CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING

MINUTES

DATE: September 30, 2026
PLACE: College of Central Florida, Levy Campus
TIME: 11:30 a.m.

MEMBERS PRESENT	MEMBERS ABSENT
Albert Jones	Andy Starling
Arno Proctor	Angela Juaristic
Ben Whitehouse	April Brown
Debra Stanley	Equilla Wheeler
Edward Suor	Pete Beasley
Fred Morgan	Tamara Boyle
Jeff Chang	
Jennifer Roach	
John Murphy	
Jorge Martinez	
Kelly Ellis	
Kent Guinn	
Larry White	
Mark Paugh	
Matt McCormick	
Pat Reddish	
Staci Bertrand	
Theresa Flick	

OTHER ATTENDEES

Rusty Skinner, CSCLM	Cira Schnettler, CSCLM
Dale French, CSCLM	Robert Stermer, Attorney
Cory Weaver, CSCLM	
Chris Wilkinson, CSCLM	
Melissa Saco, CSCLM	
Laura Byrnes, CSCLM	
Sandra Crawford, CSCLM	

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Mark Paugh made a motion to approve the minutes from the June 10, August 14, August 19, and August 21, 2026, meetings. Kent Guinn seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Arno Proctor introduced new members, April Brown representing the private sector in Marion County, and Matt McCormick, representing economic development for Marion County.

DISCUSSION ITEMS

State Update

Rusty Skinner informed the board that previous Board Chair Carl Flanagan now serves on the NAWB board and is currently in Washington DC attending the Impact Summit. He will have an opportunity to speak with Congress members to strengthen local regional roles.

Workforce Issues that are Important to our Community

The Board discussed how private-sector businesses are strategically reorganizing their workforce and implementing hiring freezes to reduce staffing levels through attrition rather than layoffs.

Board Membership Status

Rusty Skinner shared that there are seven vacancies on the board: three private sector in Levy, one private sector in each Citrus and Marion, one economic development in Citrus, and one Veterans representative.

Indicators of Performance 4 QTR

Rusty Skinner was happy to share that performance results are improving based on the attached report through June 2025. These results were happening before the strategies implemented after being placed on a performance improvement plan. We anticipate continued improvement in the upcoming reports.

Performance Negotiations

Rusty Skinner notified the board that CLM management is working with the State on fair negotiations for our area.

Letter Grade 3rd QTR

Third quarter letter grades have not been released yet. It is anticipated that the fourth quarter grades will be released mid-October.

ACTION ITEMS

For each action item Rusty Skinner or Dale French reviewed points of consideration and staff recommendations.

FWDA Dues

Al Jones made a motion to approve the FWDA dues. Deb Stanley seconded the motion. Motion carried.

Local/Regional Plan
Fred Morgan made a motion to approve the Local Plan Modification with Regional Addendum. Mark Paugh seconded the motion. Motion carried.

Self-Insurance
Following discussion, the Board agreed to defer action until it receives additional information from the State, including guidance on proper implementation for monitoring.

2026/2027 Budget
Dale French reviewed the proposed final budget. Deb Stanley made a motion to approve the final 2026-2027 budget. Kent Guinn seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 8/4/2026
Ticket To Work Monitoring

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

Business and Economic Development – 8/5/2026
No Action Items

In Committee Chair Pete Beasley's absence, Melissa Saco provided a summary of the committee activities.

Career Center – 8/6/2026
No Action Items

Chris Wilkinson provided a summary of committee activities.

Education and Industry Consortium - 8/13/2026
No Action Items
Minutes attached

Rusty Skinner provided a summary of the committee activities.

Marketing and Outreach – 8/12/2026
No Action Items

Committee Chair John Murphy provided a summary of the committee activities.

Executive Committee – 4/29/2026, 7/20/206, 9/29/2026
Chiefland CF Lease Renewal

Edward Suor made a motion to approve the Chiefland CF Lease Renewal. Dr. Mark Paugh declared a conflict. Therea Flick seconded the motion. Motion carried.

Reduction in Workforce
Youth Services Provision
Required Positions
Dislocated Worker ITN
Letter Grades- New metrics
CEO Contract Amendment
Comcast

Board Chair Arno Proctor and Rusty Skinner provided a summary of the committee activities.

Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT
There being no further business, the meeting adjourned at 1:05 p.m.

APPROVED:_____

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 30, 2026

TOPIC/ISSUE:

FWDA Dues

BACKGROUND:

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

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve paying $3000.00 from unrestricted funds for FWDA dues.

BOARD ACTION:

Al Jones made a motion to approve the FWDA dues. Deb Stanley seconded the motion. Motion carried.

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RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 30, 2026

TOPIC/ISSUE:

Local Plan with Regional Addendum

BACKGROUND:

Boards are required to submit a Local WIOA Plan every four years with a two-year modification following each plan.

Here is the link to the draft Local Plan and Regional Addendum –

WIOA Local Plan Two-Year Modification

Nature Coast Regional Planning Area Regional Plan Addendum

POINTS OF CONSIDERATION:

This year boards were required to submit either a local plan with a regional addendum or a regional plan with a local addendum. Our planning region selected to submit local plans with regional addendum.

STAFF RECOMMENDATIONS:

Seeking approval of Local Plan Modification with Regional Addendum.

BOARD ACTION:

Fred Morgan made a motion to approve the Local Plan Modification with Regional Addendum. Mark Paugh seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 30, 2026

TOPIC/ISSUE:

Self-Insurance

BACKGROUND:

At the request of the Board, three professional insurance brokers/providers presented information regarding self-insurance for healthcare to Board members and staff. The purpose was to allow Board members to understand the advantages and risks associated with moving from a traditional health insurance program to self-insurance for the year beginning July 1, 2027.

POINTS OF CONSIDERATION:

Board members should review the information provided as part of these presentations.

The staff suggests following options :

- Direct staff to prepare an RFP or ITN seeking a provider to develop a self-insurance plan for Board consideration;
- Direct staff to seek level funded healthcare options for the Board to consider; or
- Continue with a traditional healthcare insurance plan.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

Following discussion, the Board agreed to defer action until it receives additional information from the State, including guidance on proper implementation for monitoring.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee, Tuesday, September 29, 2026

TOPIC/ISSUE:
2026-2027 Budget

BACKGROUND:
Attached is the final budget for the 2026-2027 program year.

POINTS OF CONSIDERATION:
This budget is based on the following:

- Estimated carry forward funds from current year grants

STAFF RECOMMENDATIONS:
Approve the final 2026-2027 budget.

COMMITTEE ACTION:
Jeff Chang made a motion to approve the 2026-2027 budget. John Murphy seconded the motion. Motion carried.

BOARD ACTION:
Deb Stanley made a motion to approve the final 2026-2027 budget. Kent Guinn seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Performance Meeting, Tuesday, August 4, 2026

TOPIC/ISSUE:

Ticket to Work Program Annual Monitoring

BACKGROUND:

The Social Security Administration (SSA) conducts an annual monitoring review of a case sampling within the Ticket to Work program. SSA conducted a monitoring in April 2026 for the previous program year. The report is attached.

POINTS OF CONSIDERATION:

There were no issues reported with the case sampling review. All files reviewed where found to be 'Compliant'

STAFF RECOMMENDATIONS:

Accept and approve the attached monitoring report as presented.

COMMITTEE ACTION:

Fred Morgan made a motion to accept the Ticket to Work Monitoring report. Carole Savage-Hagans seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee Meeting, Wednesday, April 29, 2026

TOPIC/ISSUE:

Reduction in Force

BACKGROUND:

Since 2011 the State has allowed local boards to operate under waivers for the 50% ITA requirement in Florida Statutes (§445.003(3)(a)1). In recent years CareerSource Florida has reduced the amount allowed in waivers and is taking a stronger approach in recent policies that Boards must submit annual budgets showing 50% WIOA allocation of funds to training activities. A 50% requirement has also been written into proposed WIOA reauthorization bills.

POINTS OF CONSIDERATION:

Preliminary budget calculations (based on current year funding) show that we will see a shortfall in meeting the 50% requirement. An overall shortfall of approximately $400,000 will be created by increased spending in ITA that will create increased contribution into cost pools. This shift of funding will directly impact our staff levels. We feel it is appropriate to offer staff the option of voluntary layoff. Any CLM position is eligible. Anyone opting for voluntary layoff will work through Friday, May 29, 2026, with that date marking their last day of employment. All eligible remaining Personal Leave Time and the following severance amounts will be paid in lump sum during the following payroll period.

1. Full-time staff: 160 hours of pay pursuant to our Personnel Handbook ***Policy 750 – Termination of Employment***.
2. Part-time staff: 96 hours of pay pursuant to our Personnel Handbook ***Policy 750 – Termination of Employment***.

Staff will be advised of all other benefits/services as per usual policy (retirement accounts, COBRA, personal leave time, etc.)

STAFF RECOMMENDATIONS:

Approve management to offer voluntary layoff to staff with the above provisions.

COMMITTEE ACTION:

Al Jones made a motion to approve the recommended voluntary layoff provisions. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

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RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive, Wednesday, April 29, 2026

TOPIC/ISSUE:

Youth Services Provision

BACKGROUND:

On April 29, 2026, the Executive Committee reviewed and passed an action to not renew the Youth services contract with Eckerd Connects and move services in-house effective July 1, 2026. This decision was based on budgetary constraints.

POINTS OF CONSIDERATION:

We failed to move the action item to the Board's consent agenda for the June 10, 2026, meeting.

STAFF RECOMMENDATIONS:

Ratify the Executive Committee's action to not renew the Eckerd Connects contract for program year 2026-2027 and move services in-house.

COMMITTEE ACTION:

Al Jones made a motion to not renew the current Eckerd youth services contract as of June 30, 2026, and bring youth services in-house starting July 1, 2026. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

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RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee, Monday, July 20, 2026

TOPIC/ISSUE:

Required positions: Equal Opportunity Officer and Ethics Officer

BACKGROUND:

The subgrantee agreement between CareerSource Citrus Levy Marion and Florida Commerce requires that we have specific designated positions (listed with current assignments):

Region Security Officer – Dale French
Custodian of purchased property and equipment – Dwain Henderson
Personnel Liaison (Commerce staff) – Bonnie Johnson
Public records coordinator – Cory Weaver
Disabilities liaison – Luis Perez
Equal Opportunity Officer - VACANT
Ethics Officer - VACANT

POINTS OF CONSIDERATION:

Our previous Ethics Officer and EOO is no longer with CLM.

STAFF RECOMMENDATIONS:

Assign Cira Schnettler as the EOO and Ethics Officer

COMMITTEE ACTION:

John Murphy made the motion to assign Cira Schnettler. Al Jones seconded. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee, Monday, July 20, 2026

TOPIC/ISSUE:

Dislocated Worker Invitation to Negotiate

BACKGROUND:

On behalf of CareerSource Citrus Levy Marion, CareerSource Northeast Florida issued a Request for Qualifications seeking qualified organizations to provide Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker services for Citrus, Levy, and Marion Counties in Florida. The Request for Qualifications (RFQ) opened on June 15, 2026, and closed on July 3, 2026. The RFQ served as a pre-qualification review to identify organizations with the demonstrated experience, capacity, financial stability, and operational capability to successfully administer WIOA-funded Dislocated Worker employment and training services.

POINTS OF CONSIDERATION:

Four responses were received from qualified providers.

CareerSource Citrus Levy Marion
Educational Data Systems, Inc.
KRA Corporation
DB Grant Associates, Inc.

STAFF RECOMMENDATIONS:

CareerSource Northeast Florida requests Board approval to issue an Invitation to Negotiate (ITN) and to administer the procurement process on behalf of CareerSource Citrus Levy Marion (CSCLM).

This includes managing the receipt of proposals, coordinating the evaluation committee, and responding to respondent inquiries.

Consistent with CSCLM's procurement strategy, the ITN will be issued only to organizations that responded to RFQ-CSCLM 26-DW-01 and were determined to be responsive to the requirements of that solicitation.

The ITN will not be publicly advertised or open to additional respondents.

COMMITTEE ACTION:

All Jones made the motion to approve the ITN release. John Murphy seconded. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Executive Meeting
Tuesday, September 29, 2026

TOPIC/ISSUE:

Letter Grade – Increased Performance Metrics

BACKGROUND:

Over the past years, CareerSource Florida has adjusted the various metrics that determine the letter grade score for local workforce boards. Most recently, after adding the metric of public assistance recipients as a bonus point metric, they adjusted the value of one existing metric and added public assistance recipients as an 8th metric.

For the performance year beginning July 1, 2026, they are proposing the following adjustments to the goal which local boards must achieve.

1. Participants With Increased Earnings — 25 points. This looks at the percentage of WIOA Adult/Dislocated Worker and Wagner-Peyser exciter whose earnings in the second quarter after exit are higher than their earnings before participation. The current target is 50%; the new target will be 55%.

2. Reduction in Public Assistance — 25 points. This looks at participants who were receiving SNAP or TANF while participating and determines what percentage are no longer receiving SNAP or TANF in the fourth quarter after exit. This and increased earnings together account for 50% of the entire board grade, reflecting the REACH Act requirement that the majority of the grade emphasize long-term self-sufficiency. The target currently is 50%; the new target will be 55%.

3. NO CHANGE - Employment and Training Outcomes — 20 points. This is where the traditional federal WIOA performance measures enter the state letter grade. Florida evaluates whether the board achieved at least 90% of its negotiated target on each of the 18 applicable federal measures.

4. Participants in Work-Related Training — 10 points. This measures the percentage of participants receiving occupational skills training, OJT, work-based learning, registered apprenticeship, customized training, and similar work-related training. Current target is

25% of participants served; new target is 70% BUT non-training activities will not be included.

5. Continued Repeat Business — 5 points. This previously measured employers that received a core business service during the preceding three years and returned for services during the current year. Now, it looks at businesses that were served in the prior year and were served again in the current year. Target changing from 35% to 40%.

6. Business Penetration — 5 points. This previously looked at the number of businesses establishments (worksites) served in the current program year as a percentage of all establishments served in the last three program years. Now, this looks at the percentage of business establishments (worksites) served in the current program year out of those active in Employ Florida. Target: 15%

7. NO CHANGE - Completion-to-Funding Ratio — 5 points. This essentially measures output relative to the board's share of statewide funding. It compares the board's percentage of statewide WIOA/Wagner-Peyser exciters with its percentage of statewide workforce funding. Target: 100% — meaning its share of participants completing services should at least correspond to its share of statewide funding.

8. Serving Individuals in SNAP, TANF, Adult Education, Blind Services or Vocational Rehabilitation — 5 points. Current metric rewards boards for serving participants connected to these programs. A board receives the full 5 points at 55% or greater, four points at 51–55%, three at 49–51%, two at 47–49%, and one at 45–47%. Individuals receiving SNAP/TANF and Adult Education, Blind Services, or VR are weighted at 1.5 in the numerator. This became a core five-point metric for PY 2025–26, rather than extra credit. Change moves co-enrollment to a proportional scoring range and instead of a tiered target.

POINTS OF CONSIDERATION:

Our grade for PY2025 Quarter 2 was 84.25, a B. Applying the new conditions to the same Q2 data, our grade for that quarter would be estimated at around 77.59, a C+:

		Old Methodology			New Methodology		
Metric	**Weight**	**Target (%)**	**Target Met (%)**	**Weighted Performance (%)**	**New Target (%)**	**Target Met (%)**	**Weighted Performance (%)**
1. Participants with Increased Earnings	0.25	50	91.86	**22.965**	55	83.51%	**20.877**
2. Reduction in Public Assistance	0.25	50	93.96	**23.49**	55	85.42%	**21.35**
3. Employment and Training Outcomes	0.2	100	66.67	**13.334**	100	66.67%	**13.334**
4. Participants in Work-Related Training	0.1	25	100	**10**	70	94.03%	**9.403**
5. Continued Repeat Business	0.05	35	66.51	**3.3255**	40	58.20%	**2.91**
6. Year-Over-Year Business Penetration 1	0.05	100	70	**3.5**	15	41.67%	**2.083**
7. Completion-to-Funding Ratio	0.05	100	52.61	**2.63**	100	52.61%	**2.63**
8. Serving Individuals on Public Assistance 2	0.05	-	-	**5**	55	111.53%	**5**
TOTAL				**84.25 (B)**			**77.59 (C+)**

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

John Murphy made a motion to accept and acknowledge the new parameters for performance measures. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Meeting, Tuesday, September 29, 2026

TOPIC/ISSUE:

CEO Contract Amendment

BACKGROUND:

Until a few years ago, the CEO's contract called for twice his salary in life insurance. At that time, caps because of age reduced the coverage to less that twice his salary. The CEO agreed to reduce that term of his contract and a separate policy for $50,000 was purchased to provide $250,000 of coverage.

This year, when we switched group plans to Principal that coverage was reduced to $175,000. With the separate $50,000 policy, the coverage was $225,000. Through Principal a $25,000 policy was applied for and the CEO completed several medical questionnaires to gain that coverage. After reviewing his medical information, Principal stated that they would cover him for the full $250,000.

With the separate $50,000 policy, his coverage will be $300,000, which is below his original coverage of twice his salary. The $50,000 policy costs $170.01 per month or $2,040.12 annually.

The CEO is requesting that the company amend his contract to be adjusted annually based on coverage he would qualify for, not to exceed twice his annual salary. The cost reviewed annually.

POINTS OF CONSIDERATION:

The amendment will

- Provide life insurance coverage of $300,000, which is less than twice the CEO's annual salary.
- The cost is $2,040.12 annually, which is in addition to the cost of the $250,000 group policy.
- The amendment allows for reconsideration annually, at his contract negotiation.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Staci Bertrand made a motion to amend Rusty Skinner's 2026-2027 contract to update the life insurance coverage to $300,000. John Murphy seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

CareerSource
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RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Committee, Wednesday, September 29, 2026

TOPIC/ISSUE:

Comcast Grant 2026

BACKGROUND:

Staff applied for a grant with Comcast in August 2026. The purpose of the grant application was to offset additional costs associated with inclusion of Fiber Optics training in our current YouthBuild program as well as supporting additional trainees for our DOL Infrastructure grant. Our grant application was in the amount of $33,000.

POINTS OF CONSIDERATION:

We were notified on September 3, 2026, that we were awarded the grant for our full requested amount. This will cover the cost of one (of three) fiber optics certifications for 21 YouthBuild and Broadband grant participants for the Fiber Bootcamp.

STAFF RECOMMENDATIONS:

Approve acceptance of the Comcast grant in the amount of $33,000.00.

COMMITTEE ACTION:

John Murphy made a motion to accept the Comcast grant. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Kent Guinn made a motion to approve the Performance and Monitoring and Executive committee consent agenda items. Edward Suor seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 30, 2026
Executive Meeting, Tuesday, September 29, 2026

TOPIC/ISSUE:

Chiefland Lease Renewal

BACKGROUND:

We currently lease our Chiefland Office at College of Central Florida Levy Campus located at 15390 US-19, Room 102 Chiefland, FL 32626 under a one-year lease agreement which expires December 31,2026. We currently pay $1,685.33 per month.

Agreement extensions must be executed In October for the following year.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve renewing the Chiefland lease for the 2027 calendar year.

COMMITTEE ACTION:

Fred Morgan made a motion to approve a 1-year renewal of the Chiefland Office lease at the College of Central Florida Levy Campus. John Murphy seconded the motion. Motion carried.

BOARD ACTION:

Edward Suor made a motion to approve the Chiefland CF Lease Renewal. Dr. Mark Paugh declared a conflict. Therea Flick seconded the motion. Motion carried.

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Paugh, Mark Lee	Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)
MAILING ADDRESS 3001 SW College Road	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY
CITY: Ocala — COUNTY: Marion	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 9/30/2026	MY POSITION IS: ☐ ELECTIVE ☑ APPOINTIVE

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

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

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

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

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mark L. Paugh, hereby disclose that on September 30, 20 26:

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

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

X inured to the special gain or loss of College of Central Florida, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

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

9/30/2026
Date Filed

Mark L. Paugh
Signature

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