGENCIES, AND CLAIMS

The Organization receives substantially all of its support through federal and state funding. A significant reduction in the level of this support, if this were to occur, would have an effect on the Organization's programs and activities.

Grants require the fulfillment of certain conditions set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of the funds to grantors. Although this is a possibility, the Organization and Management deems the contingency remote.

NOTE 9. RISK MANAGEMENT

The Organization is exposed to various risks of loss, including general liability, personal injury, workers compensation, and errors and omissions. To manage its risks, the Organization has purchased commercial insurance. Settled claims resulting from these risks have not materially exceeded commercial coverage in the current and previous three years.

NOTE 10. FAIR VALUE MEASUREMENTS

At June 30, 2024, the Organization had no assets or liabilities subject to disclosure of fair value measurements as to valuation levels hierarchy per Financial Accounting Standards Organization Statement No. 157.

NOTE 11. RELATED PARTY BALANCES AND TRANSACTIONS

The Organization has entered into contractual agreements with local colleges and community organizations, several of which have delegates on the Organization of Directors, to carry out its

training programs. All of the contracts were approved by the Organization of Directors in accordance with procedures established by the Florida Department of Economic Opportunity. These procedures require a two-thirds majority vote of the Organization of Directors in favor with the related party abstaining from the vote. Utilization of these training vendors is the decision of the individual participant. Payments made for these services were as follows for the year ended June 30, 2024:

<u>Description</u>	<u>Amount Paid</u>
Outreach	\$ 33,618
Meetings	4,636
Supplies	102
Training	90,959
Rent	167,649
	<u>\$ 296,964</u>

NOTE 12. INCOME TAXES

The Organization has been granted an exemption from income taxes under Internal Revenue Code, Section 501(c)(3) as a nonprofit corporation. As required by Internal Revenue Service regulations, the Organization annually files a Form 990, "Return of Organization Exempt from Income Tax" with the Internal Revenue Service. The returns for 2024, 2023 and 2022 are subject to review and adjustment by the Internal Revenue Service. Management has evaluated the effect of the guidance provided by U.S. Generally Accepted Accounting Principles on Accounting for Uncertainty in Income Taxes. Management believes that the Organization continues to satisfy the requirements of a tax-exempt organization at June 30, 2024. Management has evaluated all other tax positions that could have a significant effect on the financial statements and determined the Organization had no uncertain income tax positions.

NOTE 13. SUBSEQUENT EVENTS

The Organization has evaluated events and transactions for potential recognition of disclosure in the financial statements through January 23rd, 2025, the date that the audit report was available to be issued.

Note 14. Upcoming Accounting Pronouncements

SGAS No. 104 Disclosure of Certain Capital Assets

This Statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures. Initial adoption is required by the fiscal year ended September 30, 2026, but early adoption is encouraged. Management believes this statement will have a nominal impact on the financial statements and other significant matters.

SGAS No. 103 Financial Reporting Model Improvements

This Statement requires:

- Information presented in MD&A be limited to certain topics and presented in a new format.

- Inflows and outflows related to each unusual or infrequent items to be reported separately as the last resource flow.
- Proprietary nonoperating revenues and expenses be classified according to new definitions and that a separate subtotal be presented for noncapital subsidies.
- Each major component unit to be presented in a separate column on the statement of net position and statement of activities, or a combining statement be presented.
- Budgetary comparison information be presented as RSI and that variances between original and final budgets be presented as well as an explanation of significant variances in the notes.

This standard is required to be adopted for the fiscal year ended September 30, 2026, but early adoption is encouraged. Management believes this statement will have a nominal impact on the financial statements and other significant matters.

SGAS No. 102 Certain Risk Disclosures

This Statement requires that risks of substantial impact that are likely to occur due to concentrations and constraints be reported in the notes with certain additional information. This standard is required to be adopted for the fiscal year ended September 30, 2026, but early adoption is encouraged. Management believes this statement will have a nominal impact on the financial statements and other significant matters.

SGAS No. 101 Compensated Absences

In June 2022, the Governmental Accounting Standards Board issued SGAS No. 101, Compensated Absences. Under SGAS No. 101, compensated absences must be recognized for leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means. Unused leave includes leave for services already rendered, leave that accumulates, and leave that more likely than not will be used for time off or paid to the employee at some point in the future. Additionally, governments are now able to report year-over-year increases and decreases in compensated absences net of each other and disclose them in one lump sum in the notes to the financial statements. This standard is required to be adopted for the fiscal year ended September 30, 2025, but early adoption is encouraged. Management is evaluating the impact that this statement will have on the financial statements and other significant matters.

REQUIRED SUPPLEMENTARY INFORMATION

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
GENERAL FUND**

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
Revenues				
Grants and Contributions	\$ 5,313,656	\$ 6,022,486	\$ 10,230,385	\$ 4,207,899
Other Income	1,596,597	2,630,390	85,874	(2,544,516)
Interest Income	-	-	2,042	2,042
Total Revenues	<u>6,910,253</u>	<u>8,652,876</u>	<u>10,318,301</u>	<u>1,665,425</u>
Expenditures				
Indirect:				
Administrative	481,913	452,445	532,565	(80,120)
General	188,469	190,978	206,751	(15,773)
Client Services:				
Training	670,249	897,654	4,857,941	(3,960,287)
Operating	2,019,598	2,430,106	1,755,395	674,711
Program Support	2,762,970	2,790,440	2,751,640	38,800
Debt Service				
Principal	-	-	255,378	(255,378)
Interest	-	-	13,508	(13,508)
Total Expenditures	<u>6,123,199</u>	<u>6,761,623</u>	<u>10,373,178</u>	<u>(3,611,555)</u>
Excess of Revenues over Expenditures	787,054	1,891,253	(54,877)	(1,946,130)
Fund Balance, July 1, 2023	830,339	830,339	830,339	-
Fund Balance, June 30, 2024	<u>\$ 1,617,393</u>	<u>\$ 2,721,592</u>	<u>\$ 775,462</u>	<u>\$ (1,946,130)</u>

See notes to Required Supplementary Information.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

For the Fiscal Year Ended June 30, 2024

A. Budgetary Information:

An annual budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America for the general fund. All annual appropriations lapse at fiscal year end.

The Organization generally follows these procedures in establishing the budgetary data for the general fund as reflected in the financial statements:

1. Prior to June 30, the Executive Director submits to the Organization of Directors a proposed operating budget for the fiscal year commencing the following July. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted following preliminary examination and revision of the proposed operating budget by the Organization.
3. After public hearings and necessary revisions have been completed, the budget is approved.
4. The legal level of budgetary control is the fund level.
5. Formal budgetary integration is employed as a management control device during the year for the General Fund.
6. The budget for the General Fund is adopted on a basis consistent with accounting principles generally accepted in the United States of America.

B. Excess of Appropriations Over Expenditures

Appropriations were greater than expenditures in the General Fund.

SINGLE AUDIT SECTION

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

For the Year Ended June 30, 2024

<u>Federal Grantor/Program Title</u>	<u>Contract Number</u>	<u>Federal Assistance Listing Number</u>	<u>Major Programs</u>	<u>Federal Expenditures</u>	<u>Passed through to Subrecipients</u>
<u>U.S. Department of Agriculture</u>					
Passed through the Florida Department of Economic Opportunity					
Supplemental Nutrition Assistance Program	FSH24	10.561		\$ 139,849	\$ 934
Total U.S. Department of Agriculture				<u>139,849</u>	<u>934</u>
<u>U.S. Department of Labor:</u>					
Creating Connections Broadband Infrastructure	23A60HG000031-01-00	17.268		146,212	-
WIOA - Rapid Response Hurricane Idalia	WNI24	17.277	*	5,830,170	37,545
Youthbuild	YB-34257-19-60-A-12	17.274		349,662	315,841
Passed through the Florida Department of Economic Opportunity					
Workforce Innovation and Opportunity Act (WIOA) Cluster:					
WIOA Adult	WIA24	17.258		951,248	25,505
WIOA SFY 23-24 WIOA Rural Initiatives	WRS22	17.258		10,843	72
				<u>962,091</u>	<u>25,577</u>
WIOA SFY 23-24 WIOA Rural Initiatives	WRS22	17.259		10,843	72
WIOA Youth	WIY24	17.259		1,134,751	501,063
				<u>1,145,594</u>	<u>501,135</u>
WIOA SFY 23-24 WIOA Rural Initiatives	WRS22	17.278		12,199	81
WIOA Dislocated Worker	WID23	17.278		323,553	22,101
WIOA - Rapid Response	WIR24	17.278		44,673	298
				<u>380,425</u>	<u>22,480</u>
Total WIA Cluster				<u>2,488,110</u>	<u>549,192</u>
Employment Services Cluster:					
Wagner Peyser	WPA24	17.207		136,712	991
Recovery Navigator Project 2021	WPB22	17.207		33,670	-
Re-entry Navigator	WPB22	17.207		9,809	-
Apprenticeship Navigator	WPB24	17.207		23,848	-
				<u>204,039</u>	<u>991</u>
Disabled Veterans Outreach Program	DVP24	17.801		25,499	173
Local Veterans Program	LVR24	17.801		20,086	136
				<u>45,585</u>	<u>309</u>
Total Employment Services Cluster				<u>249,624</u>	<u>1,300</u>
Unemployment Compensation:					
Reemployment and Eligibility Assessments	UCR22	17.225		86,678	-
Trade Adjustment Assistance:					
Trade Adjustment Assistance - Training	TAC22	17.245		1,365	-
Total U.S. Department of Labor				<u>9,151,821</u>	<u>903,878</u>
<u>U.S. Department of Health and Human Services</u>					
Passed through the Florida Department of Economic Opportunity					
Welfare Transition Program October -June	WTS24	93.558		924,264	6,208
Total U.S. Department of Health and Human Services				<u>924,264</u>	<u>6,208</u>
Total Federal Expenditures				<u>\$ 10,215,934</u>	<u>\$ 911,020</u>

See notes to Schedule of Expenditures of Federal Awards.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

For the Year Ended June 30, 2024

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies and presentation of the Single Audit Report of the Citrus, Levy, Marion Regional Workforce Development Board, Inc. have been designed to conform to generally accepted accounting principles as applicable to governmental units, including the reporting and compliance requirements described in the OMB Compliance Supplement, Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Reporting Entity

The reporting entity consists of Citrus, Levy, Marion Regional Workforce Development Board, Inc., the primary government. Management has determined that there are no component units.

A. Basis of Accounting

The Schedule of Expenditures of Federal Awards and State Financial Assistance is presented on the accrual basis of accounting. Expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowed or are limited to reimbursement.

NOTE 2. INDIRECT COST RATE

Citrus, Levy, Marion Workforce Development Board, Inc. did not elect to use the 10 percent de minimis indirect cost rate.

NOTE 3. SUBRECIPIENT AND ONE STOP OPERATOR

The Organization provided federal awards to subrecipients and the One-Stop Provider as follows during the year ended June 30, 2024:

Program	Federal Assistance Listing Number	Subrecipient	One Stop Operator
Disabled Veterans Outreach Program	17.801	\$ -	\$ 173
Local Veterans Employment Representative	17.801	-	136
Supplemental Nutrition Assistance Program	10.561	-	934
WIOA Youth	17.259	490,810	10,253
WIOA Adult	17.258	19,153	6,352
WIOA Dislocated Worker	17.278	19,922	2,179
WIOA - Rapid Response	17.278	-	298
WIOA SFY 21-22 WIOA Rural Initiatives	17.258	-	72
WIOA SFY 21-22 WIOA Rural Initiatives	17.278	-	81
WIOA SFY 21-22 WIOA Rural Initiatives	17.259	-	72
WIOA - Rapid Response Hurricane Idalia	17.278	-	37,545
Wagner Peyser	17.207	-	991
Welfare Transition	93.558	-	6,208
Youthbuild	17.274	315,841	-
		<u>\$ 845,726</u>	<u>\$ 65,294</u>

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

For the Year Ended June 30, 2024

NOTE 4. ALLOCATION OF WIOA FUNDING

Funds received from DEO grants under Contract number WIS22 were allocated to the following Federal ALN's:

	<u>Federal Assistance Listing Number</u>	<u>WIS22</u>
WIOA Adult	17.258	\$ 10,843
WIOA Youth	17.259	10,843
WIOA Dislocated Worker	17.278	12,199
		<u>\$ 33,885</u>

NOTE 5. YOUTHBUILD MATCHING REQUIREMENT

For the year ended June 30, 2024, the Organization had \$29,252 in matching expenditures for the Youthbuild program. These matching expenditures plus the regular non-matching expenditures of \$320,140 brought the total expenditures of the program to \$349,662



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Organization of Directors
Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a
CareerSource Citrus Levy Marion

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's major federal programs for the year ended June 30, 2024. Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Florida Department of Economic Opportunity's (DEO) Audit and Audit Resolution Responsibilities (AWI FG 05-019) issued August 12, 2005. Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a

CareerSource Citrus Levy Marion's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, the Uniform Guidance and DEO Audit and Audit Resolution Responsibilities, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance with the requirements of each major federal program as a whole. In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance, we:

Exercise professional judgment and maintain professional skepticism throughout the audit. Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

Obtain an understanding of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and DEO Audit and Audit Resolution Responsibilities, but not for the purpose of expressing an opinion on the effectiveness of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

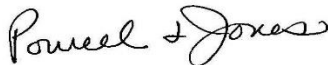
Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Powell and Jones CPA
Lake City, Florida
January 23rd, 2025

OTHER REPORTS AND LETTERS



Powell and Jones CPA

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Organization of Directors
Citrus, Levy, Marion Regional Workforce Development Board, Inc.
Ocala, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of Citrus, Levy, Marion Regional Workforce Development Board, Inc. (the Organization) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements, and have issued our report thereon dated January 23rd, 2025.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

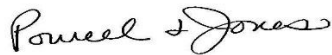
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with

certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Powell and Jones CPA
Lake City, Florida
January 23rd, 2025



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MANAGEMENT LETTER

Organization of Directors
Citrus, Levy, Marion Regional Workforce Development Board, Inc.
Ocala, Florida

We have audited the financial statements of Citrus, Levy, Marion Regional Workforce Development Board, Inc. (the Organization) as of and for the fiscal year ended June 30, 2023, and have issued our report thereon dated February 15th, 2024.

We have issued our Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards dated October 2, 2023. Disclosures in that report should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and Government Auditing Standards issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida and require that the following be addressed in this letter:

PRIOR YEAR FINDINGS

The Rules of the Auditor General require that we comment as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding audit. If the audit findings in the preceding audit report are uncorrected, we are required to identify those findings that were also included in the second preceding audit report.

There were no findings in the prior year audit report.

FINANCIAL COMPLIANCE MATTERS

Financial Emergency Status – We determined that the Organization had not met any of the conditions described in Section 218.503(1), Florida Statutes, that might result in a financial emergency.

Financial Condition Assessment Procedures – As required by the Rules of the Auditor General, (Sections 10.554(1)(i)5.a and 10.556(8)), we applied financial condition assessment procedures to the Organization's financial statements. It is management's responsibility to monitor the entity's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information they provided.

We noted no deteriorating financial conditions as defined by Rule 10.544(2)(f).

Our audit did not disclose any further items that would be required to be reported under the *Rules of the Auditor General, Chapter 10.550*.

Special District Specific Information – As required by Section 218.39(3)(c), Florida Statutes and Section 10.554(1)(i)6, Rules of the Auditor General, the Organization, reported the following data:

- a. The total number of Organization employees compensated
- b. The total number of independent contractors to whom non-employee compensation was paid in the last month of the Organization's fiscal year: 13.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$3,448,209.
- d. All compensation earned by or awarded to non-employee independent contractors, whether paid or accrued, regardless of contingency: \$116,438.
- e. Each construction project with a total cost of at least \$65,000 approved by the Organization that is scheduled to begin on or after July 1 of the fiscal year being reported, together with the total expenditures for such projects as: None.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the Organization amends a final adopted budget under Section 189.016(6), Florida Statutes, as follows: The Organization's original budget totaled \$6,123,199 and was amended by the total amount of \$638,424, for final budgeted expenditures of \$6,761,623.

This information was not subjected to audit procedures and we express no opinion on it.

This management letter is intended solely for the information and use of the members of the Organization of Directors, management and the State of Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of the audit. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.



Powell and Jones CPA
Lake City, Florida
January 23rd, 2025



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Communication with Those Charged with Governance

January 23rd, 2025

To the Organization of Directors

Citrus, Levy, Marion Regional Workforce Development Board, Inc.

We have audited the financial statements of Citrus, Levy, Marion Regional Workforce Development Board, Inc. for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Citrus, Levy, Marion Regional Workforce Development Board, Inc. are described Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2024. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no sensitive estimates affecting Citrus, Levy, Marion Regional Workforce Development Board, Inc.'s financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no sensitive disclosures affecting the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 23rd, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

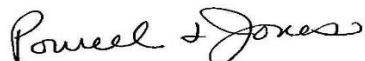
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Audit Committee, Organization of Directors and management of Citrus, Levy, Marion Regional Workforce Development Board, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Powell and Jones CPA
Lake City, Florida
January 23rd, 2025

CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.

**SCHEDULE OF FINDINGS
For the Fiscal Year Ended June 30, 2024**

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting	
● Material weakness(es) identified?	No
● Significant deficiencies identified not considered to be material weaknesses?	No
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
● Material weakness(es) identified?	No
● Significant deficiencies identified not considered to be material weaknesses?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2CFR 200.516(a)	No

Identification of major programs:

<u>Assistance Listing Number</u>	<u>Name of Program or Cluster</u>
17.277	WIOA - Rapid Response Hurricane Idalia
Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as low-risk auditee?	Yes

(Continued)

CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF FINDINGS
For the Fiscal Year Ended June 30, 2024
(Concluded)

SECTION II - FINANCIAL STATEMENT FINDINGS

None

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

SECTION IV - SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

None

SECTION V - OTHER

None



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, March 12, 2025
Executive Committee, Wednesday, February 26, 2025**

TOPIC/ISSUE:

Budget and Expenditure summary for period 7/1/2024 – 2/2/2025

BACKGROUND:

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:

Fred Morgan made a motion to accept the mid-year budget. Arno Proctor seconded the motion. Motion carried.

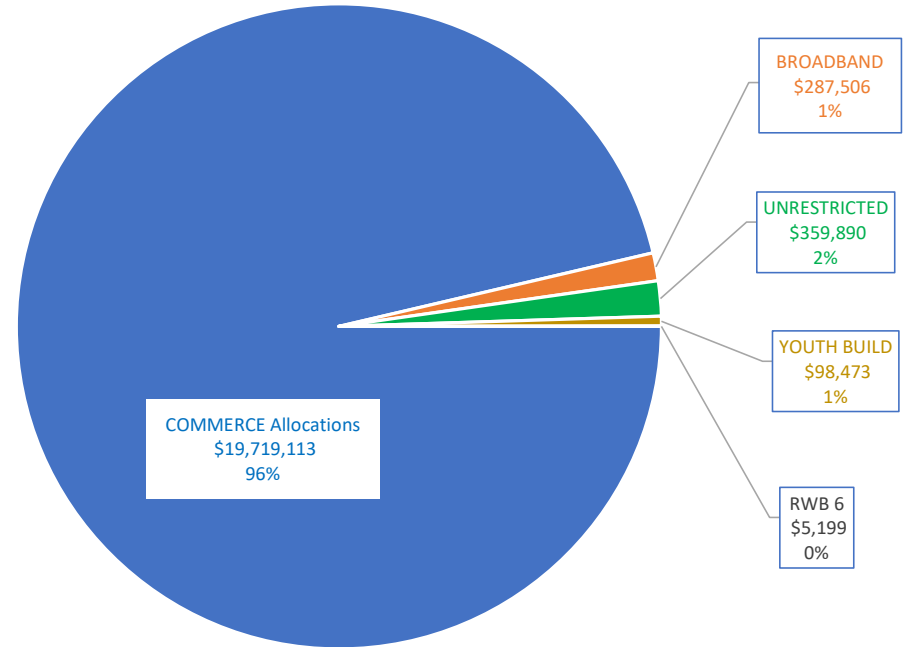
BOARD ACTION:

REVENUE RESOURCES

\$20.47 M

Budget 07/01/2024 - 06/30/2025
(revised 02/02/25)

COMMERCE ALLOCATIONS	
ADULT	\$2,618,340
YOUTH	\$1,179,495
DISLOCATED WORKER	\$715,012
WAGNER PEYSER	\$250,593
WTP	\$2,249,564
SNAP	\$139,098
VETS	\$36,200
REA	\$366,830
OTHER	\$12,163,981
TOTAL Commerce Allocations	\$19,719,113



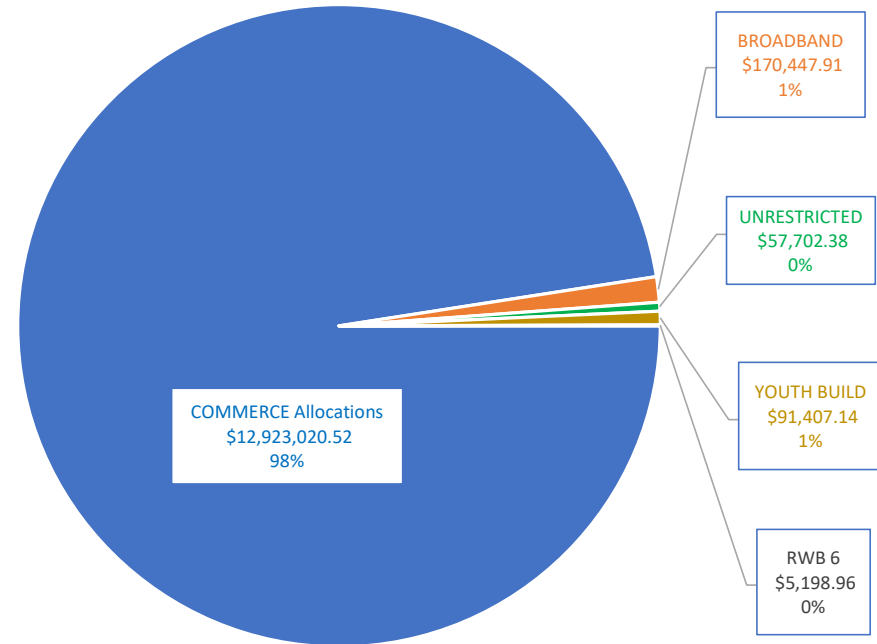
Budget REVENUE = \$20,470,181

PLANNED EXPENDITURES

\$13.25 M

Budget 07/01/2024 - 06/30/2025
(revised 02/02/25)

COMMERCE ALLOCATIONS	
ADULT	\$1,207,351
YOUTH	\$1,165,814
DISLOCATED WORKER	\$279,335
WAGNER PEYSER	\$88,023
WTP	\$971,886
SNAP	\$127,574
VETS	\$21,533
REA	\$84,765
OTHER	\$8,976,738
TOTAL Commerce Allocations	\$12,923,021



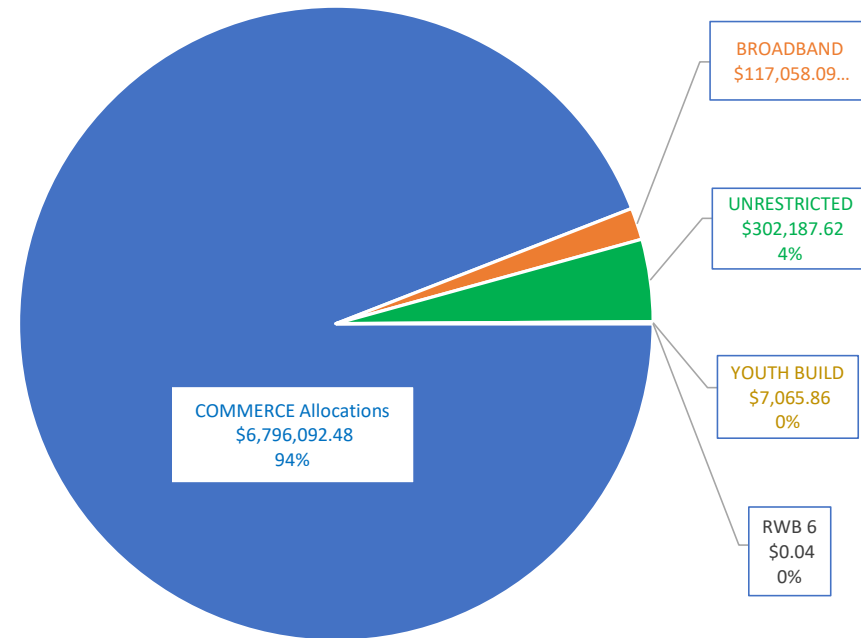
Planned Expenditures = \$13,247,777

UNOBLIGATED BALANCE

\$7.22 M

COMMERCE ALLOCATIONS	
ADULT	\$1,410,988.54
YOUTH	\$13,681.19
DISLOCATED WORKER	\$435,677.07
WAGNER PEYSER	\$162,570.43
WTP	\$1,277,677.88
SNAP	\$11,523.57
VETS	\$14,666.68
REA	\$282,064.59
OTHER	\$3,187,242.53
TOTAL Commerce Allocations	\$6,796,092.48

Budget 07/01/2024 - 06/30/2025
(revised 02/02/25)

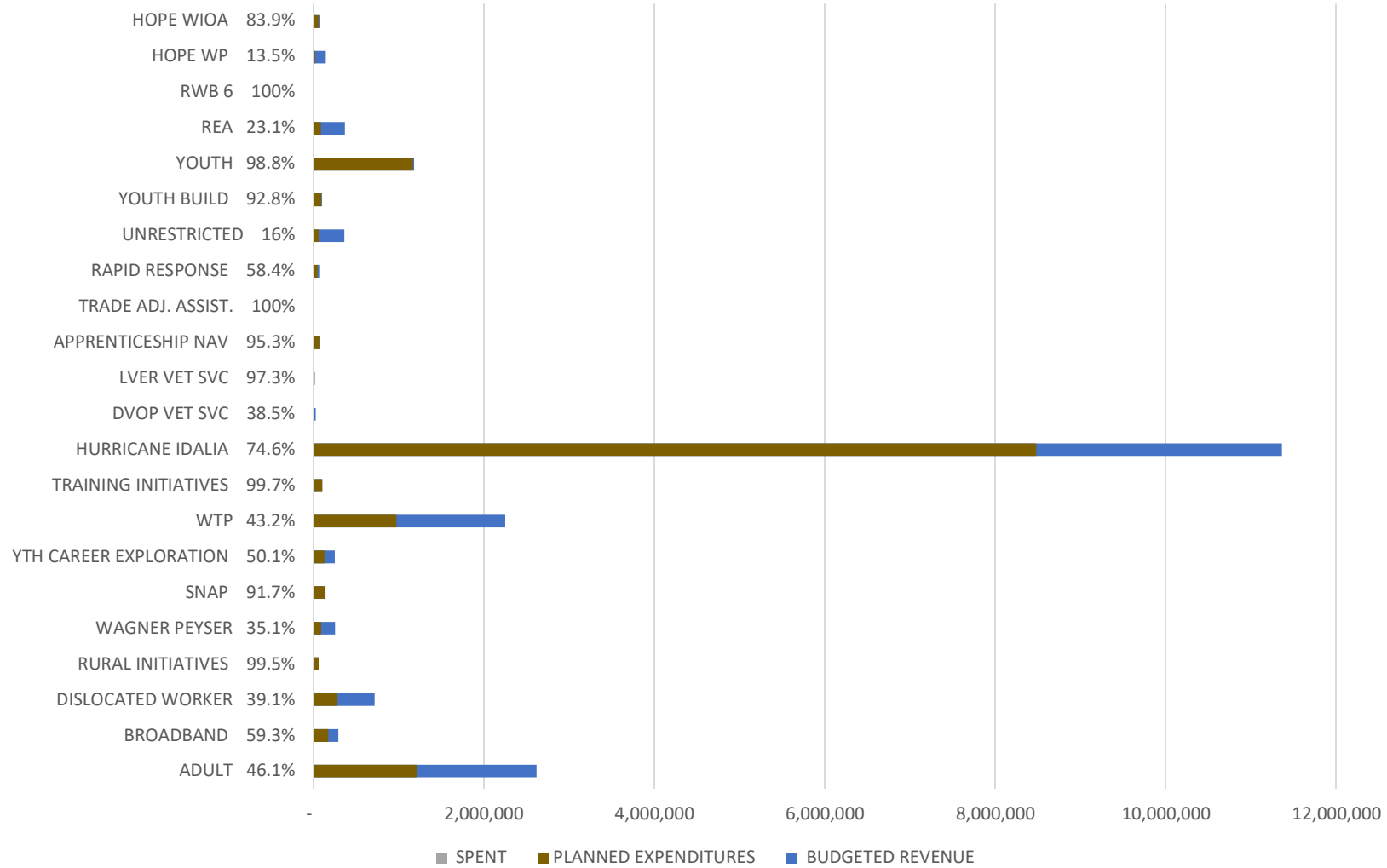


UNOBLIGATED Balance = \$6,920,216.47

Unobligated Unrestricted = \$302,187.62

Budget 07/01/2024 - 06/30/2025
(revised 02/02/25)

Planned Expenditures % to Budgeted Revenue

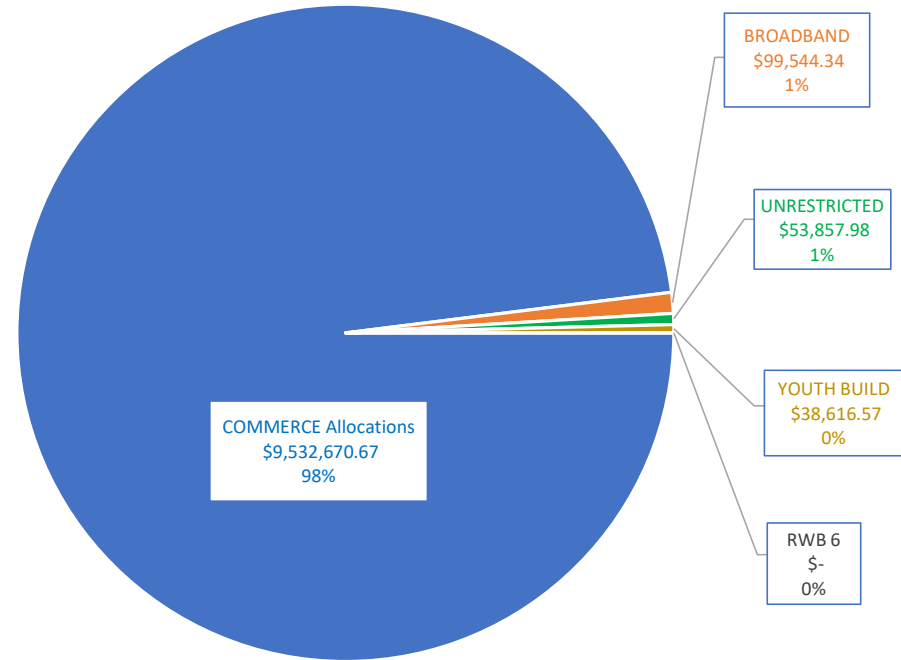


EXPENDITURES

\$9.72 M

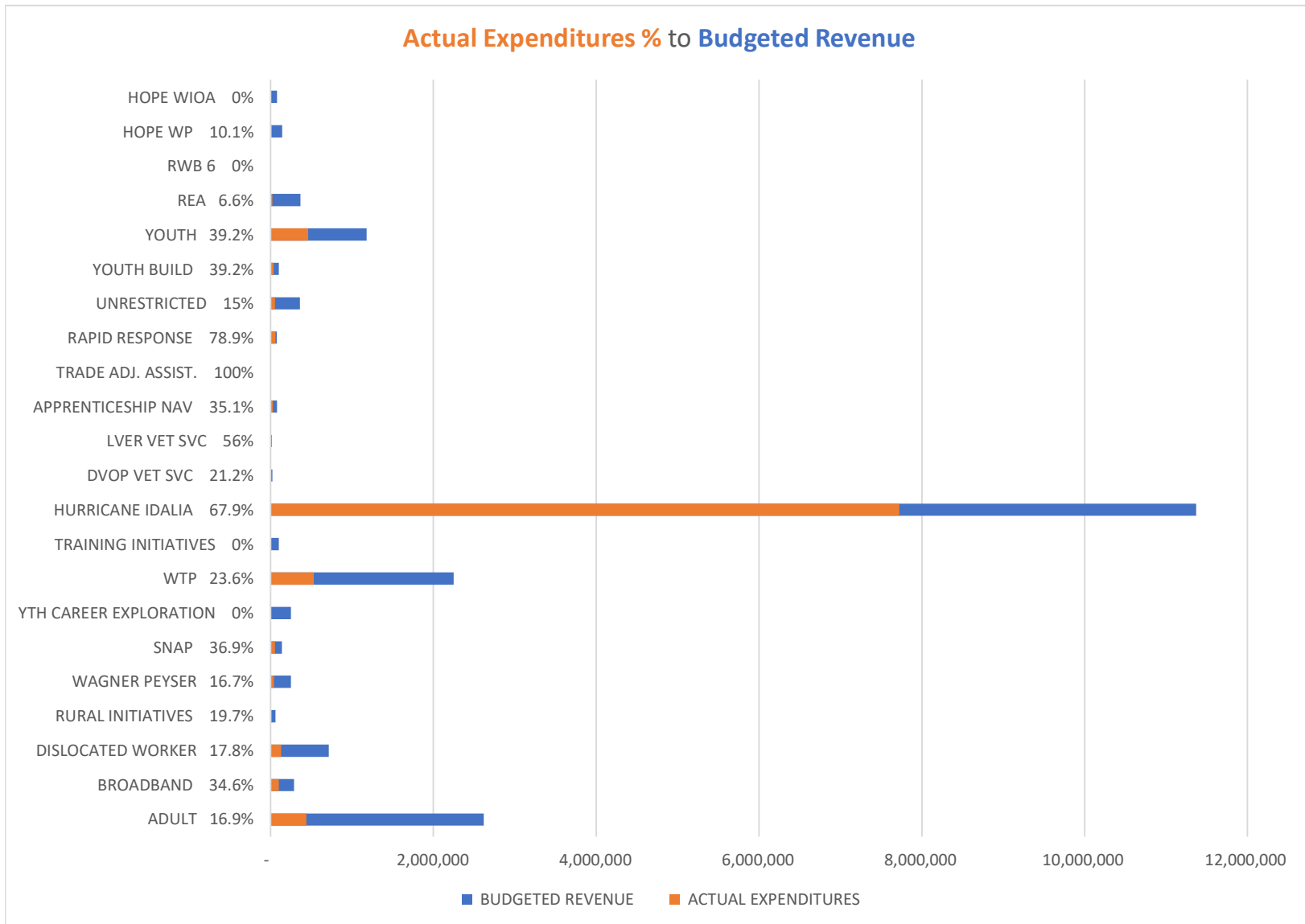
Expenditures 07/01/24 - 12/31/24
(revised 02/02/25)

COMMERCE ALLOCATIONS	
ADULT	\$441,803
YOUTH	\$461,784
DISLOCATED WORKER	\$127,478
WAGNER PEYSER	\$41,940
WTP	\$531,961
SNAP	\$51,349
VETS	\$12,173
REA	\$24,238
OTHER	\$7,839,946
TOTAL Commerce Allocations	\$9,532,671



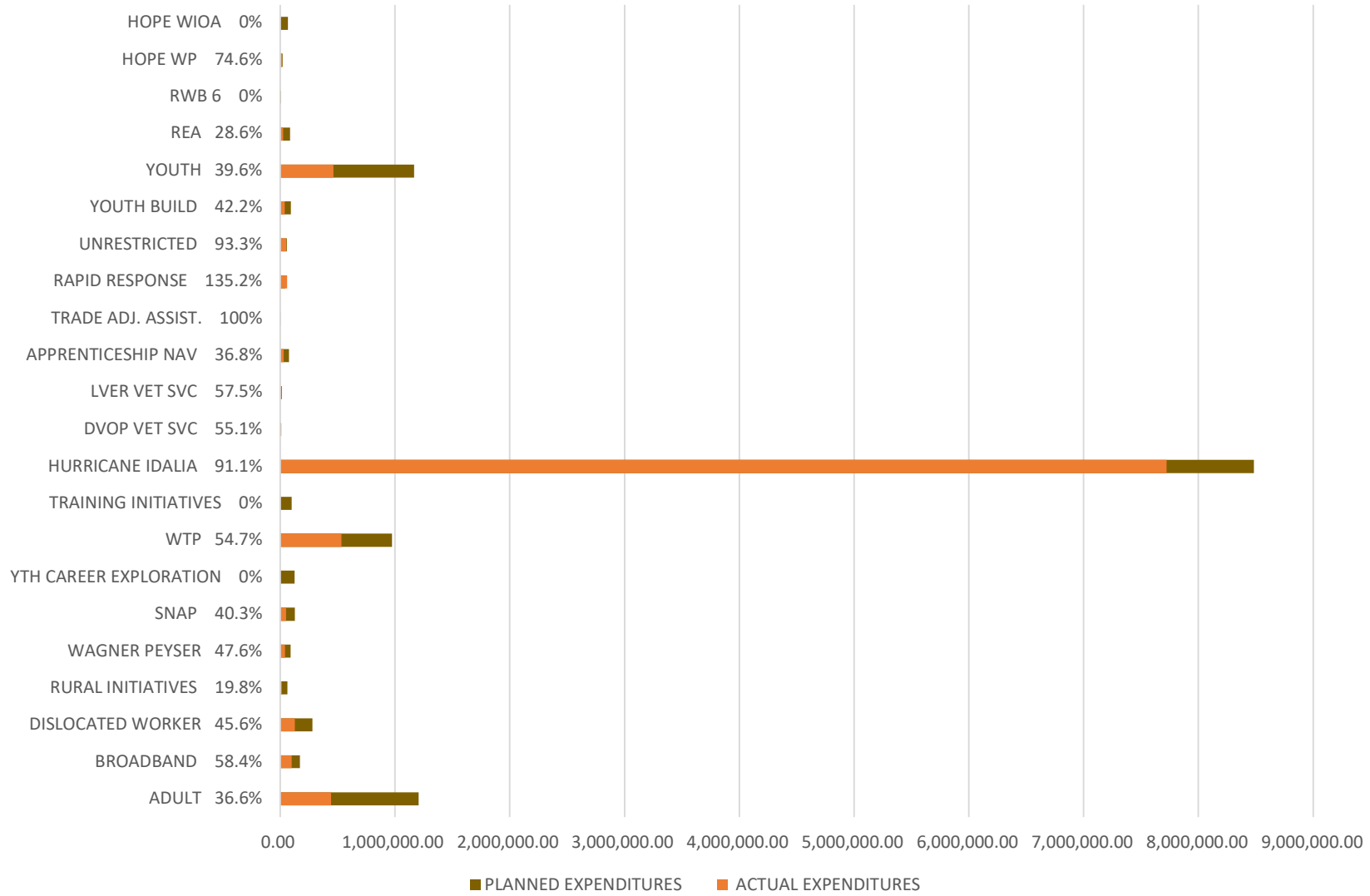
EXPENDITURES 7/1/24 - 12/31/25 = \$9,724,689.56

**Expenditures 07/01/24 - 12/31/24
(revised 02/02/25)**



**Expenditures 07/01/24 - 12/31/24
(revised 02/02/25)**

Actual Expenditures % to Planned Expenditures





RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 12, 2025**

TOPIC/ISSUE:

Youth Services Contracting

BACKGROUND:

Youth service providers must be procured at minimum every four years. Our current contract with Eckerd Connects reaches its maximum term of four program years on June 30, 2025. An Invitation to Negotiate (ITN) was released on December 12, 2024, soliciting proposals for the provision of Youth services. The deadline for submissions to be received was February 7, 2025. One proposal was received from Eckerd Connects.

POINTS OF CONSIDERATION:

The staff with Eckerd Connects are all long-term staff that have many years of experience working in this region. Eckerd exhibits strength in process and services management. A new contract will be renewable for an additional three program years (4 year total) at the Board's discretion.

STAFF RECOMMENDATIONS:

Approve the Sole Source selection and contracting with Eckerd Connects to provide youth services beginning July 1, 2025, through June 30, 2026.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 12, 2025**

TOPIC/ISSUE:

Website Development Agreement

BACKGROUND:

A request for proposals was released on December 12, 2024, for website development proposals. Five (5) proposals were received. A team of five reviewers composed of sr. leadership reviewed and ranked the proposals. Appleton Creative was selected as the company with the best proposal for our needs. Selection was approved by the CLM Marketing Committee on February 12, 2025. The original RFPs provided price ranges based on specific builds.

POINTS OF CONSIDERATION:

Appleton Creative has submitted a final quote based on our specific needs. The agreement is in the amount of \$49,350.00.

STAFF RECOMMENDATIONS:

Approve staff to move forward with the agreement.

COMMITTEE ACTION:

BOARD ACTION:



539 DELANEY AVENUE • ORLANDO, FL 32801 • 407.246.0092 • FAX 407.246.0590 • WWW.APPLETONCREATIVE.COM

CSCL-1000 - CareerSource Citrus Levy Marion - Website Development

DATE: 03/04/2025
COMPANY: CareerSource Citrus Levy Marion
ADDRESS: 2703 NE 14th St. Ocala, FL, 34470

CLIENT NAME: Dale French, PHR, Laura Byrnes, APR, CPRC, FCWP
PHONE: (352) 873-7939 Ext. 2204, (352) 291-9559
EMAIL: dfrench@careersourceclm.com, lbyrnes@careersourceclm.com

JOB #: CSCL-1000
JOB NAME: CareerSource Citrus Levy Marion - Website Development

DESCRIPTION:

Type

Appleton will develop a fully custom, responsive website for CareerSource Citrus Levy Marion (CSCLM), designed to serve both job seekers and businesses with an intuitive, engaging user experience. The site will be optimized for desktop, tablet, and mobile devices and built on a custom WordPress content management system (CMS), allowing CSCLM staff to independently manage and update site content with ease.

The new website will feature a clear and structured user experience, ensuring that key resources, such as job postings, training programs, and employer services, are easily accessible for frontend and backend users. Designed for scalability and long-term sustainability, the site will incorporate intuitive navigation, an integrated event calendar, improved search engine optimization (SEO) performance, and enhanced security protocols, providing a professional and future-ready digital presence.

Target Audience

The new website will be structured to effectively serve (2) primary audiences, ensuring a seamless experience tailored to their distinct needs. By prioritizing intuitive navigation and strategic content organization, the website will ensure that both audiences can efficiently access relevant resources, fostering engagement and meaningful connections within the regional workforce.

- **Job Seekers:** Individuals at various career stages who rely on CSCLM for employment opportunities, career training, and professional development. The website will provide clear pathways to resources that support their job search, skill-building, and/or workforce reentry.
- **Businesses & Employers:** Companies and organizations seeking workforce solutions, recruitment support, and training programs. The site will serve as a hub for employer services, connecting businesses with the talent and tools they need to grow.

Specifications

The new website will incorporate features that enhance user accessibility, content organization, and security while maintaining flexibility for future growth. With a focus on functionality and ease of use, the site will include but is not limited to:

- Strategic content architecture that organizes information intuitively for each audience segment.
- Comprehensive event management tools to display career fairs, training sessions, and hiring events with built-in calendar syncing options.
- Secure form submissions with CAPTCHA protection to prevent spam and ensure data security.
- SEO best practices, enhancing discoverability across search engines.
- ADA compliance integration via an approved third-party accessibility platform.

The website may also include integrations from third-party services based on Appleton's recommendations and/or client requests. Any third-party tools requiring a paid subscription will be the sole financial responsibility of the client. Potential third-party integrations may include, but are not limited to:

- Electronic signature solutions for online form processing.
- Automated chatbot services to assist users with common inquiries.
- Video hosting and delivery networks for multimedia content.
- Advanced analytics tools for tracking user engagement and website performance.
- Translation services to provide multilingual support.

Functionality

The new website will be designed for efficiency, engagement, and ease of use, ensuring users can quickly find the resources they need without unnecessary complexity. A clean, structured interface will guide job seekers and employers through their respective pathways, reducing friction in the user journey. To enhance overall usability and engagement, the site will prioritize:

- **Streamlined Navigation:** A well-organized sticky navigation menu and homepage that minimize clicks to essential resources.
- **Consistent User Experience Across Devices:** A responsive design that maintains usability on desktops, tablets, and mobile devices.
- **Optimized Performance:** Fast page load speeds, caching mechanisms, and lightweight coding practices to improve accessibility and SEO.
- **User Engagement Tools:** Interactive elements such as featured success stories, employer spotlights, and visually compelling resource sections.
- **Scalability & Future Growth:** A flexible foundation that allows for easy updates and future feature expansions.

The site will be designed for future scalability, allowing for potential data expansions or feature enhancements as needs evolve.

Sitemap

The website will be structured to support up to (70) pages, ensuring a scalable and intuitive architecture that effectively serves job seekers, businesses, and community partners. The sitemap will be developed prior to the design stage, outlining the full website structure, including primary navigation, subpages, and key content areas. While some existing pages may be consolidated, removed, or replaced based on stakeholder input, the initial sitemap will account for the full size of the current website to allow for a streamlined transition and ensure no critical content is lost.

The sitemap is expected to include:

- **Main Navigation Sections:** Covering essential areas such as Job Seekers, Businesses, Training & Education, Events, Newsroom, and About Us.
- **Subpages:** Detailing specific programs, services, and resources under each main navigation category.
- **Utility Pages:** Including contact forms, accessibility options, and legal policies.

Appleton will collaborate with CSCLM stakeholders to refine and finalize the sitemap, ensuring all user pathways are optimized for ease of access and engagement.

Search Engine Optimization

Initial SEO setup encompasses website optimization and adherence to W3C standards, including optimized meta information, alt information, image and link attributes, XML site mapping, 301 redirects, 404 page, and other tasks. This phase also includes optimized page titles, keyword optimization, SEO plugin configuration, optimized robots.txt, and Google Analytics and Webmaster tools. This allows for maximum visibility in all major search engines.

Client Provisions

Client to provide all finalized copy, logos, and content in a usable format unless otherwise specified. If additional scope of work such as specialty infographics, illustrations, animations, or video editing is required, costs will be billed additionally based on usage or time, with a change order provided for client approval before implementation. Two (2) rounds of changes are included in the home page design stage, one (1) round of changes in the interior page design stage, and one (1) round of minimal changes in the programming phase. Minimal changes include updates to copy, minor image adjustments, and link updates. Additional rounds of changes beyond those outlined above may result in additional costs and change orders. Initial partial concepts will be presented prior to full project production. Any third-party software, subscription services, or external integrations requested by the client will be the sole financial responsibility of the client. Actual hard costs, such as optional website hosting, specialty plugins, and third-party subscriptions, will be quoted separately based on final specifications and requirements.

PROJECT TASKS	UNIT	QUANTITY	RATE	SUB-TOTAL
UX/UI Design	HOUR	84.00	\$145.00	\$12,180.00
Programming	HOUR	140.00	\$175.00	\$24,500.00
Population	HOUR	30.00	\$120.00	\$3,600.00
Proofing	HOUR	12.00	\$110.00	\$1,320.00
Private Development Server Set-Up & Testing (Web & Staging)	HOUR	6.00	\$175.00	\$1,050.00
Responsive Testing	HOUR	12.00	\$175.00	\$2,100.00
Initial SEO Setup & Optimization	HOUR	20.00	\$175.00	\$3,500.00
Training / Customer Support	HOUR	4.00	\$175.00	\$700.00
Production and Project Management	HOUR	30.00	\$95.00	\$2,850.00
ESTIMATED TOTAL:				\$51,800.00
APPLETON NEW CLIENT/NON-PROFIT DISCOUNT:				-\$2,450.00
ADJUSTED TOTAL:				\$49,350.00

ANNUAL WEBSITE HOSTING (OPTIONAL)

- Hosting will be provided on a dedicated cloud-based server in partnership with Amazon Web Services.
- Specific hosting parameters include:
 - Twice weekly backups retained for 3 months.
 - Firewall and daily security scans.
 - Up to 10 GB file storage.
 - 1 TB monthly bandwidth usage limit.

	UNIT	QUANTITY	RATE	SUB-TOTAL
Website Hosting	EACH	12.00	\$95.00	\$1,140.00
SSL Certificate for 1 Year - Digital	EACH	1.00	\$150.00	\$150.00
_____ OPTIONAL (Please initial for approval)				

TERMS:

WEBSITE PAYMENT TERMS: Unless otherwise stated, production will begin once the Proposal is signed and 50% of the estimated amount paid along with 100% of the sales tax if taxable. The second payment of 25% of the estimate is due upon design approval and the final 25% of the estimate plus any additional costs will be due upon completion prior to the launch of website or final delivery of a project, whichever is earlier. All additional expenses or agency time incurred over what is stated in the estimate will be billed at the hourly rate and are due upon the completion of the project prior to delivery. If any project exceeds four (4) months from the time of inception, Appleton may bill, and Client must pay, the final payments due prior to receipt of the project. All projects that include physical deliverables are 100% taxable for service and hard cost in the State of Florida. If you are tax exempt, please provide appropriate documentation such as a certificate of re-sale or government or non-profit information. All projects that include physical deliverables are 100% taxable for both services and hard costs as mandated by the Florida Department of Revenue. If the Client has a tax-exempt status, please provide appropriate documentation such as a certificate of re-sale or if government or non-profit, please provide the sales tax Certificate of Exemption from the Florida Department of Revenue.

This proposal, and the transactions described herein, are subject in all respects to the Appleton proposal terms attached here to and incorporated by reference in their entirety. This proposal and the Appleton proposal terms attached, along with all other attached schedules, are referred to as (the "agreement"). The Appleton proposal terms attached hereto shall be incorporated by reference into any subsequent proposal signed by client unless such proposal includes or incorporates other terms and conditions expressly authorized by Appleton in writing. Client acknowledges that the attached Appleton proposal terms contain warranty disclaimers, warranty exclusions, and limitations of liability. No term or condition added by client to this proposal shall be effective and Appleton hereby objects to any such term or condition, unless expressly agreed to in writing by Appleton.

By signing this proposal, client expressly acknowledges and agrees to be bound by this proposal, the terms above, and the Appleton proposal terms attached.

Print Name: _____ Title: _____

Signature: _____ Date: _____

APPROVAL REQUEST: Please sign this Proposal and email to the Project Manager in order to invoice. Production will begin once required payment is received unless otherwise approved in writing.

These APPLETON PROPOSAL TERMS (collectively the "Terms") are entered into by and between Appleton Creative, Inc., a Florida corporation d/b/a Appleton ("Appleton") and the Client identified on the Proposal attached hereto, as of the date of such Proposal. The Proposal and these Terms, together with any schedules, are referred to as the "Agreement." Any conflict or inconsistency between the Proposal and these Terms shall be governed by the express terms included in the Proposal ; provided, that no change of, addition to or insertion of additional language into the Proposal or these Terms by Client shall be effective without the express written consent of Appleton. Appleton and Client are each sometimes referred to herein as a "party" and collectively, as the "parties."

CLIENT TO PROVIDE: Client is responsible for providing original base copy or scripts, photography, video in whole or in part, music and any other basic information needed incompatible and high resolution digital formats for the production of the project.

PROOFING: Appleton has a stringent in-house quality control proofing system for work created by Appleton. Client is responsible for final proofing of all aspects and parts of the project, including, but not limited to content, copy and specific format.

SCHEDULES: All production schedules or timelines will be created upon Client request. Please note that additional Client changes and project scope changes may affect the due dates and total time estimated for the project.

PROPERTY: All creative concepts presented or raw footage produced remain the property and rights of Appleton. All unused concepts and mock-ups, and electronic files used in part or in whole remain the property of Appleton.

PROMOTION: Appleton reserves the right to use, for company promotional purposes, work produced in part or in whole for Client, and such information and material may be used on company video demos, digital or online demos, websites, brochures or portfolios. Appleton shall also be permitted to post credit on all websites created and produced by Appleton.

INTELLECTUAL PROPERTY RIGHTS: Appleton is not responsible for researching or obtaining any trademarks, copyrights, registered names, logos or other intellectual property rights, nor the monitoring of any rights managed assets, used in a project. If Client purchases any rights managed asset in connection with Client's project, Client warrants that any use by Appleton shall be a permitted use. Client shall indemnify Appleton against any claims or losses Appleton may suffer in connection with any asserted infringement of any intellectual property rights of third parties arising from or relating to Client's project.

TRADITIONAL AND DIGITAL MEDIA: Traditional media includes but is not limited to print publications, billboards, radio, TV, signage, displays and any other physical non-digital media. Please read deliverables and outsourced products for information about the end product. Digital media includes but is not limited to online digital marketing, web banners, display ads, video, e-blasts, social media content, animations and any media shown streaming and viewed by various monitors, computers, smartphones, etc. Digital and online media is not an exact science therefore color, format and resolution may vary based on an individual viewer's settings where the final product is displayed and streaming and load times may vary. Programming and rendering time may vary based on the intricacies of the project.

DELIVERABLES AND OUTSOURCED PRODUCTS: All stock photography or stock video purchased will be billed to Client as additional cost and due prior to delivery of the project. All in-house photography or stock footage owned by Appleton that is utilized in the project will be billed for one time use fee unless otherwise stated. Printing mediums include, but are not limited to digital printing, offset printing, publication advertisements, posters, tradeshow displays, signage, etc. Any physical product using mass duplication, outsourced printing and/or duplication in large volume may result in quantities being over or under total quantity by 10%, which is industry standard and would be billable to Client if over. Printing is not an exact science therefore colors and images on proofs may vary up to 10% from the final product. All projects designed or produced by Appleton are required to be handled by Appleton through all production stages and delivery of final product for quality control purposes. Estimates for outside services or hard costs are valid for thirty days and are subject to change. Any changes to the project after original specifications may result in additional costs.

30 DAY WARRANTY AND ONGOING WEB MAINTENANCE: Appleton shall ensure, at its cost, that all websites created by Appleton meet all pre-determined functionality specifications and are free of programming errors for a period of thirty (30) calendar days after deployment (the "Warranty"). During the warranty period or anytime thereafter, modifications made by the Client or others to the website, either via limited FTP or CMS access, during this period however will void the Warranty and cause any costs to meet such functionality to be that of the Client, and not Appleton. Please note, for sites built by Appleton, full FTP access is not permitted during the time of production, warranty period, web maintenance or ongoing hosting of the site. Any issues caused due to server limitations or changes, 3rd party database integration, or 3rd party software/APIs/terms of service are not covered by the Warranty. Furthermore, the Warranty shall immediately be void without further action, and will not be honored, if any payments from Client are or become over-due. Once a website is launched and the warranty period has ended, it automatically turns into a monthly maintenance job, which will be billed to Client at then-current rates after each month of service for work performed, unless a specific quote is requested for ongoing services. Any work performed on the website outside the Warranty, or ongoing change requests, shall be billed on a monthly basis at the then-current rate of service performed as a monthly project.

DISCLAIMER OF ANY OTHER WARRANTIES: Except for the express Warranty set forth above, Appleton makes no representations and grants no warranties, express or implied, either in fact or by operation of law, by statute or otherwise, under this Agreement, and Appleton specifically disclaims any other warranties, whether written or oral, or express or implied, including any warranty of quality, merchantability or fitness for a particular use or purpose or any warranty as to the non-infringement of any intellectual property rights of third parties under this Agreement.

RIGHTS UPON TERMINATION: This Agreement may be terminated by Appleton upon applicable written notice to Client upon the occurrence of any of the following events, unless Client has cured such event (if curable) to Appleton's satisfaction during any applicable notice period: (a) upon five (5) calendar days' notice, if Client fails to make any payment due to Appleton on a timely basis, or (b) upon fifteen (15) calendar days' notice, if Client breaches any material term of this Agreement. Upon the termination of this Agreement, all unpaid amounts owing to Appleton shall become immediately due and payable and Client shall promptly pay all such amounts and if not paid Appleton shall have the right to disable or deactivate any websites or other projects to preclude unauthorized use thereof. All remedies of Appleton under this Agreement, whether upon termination or otherwise, are cumulative, are in addition to any other remedies provided for by law, and may, to the extent permitted by law, be exercised concurrently or separately. Furthermore, to the fullest extent permitted by law, upon any termination or breach of this Agreement, Appleton shall be entitled to injunctive relief and/or a decree for specific performance, and such other and further relief as may be proper (including monetary damages if appropriate).

LIMITATIONS ON LIABILITY: Appleton shall not be liable for incidental, consequential, indirect or special damages of any kind, including but not limited to damages for lost revenue or lost profits, loss of data, loss of business or any other financial loss arising out of or in connection with the services to be provided by Appleton. Appleton's liability for any loss or damage arising out of or resulting from this agreement or Appleton's performance or breach hereof shall not exceed the cumulative compensation paid by Client in the twelve (12) months prior to the event which gives rise to any such claim, loss or damage. Client acknowledges that (i) the limitations of liability and disclaimers of warranty set forth in this Agreement are independent of any remedies hereunder and (ii) Appleton has set the fees and charges in reliance on the disclaimers of warranty and limitations and exclusions of liability set forth in this Agreement and (iii) that the same form an essential basis of the bargain between the parties.

BINDING EFFECT AND ASSIGNMENTS: This Agreement shall be binding upon the parties hereto and all successors and permitted assigns. Except as provided herein, Client shall have no right to assign or transfer any right or obligation hereunder without Appleton's prior written consent. Appleton may assign any of its rights and delegate any of its obligations under this Agreement to any entity controlling, or controlled by, Appleton or to the purchaser of all or a substantial part of the equity securities or business of Appleton.

GOVERNING LAW AND VENUE: This Agreement shall be governed by the laws of the State of Florida, excluding its principles of conflict of laws. Exclusive jurisdiction and venue for any and all actions relating to this Agreement shall lie in the state or federal courts located in Orange County, Florida, which jurisdiction and venue is hereby consented to by each party.

DRAFTSMANSHIP: Each party to this Agreement acknowledges and agrees that it is sophisticated in general business matters and the matters covered by this Agreement and the fact that one of the parties may have drafted or structured any provision of this Agreement shall not be considered in construing the particular provision either in favor of, or against, such party.

SEVERABILITY: If any provision of this Agreement is held to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

COUNTERPARTS: This Agreement may be signed in any number of counterparts, each of which shall be deemed to be an original, with the same effect as if the signatures on each counterpart were upon the same instrument. Signatures may be delivered via electronic mail, facsimile or other form of electronic transmission.



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 12, 2025**

TOPIC/ISSUE:

Approval of 2025-2026 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. College of Central Florida
3. Marion County School Board

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

4. APEX Insurance Advisors
5. Citrus County BOCC
6. A & M Manufacturing
7. Lockheed Martin
8. Key Training Center

Contracts Not Requiring 2/3rds Vote

9. Nature Coast Business Development Council
10. Southern Indiana Works
11. Powell and Jones – Subrecipient Monitoring
12. CD Staffing
13. Region 6 Financial Services Agreement
14. Underwood and Sloan
15. Ocala Metro Chamber and Economic Partnership
16. Levy County Schools

CareerSource CLM - All Contracts July 1, 2025 - June 30, 2026

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	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
3	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						
4	APEX Insurance Advisors	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Brandon Whiteman
5	Citrus County BOCC	CBT and/or OJT Training Services - approval but to not exceed	\$ 50,000.00		C	Steven Baham
6	A&M Manufacturing	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	John Hemken
7	Lockheed Martin	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Jeff Chang
8	Key Training Center	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Theresa Flick
Contracts Not Requiring 2/3rds Vote						
9	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	
10	Southern Indiana Works	One Stop Operator	\$ 75,000.00		C	
11	Powell and Jones	Subrecipient monitoring	\$ 3,800.00		C	
12	CD Staffing	Payroll for PWE/PWI agreements	Cost + 30% Mark up		C	
13	Region 6	Financial Services Agreement	\$ 55,000.00		C	
14	Underwood and Sloan	Third party monitoring	\$ 50,000.00		C	
15	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	
16	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	



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 12, 2025**

**Performance Committee
Wednesday, February 4, 2025**

TOPIC/ISSUE:

Performance Negotiations

BACKGROUND:

Every two years the local workforce development boards negotiate with FloridaCommerce on our annual performance measures for the Adult, Dislocated Worker (DW), Youth and Wagner Peyser programs. We received the proposed goals based on a Statistical Adjustment Model from FloridaCommerce on September 18th for the current and upcoming program years: 2024-2025 and 2025-2026. The regions were instructed to respond with acceptance or intent to negotiate by September 25th, with all negotiations to take place prior to September 27th. We notified FloridaCommerce of our intent to negotiate on September 24th. Due to the hurricanes, our negotiations did not take place until October 30th. We negotiated on 5 of the 18 goals. FloridaCommerce accepted 4 of our counteroffers and met in the middle on the 5th.

POINTS OF CONSIDERATION:

- For program year 24-25 we are proposing slight decreases in three Adult Measures and two DW measures. This is based on average performance in our area and areas of similar size and funding, as well as reduced DW caseloads. FloridaCommerce accepted 4 of these counters and requested we come up slightly on the Adult Median Wage goal. We agreed.
- For program year 25-26 all measures will remain the same as year one with slight increases in 3 Adult measures and 1 DW Measure.

STAFF RECOMMENDATIONS:

Approve performance negotiations based on the following charts for program years 24-25 and 25-26.

COMMITTEE ACTION:

Theresa Flick made a motion to approve the negotiated performance measures. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 12, 2025**

**Performance Committee
Wednesday, February 4, 2025**

TOPIC/ISSUE:

Eckerd Connects Contract Performance and Budget Modification

BACKGROUND:

The update to our negotiated performance measures requires a modification to our contract with Eckerd Connects, our youth services provider, to reflect the updated youth goals negotiated with FloridaCommerce.

Additionally, grant funding for Career Exploration was awarded to CSCLM in fall of 2024 in the amount of \$250,000. The funds are good through June 30th, 2026. We have been working with the Marion County Building Industry Association and Marion County Public Schools on their new Construction Pre-Apprenticeship program. We feel part of these Career Exploration funds would be useful in funding Paid Work Experience activities for these pre-apprentices so they can learn more about the Construction industry and subsectors of interest. This would cover a 4-week summer program for up to 19 students and would be managed by Eckerd Connects. This requires a modification to their budget in the amount of \$104,107 to allow them to begin using Career Exploration funds for this project.

Finally, our fifth YouthBuild grant was awarded this year, and Eckerd will once again be our provider of youth training services to students. This requires a modification on their current contract in the amount of \$147,000 to allow them to begin using YouthBuild funds this program year as they will enroll their first cohort this spring.

POINTS OF CONSIDERATION:

Funding in the amount of \$104,107 will be obligated to the Eckerd Connects annual youth service provider contract for Career Exploration and \$147,000 will be obligated for YouthBuild for a total of \$251,107.

All five Youth Common Indicators of Performance Measures will be updated to reflect a slight increase in Measurable Skills Gains from 81% to 82.6% and decreases in the remaining four measures as outlined in the attachment below.

STAFF RECOMMENDATIONS:

Approve a budget modification in the total amount of \$251,107 and a performance modification to the five Youth Common Indicators of Performance Measures as negotiated with FloridaCommerce.

COMMITTEE ACTION:

Theresa Flick made a motion to accept the budgetary adjustments for the two grants and the additional performance measures. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, March 12, 2025**

**Business and Economic Development Meeting
Wednesday, February 5, 2025**

TOPIC/ISSUE:

Acceptance of YouthBuild grant award.

BACKGROUND:

Last fall we submitted an application for the next round of YouthBuild funding. The grant application was in the amount of \$1,058,208. This is a 40-month grant and will serve 48 young adults and will result in the construction of four homes in partnership with Habitat for Humanity.

POINTS OF CONSIDERATION:

We were notified on December 12, 2024, that we were selected as one of the 71 projects selected nationwide.

STAFF RECOMMENDATIONS:

Approve acceptance of the YouthBuild grant.

COMMITTEE ACTION:

Heather Shubirg made a motion to accept and proceed with the grant and implement the program. Phillip Geist seconded the motion. Motion carried.

BOARD ACTION:



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

MINUTES

DATE: February 6, 2025
PLACE: CareerSource CLM
2703 NE 14th Street, Ocala, FL 34470
TIME: 9:00 a.m.

MEMBERS PRESENT

Dr. Ann Hembrook
Ashley Shorb
Bob RuteMiller
David Roland
Dr. Jennifer Fryns
Joe Corley
Rebecca Johnson
Tanya Taylor

MEMBERS ABSENT

Chris Formisano
Eric Willis
Marci Holder
Rachel Gibbs
Tim Gilbert

Other Attendees

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

Cira Schnettler, CSCLM
Tony Waterson, One Stop Operator
Kristen Barry, One Stop Operator

CALL TO ORDER

The meeting was called to order by Joe Corley, Chair, at 9:00 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Bob RuteMiller made a motion to approve the minutes from the November 14, 2024, meeting. Dr. Ann Hembrook seconded the motion. Motion carried.

PRESENTATION

Cory Weaver gave an overview of the presentation. She reviewed the committee's purpose and answered questions on how the committee plans to fulfill the purpose.

The committee will meet its objectives through discussion and presentations:

- Talent needs of local industry targeted sectors will be identified.
- Educational partners will present courses and certifications currently available as well as promote upcoming programs and projects in development.
- CareerSource CLM will review training programs offered through business services.

Prior Meeting Insights

Cory Weaver reviewed a summary of previous discussions by the committee.

One insight fostered further discussion: “Hiring instructors is difficult due to in-field wages being higher.”

Discussion centered around tapping retired individuals from all industries to transition into teaching roles. The group discussed challenges in recruiting retirees and the variety of reasons there is reluctance by retirees to teach.

- Fear of technology
- Pay ranges
- Learning a new type of job
- Difficulties in adjusting from teaching in a hands-on environment to a classroom environment
- Administrative requirements
- Interpersonal skills of students

Industry Snapshot

The committee provided the feedback below on the report:

- They agreed that the report should be presented quarterly.
- Healthcare / Social Assistance should be sub-categorized to get a clearer picture of healthcare and childcare data.
 - It was noted the need for childcare centers and jobs will increase with the recent trend for remote work to end.

Talent Supply

It was noted that the data shows dips in job postings. The center activities are in line with these trends.

Top 20 Skills

- The committee agreed this report should be presented annually due to seasonal fluctuations by industry.
- The committee discussed the impact of automation on needed skills. There are many types of positions that still need skilled workers, and automation creates new types of jobs and skillsets to create and maintain the automated equipment.

Top Businesses Posting Jobs

Cory Weaver explained this report is a popular request by many agencies. The report is generated from online help wanted data and a variety of job posting boards.

MCL Approved Programs

- Cory Weaver was happy to announce the new credentials that have been added to the Master Credential List.
- Eligible individuals may receive CAPE funding for these new certifications.
- David Roland added that WTC has grant funds to assist individuals that do not qualify for the CAPE funding.
- He also added that the technician certification classes have full enrollment but there have been challenges in making connections with businesses to hire certified students.
- Cory Weaver noted that there is now a Career Center located at WTC and there will be a trades related job fair on April 15.
- There was discussion about the importance of certification programs using the most relevant and up to date technology. Sometimes students get certified on outdated software and are looking for work with skills that are no longer needed.
- The fiber optics credentials have been popular with 100% success rate. It was noted that the “last mile” of fiber optics installation is radio frequency and there is a skills gap in this area.
- The Provisional Status Cured list of certifications are certification programs that may have been discontinued if not for efforts by businesses and workforce agencies to show these certifications are still relevant and needed.
- Cory Weaver stated that she will send out the list of other certifications that may be discontinued. If committee members identify a certification that still has a demand, then actions can be taken to request the certification stays on the MCL.

Apprenticeships

Cory Weaver reviewed the active apprenticeship programs in the region. She noted the City of Ocala offering numerous apprenticeships. Bob Rutemiller would like to have more information regarding the Water and Wastewater Treatment Plant and Systems operator apprenticeship to share in Citrus County.

Round Table Discussion

- Manufacturing needs individuals skilled in conduit bending and code. WTC offers programs to develop these skills.
- Future hiring needs include welding, nurses, and LPN's.
- Environmental engineers and technicians are needed as well.

DISCUSSION ITEMS

Rusty Skinner closed the meeting by explaining that the staff has set the stage by providing the foundational data on the regional workforce. He welcomed input and feedback from the members on how the committee should move forward.

- The new MRMA director be added as a member of the group.
- There should be sector-based meetings to discuss specific industry needs.
- A survey will be sent to members to better define the future direction and interests of the members and the best meeting schedule for the future.

PUBLIC COMMENT

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

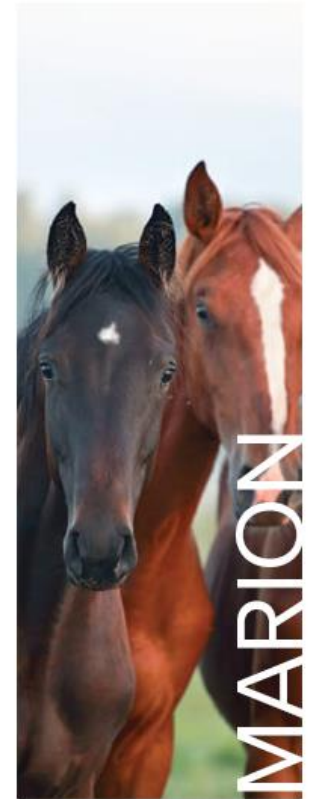
There being no further business, the meeting adjourned at 10:01 a.m.

APPROVED:



CareerSource
CITRUS | LEVY | MARION

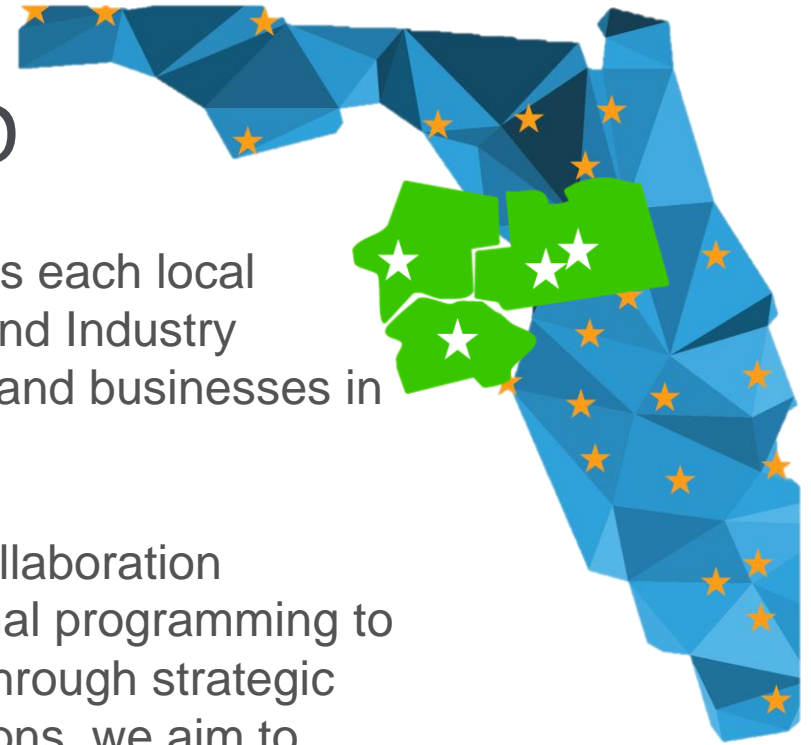
EDUCATION & INDUSTRY CONSORTIUM



CONSORTIUM BACKGROUND

Signed into law May 15th, 2024, Senate Bill 240 requires each local workforce development board to create an Education and Industry Consortium composed of representatives of education and businesses in the local service area.

Purpose: The purpose of the consortium is to foster collaboration between education and industry to help align educational programming to address evolving workforce needs in our community. Through strategic partnerships, data-driven insights and innovative solutions, we aim to create strategies to empower learners and support businesses in building a skilled and adaptable workforce.



Talent Needs of Local Industry
Targeted Sectors



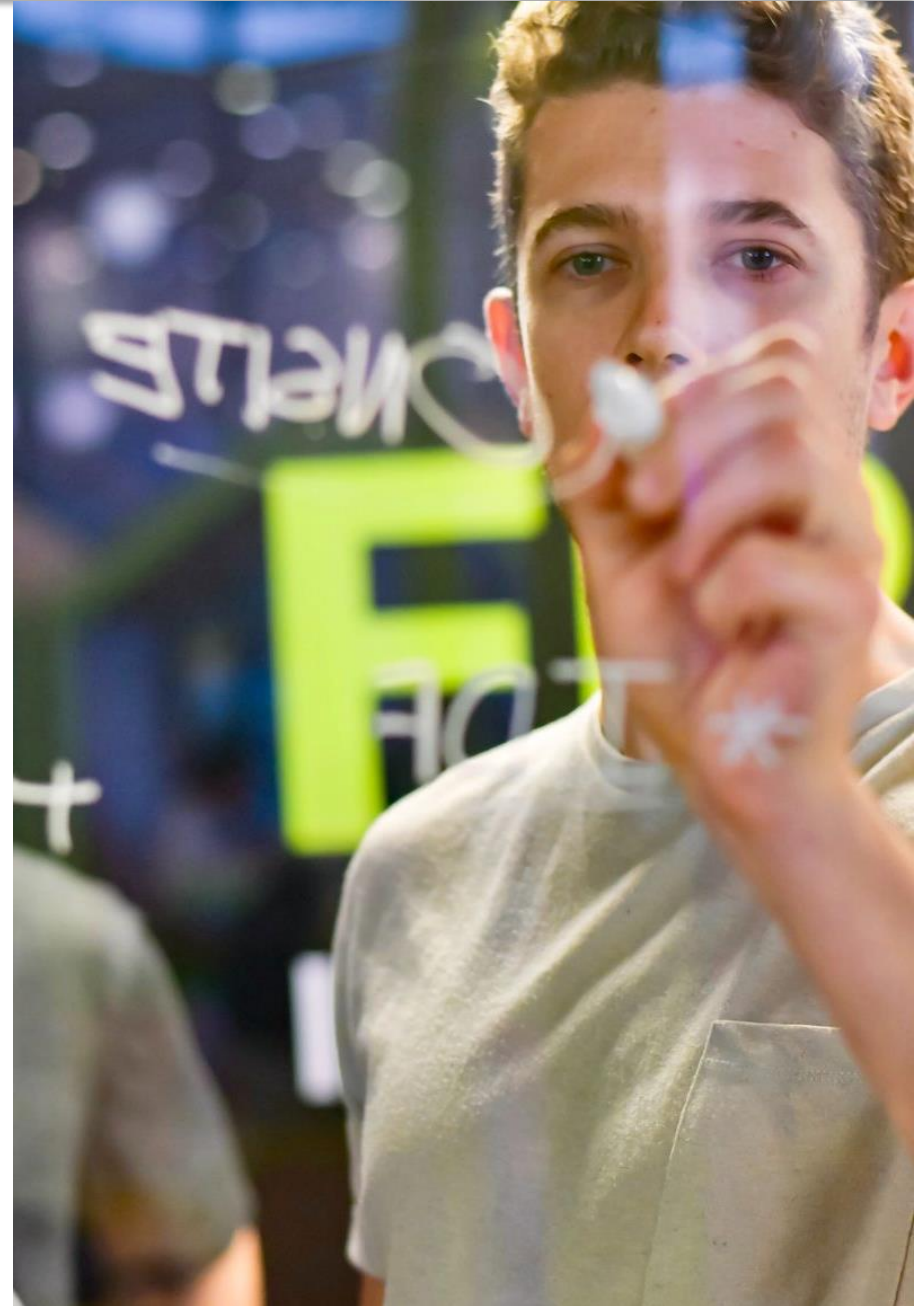
Education Offerings Available



Labor Market Information
Talent Pipeline

Prior Meeting Insights

- There is a need for accurate job postings that are reviewed regularly to ensure companies are not asking for more than is needed for the role
- Hiring instructors is difficult due to in-field wages being higher
- There is a need for local talent to fill medical positions, as opposed to traveling technicians



Industry Snapshot

NAICS	Industry	Current			5-Year History		5-Year Forecast		
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Empl Growth	Ann % Growth
62	Health Care and Social Assistance	28,506	\$59,986	1.05	1,417	1.0%	17,152	2,696	1.8%
23	Construction	16,472	\$52,745	1.52	1,853	2.4%	8,579	1,301	1.5%
31	Manufacturing	11,171	\$58,459	0.77	655	1.2%	6,645	830	1.4%
61	Educational Services	12,444	\$43,170	0.85	451	0.7%	6,629	667	1.1%
48	Transportation and Warehousing	7,963	\$46,672	0.88	2,738	8.8%	5,187	703	1.7%
71	Arts, Entertainment, and Recreation	4,409	\$32,800	1.18	471	2.3%	3,760	391	1.7%
54	Professional, Scientific, and Technical Services	6,976	\$67,791	0.52	899	2.8%	3,594	671	1.9%
	Total - All Industries	182,161	\$48,549	1.00	17,847	2.1%	115,607	13,529	1.4%

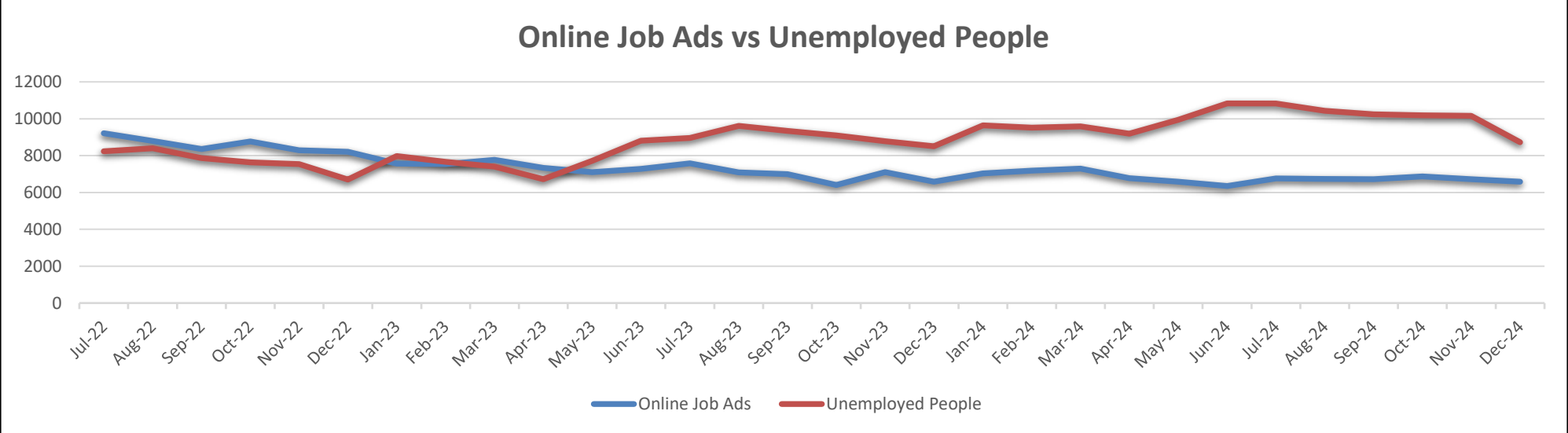
Source: JobsEQ

TALENT SUPPLY

620,931
Regional Population
(2023)

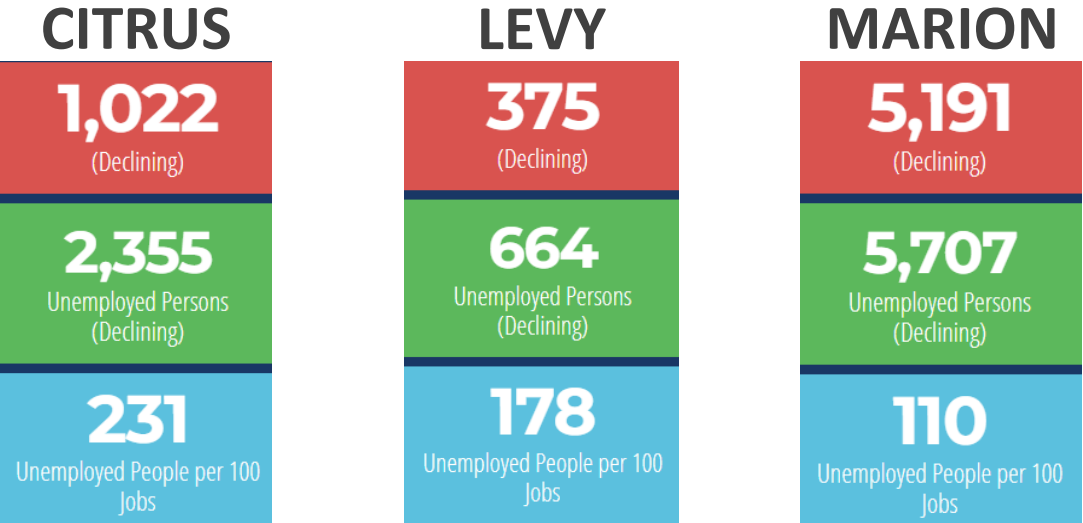
217,002
Labor Force
(December 2024)

8,726
Regional Unemployed
(September 2024)























Source: LAUS/BLS

Job Openings Vs Unemployed by County:



Source: Florida Scorecard

TOP 20 SKILLS

Skill	Latest 30 Days Unique Postings	Latest 30 Days Unique Postings % Change
Nursing	784	 6.8%
Merchandising	472	-8.7% 
Nursing Care	307	 2.6%
Marketing	300	 5.0%
Medication Administration	297	 12.1%
Restaurant Operation	290	 1.0%
Warehousing	268	-3.0% 
Acute Care	248	 9.3%
Inventory Management	248	 1.2%
Treatment Planning	247	 12.6%
Medical Records	246	 3.7%
Selling Techniques	242	-21.9% 
Auditing	224	-10.3% 
Cash Register	213	-4.7% 
Billing	210	 5.7%
Cash Handling	207	-1.4% 
Workflow Management	205	 6.8%
Patient Education And Counseling	204	 2.0%
Housekeeping	203	 6.4%
Home Health Care	192	 2.1%

TOP BUSINESSES POSTING JOBS

Company	Latest 30 Days Unique Postings	Latest 30 Days Unique Postings % Change
HCA Healthcare	415	7.7%
AdventHealth	300	4.3%
Walmart	107	-39.3%
Southeastern Grocers	63	12.7%
Columbus Hospitality Management	61	0.0%
State of Florida	61	-11.5%
Empath Health	45	-8.9%
Citrus County	42	11.9%
REV Group	42	2.4%
Headway	41	7.3%
CVS Health	34	2.9%
Sage Dental	34	61.8%
Walgreens Boots Alliance	34	-2.9%
AutoZone	29	37.9%
Cheney Brothers	28	7.1%
Essex Mortgage	27	-3.7%
Florida Cancer Specialists	23	-21.7%
Chewy	22	-22.7%
Domino's Pizza	22	13.6%
Encompass Health	22	-45.5%

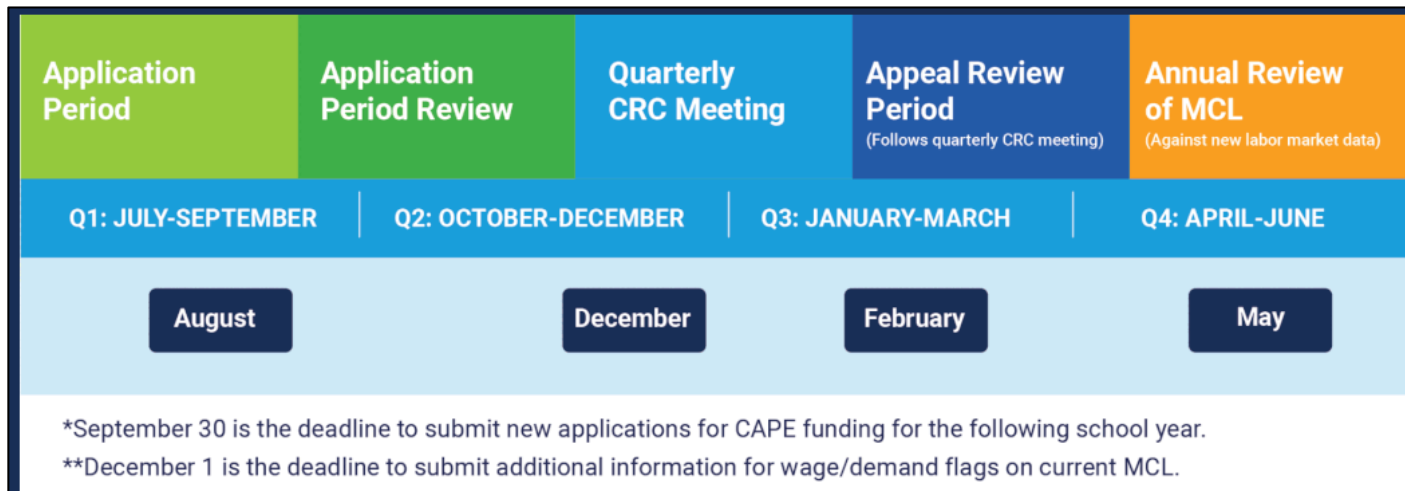
MCL APPROVED PROGRAMS

New to Master Credentials List:

- WTC
 - Industrial Maintenance and Controls Technician
- CF
 - Certified Fiber Optic Specialist, Testing (CFOS/T)
 - Certified Fiber Optics Splicing Specialist (CFOS/S)
 - Certified Fiber Optics Technician (CFOT)

Provisional Status Cured:

- Autodesk Certified User
- Certified Food Protection Manager (ServSafe)
- Certified Food Safety Manager
- Python Coding Specialist
- MSSC Certified Logistics Technician (CLT)
- Certified Nursing Assistant (CNA)
- Certified Patient Care Technician (CPCT)



APPRENTICESHIPS

CE Academy, INJ (Ciraco Electric) ([Marion](#))

- Electrician

Masonry Association of North Central Florida ([Marion](#))

- Mason

Shelby Erectors ([Marion](#))

- Reinforcing Metal Worker

Florida Electrical Association Tri-County Apprenticeship ([Marion](#))

- Electrician

Orlando Laborers & North Florida Apprenticeship Program JATC FL005135188 ([Citrus](#), [Levy](#))

- Construction Craft Laborer

Guardian Angels Service Dogs ([Levy](#))

- Animal Trainer

City of Ocala – Utilities ([Marion](#))

- Electric Meter Repairer
- Electrician, Substation
- Line Erector, (Power-Line Distribution Erector)
- Maintenance and Repair Worker (Equipment Maintenance)
- Switchboard Operator
- Pipefitter *New*
- Water and Wastewater Treatment Plant and Systems Operator *New*

Academy of Construction Technologies, Inc./ Marion County Public Schools ([Marion](#))

- Construction Pre-apprenticeship

ACTIVITY – Round Table Discussion

- ❖ Industry
 - ❖ What are your current hiring needs?
 - ❖ How do you currently source talent? (internal tracks, hiring events, online platforms, etc.)
 - ❖ What training needs do you anticipate in the next year?



Thank you!

Next Meeting Date:
May 8th, 2025



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RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 12, 2025
Marketing Committee, Wednesday, February 12, 2025

TOPIC/ISSUE:

Website Development RFP

BACKGROUND:

A request for proposals was released on December 12, 2024, for website development proposals. Five (5) proposals were received. A team of five reviewers composed of sr. leadership reviewed and ranked the proposals. The top two (2) proposals were interviewed on Tuesday, January 28. An aggregated scoring sheet is attached for reference.

POINTS OF CONSIDERATION:

Ahex Technologies and Appleton Creative were the top two proposals. Each was interviewed and the aggregated scoring for all categories for each reviewer total:

Ahex Technologies:	72.6 out of 100 possible points
Appleton Creative:	89 out of 100 possible points

STAFF RECOMMENDATIONS:

Proceed with an agreement with Appleton Creative for website development.

COMMITTEE ACTION:

Kathy Judkins made a motion to proceed with an agreement with Appleton Creative for website development. John Murphy seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, March 12, 2025
Career Center, Thursday, February 20, 2025
Performance Committee, Wednesday, February 4, 2025

TOPIC/ISSUE:

Eckerd Connects Contract Performance and Budget Modification

BACKGROUND:

The update to our negotiated performance measures requires a modification to our contract with Eckerd Connects, our youth services provider, to reflect the updated youth goals negotiated with FloridaCommerce.

Additionally, grant funding for Career Exploration was awarded to CSCLM in fall of 2024 in the amount of \$250,000. The funds are good through June 30th, 2026. We have been working with the Marion County Building Industry Association and Marion County Public Schools on their new Construction Pre-Apprenticeship program. We feel part of these Career Exploration funds would be useful in funding Paid Work Experience activities for these pre-apprentices so they can learn more about the Construction industry and subsectors of interest. This would cover a 4-week summer program for up to 19 students and would be managed by Eckerd Connects. This requires a modification to their budget in the amount of \$104,107 to allow them to begin using Career Exploration funds for this project.

Finally, our fifth YouthBuild grant was awarded this year, and Eckerd will once again be our provider of youth training services to students. This requires a modification on their current contract in the amount of \$147,000 to allow them to begin using YouthBuild funds this program year as they will enroll their first cohort this spring.

POINTS OF CONSIDERATION:

Funding in the amount of \$104,107 will be obligated to the Eckerd Connects annual youth service provider contract for Career Exploration and \$147,000 will be obligated for YouthBuild for a total of \$251,107.

All five Youth Common Indicators of Performance Measures will be updated to reflect a slight increase in Measurable Skills Gains from 81% to 82.6% and decreases in the remaining four measures as outlined in the attachment below.

STAFF RECOMMENDATIONS:

Approve a budget modification in the total amount of \$251,107 and a performance modification to the five Youth Common Indicators of Performance Measures as negotiated with FloridaCommerce.

COMMITTEE ACTION:

Performance: Theresa Flick made a motion to accept the budgetary adjustments for the two grants and the additional performance measures. Fred Morgan seconded the motion. Motion carried.

Career Center: Angela Juaristic made a motion to accept budgetary adjustments for the two grants and the additional performance measures. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, March 12, 2025
Career Center Committee, Thursday, February 20, 2025**

TOPIC/ISSUE:

Lecanto Lease Renewal

BACKGROUND:

We currently lease three consecutive units in Lecanto, 683/687/691 S Adolph Point, under a one-year lease agreement which expired December 2024. We currently pay \$5,500 per month.

The ownership group from which we lease the property has offered at three-year lease renewal option at \$5,440 per month, a 5% discount, or a one-year lease at \$5,725 per month, a 4.1% increase from 2024.

We are proposing a three-year lease renewal of the three units at a total cost of \$5,440 per month:

3 Year Rental Rate:	Unit #683:	\$2,040
	Unit #687:	\$1,750
	Unit #691:	\$1,650
		=====
	Total Monthly:	\$5,440

POINTS OF CONSIDERATION:

The three-year rental rate offers a 5% discount, \$60 less per month than the 2024 rate.

STAFF RECOMMENDATIONS:

Approve renewing the Lecanto lease for the three-year term noted above.

COMMITTEE ACTION:

Arno Proctor made a motion to move forward with the three-year lease for the Lecanto center. Angela Juaristic seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, March 12, 2025
Executive Committee, Wednesday, February 26, 2025**

TOPIC/ISSUE:

YouthBuild grant award

BACKGROUND:

We have been notified that we have been awarded another round of YouthBuild grant funding.

POINTS OF CONSIDERATION:

This grant cycle includes funding for 48 participants and will result in the construction of four (4) homes through our partnership with Habitat for Humanity. The grant includes a four-month planning period, 24 months of performance and 12 months of follow-up. The official start date of the grant is February 1, 2025. Funding in the amount of \$1,058,208.00 has been approved.

STAFF RECOMMENDATIONS:

Accept funding in the amount of \$1,058,208.00

COMMITTEE ACTION:

Al Jones approved the funding for the YouthBuild grant. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, March 12, 2025
Executive Committee, Wednesday, February 26, 2025**

TOPIC/ISSUE:

Joint Auditing Services RFP

BACKGROUND:

CareerSource Citrus Levy Marion and CareerSource North Florida have an existing agreement that establishes a joint financial relationship with regard to the accounting and reporting for both organizations. We are required to have a third party conduct annual auditing of our financial record keeping and accounting principles. We will need to release a Request for Proposals to solicit accounting firms that are capable of conducting such audits. This RFP requests a firm that can conduct the auditing for both CareerSource Citrus Levy Marion and CareerSource North Florida. Our current contract for auditing services ends on June 30, 2025.

POINTS OF CONSIDERATION:

This RFP will solicit proposals that will result in a contract of services. CareerSource North Florida will have the option of using this RFP to establish their contract as well. Staff will submit the proposals to the Executive Committee for review and selection at the next scheduled meeting.

STAFF RECOMMENDATIONS:

Approve release of a Request for Proposals for Joint Sub-Recipient Auditing services.

COMMITTEE ACTION:

Charles Harris made a motion to release a request for proposal for auditing services. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION: