CareerSource CLM
2703 NE 14th Street
Ocala, FL 34470

Executive Committee Meeting

Wednesday, November 18, 2026 – 9:30 a.m.
Join Zoom Meeting: https://us02web.zoom.us/j/89787102196
Phone No: 1-646-558-8656 (EST) Meeting ID: 897 8710 2196

Call to Order		A. Proctor
Roll Call		C. Schnettler
Approval of Minutes, September 29, 2026	Pages 2 - 3	A. Proctor

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues Important to Our Community		R. Skinner

PUBLIC COMMENT

ACTION ITEMS

MRMA Agreement	Pages 4 – 7	D. French
One Stop Operator	Page 8	D. French
Independent Monitoring Services	Page 9	D. French

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT

2026 – 2027 MEETING SCHEDULE							
Performance/ Monitoring	**Business and Economic Development**	**Career Center**	**Marketing / Outreach**	**Education and Industry Consortium**	**Executive**	**Full Board**	
Unless noted otherwise all committee meetings are held at CareerSource CLM, 2703 NE 14th Street, Ocala, FL 34470							
Tuesday 9:00 am	Wednesday 9:00 am	Thursday 9:30 am	Wednesday 9:00 am	Thursday 9:00 am	Wednesday 9:30 am	Wednesday, 11:30 am	
8/4/2026	8/5/2026	8/6/2026	8/12/2026	8/13/2026	9/29/2026	9/30/2026	CF Levy
11/3/2026	11/4/2026	11/5/2026	10/28/2026	11/12/2026	11/18/2026	12/16/2026	CF Ocala
2/2/2027	2/3/2027	2/4/2027	2/10/2027	2/11/2027	2/24/2027	3/3/2027	CF Lecanto
5/4/2027	5/5/2027	5/6/2027	5/12/2027	5/13/2027	5/26/2027	6/9/2027	CF Ocala

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.

CAREERSOURCE CITRUS LEVY MARION
Executive Committee

MINUTES

DATE: September 29, 2026
PLACE: 2703 NE 14th Street, Ocala, FL 34470
TIME: 9:30 a.m.

MEMBERS PRESENT	MEMBERS ABSENT
Al Jones	
Arno Proctor	
Fred Morgan	
Jeff Chang	
John Murphy	
Pete Beasley	
Staci Bertrand	

OTHER ATTENDEES

Rusty Skinner, CSCLM	Cira Schnettler, CSCLM
Dale French, CSCLM	Bob Stermer, Board Attorney

CALL TO ORDER
The meeting was called to order by Arno Proctor, Chair, at 9:31 a.m.

ROLL CALL
Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES
John Murphy made a motion to approve the minutes from the July 20, 2026, meeting. Fred Harris seconded the motion. Motion carried.

DISCUSSION ITEMS
State Update
Rusty Skinner provided the following update:

- 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.
- The local plan with the regional addendum will be submitted to the State by October 6.

Performance Negotiations
Rusty Skinner reviewed the performance negotiations proposals and counters.

Indicators of Performance
Rusty Skinner reviewed the performance report, noting that the performance results from the 4th quarter of 2025 were already showing improvement and this was before the PIP. We anticipate continued improvement.

Letter Grade- 3rd Qtr
Rusty Skinner notified the committee that the letter grades have not been published yet.

Workforce Issues that are Important to our Community
No items discussed

PUBLIC COMMENT
None

ACTION ITEMS
Letter Grades- New metrics
John Murphy made a motion to accept and acknowledge the new parameters for performance measures. Fred Morgan seconded the motion. Motion carried.

CEO Contract Amendment
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.

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

Chiefland CF Lease Renewal
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.

Budget Update
Jeff Chang made a motion to approve the 2026-2027 budget. John Murphy seconded the motion. Motion carried.

PROJECT UPDATES

MATTERS FROM THE FLOOR

ADJOURNMENT
There being no further business, the meeting was adjourned at 10:13 a.m.

APPROVED:_____

RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday, November 18, 2026

TOPIC/ISSUE:

Mid-Florida Regional Manufacturers Association (MRMA) partnership agreement

BACKGROUND:

The Program Manager that leads MRMA is an employee of CLM. This position was created to jointly benefit CLM and the association by providing direct linkage to local employment and training solutions for local manufacturers. This position is an extension of our business services team.

POINTS OF CONSIDERATION:

We feel it is prudent to establish a formal agreement between CLM and MRMA detailing requirements and expectations of the partnership. A copy of the proposed agreement is attached.

STAFF RECOMMENDATIONS:

Approve moving forward with the attached agreement between CLM and MRMA.

COMMITTEE ACTION:

BOARD ACTION:

Agreement
Between
Mid-Florida Regional Manufacturers Association (MRMA)
And
Citrus Levy Marion Regional Workforce Development Board, Inc.
D/B/A Career Source Citrus Levy Marion (CLM)

This Agreement between the Mid-Florida Regional Manufacturers Association (MRMA having an address of 2703 NE 14th Street, Ocala, FL 34470 and the Citrus Levy Marion Regional Workforce Development Board, Inc. DBA Career Source Citrus Levy Marion (CLM) having an address of 2703 NE 14th Street, Ocala, FL 34470 is entered into effective the date set forth below.

WITNESSETH

Whereas, the Parties agree that each are mutually benefitted by the business relationship outlined in this agreement, and

Whereas, the Parties desire to work together to foster the economic and workforce development prospects with the manufacturing sector and membership of MRMA.

Now therefore it is agreed as follows:

1. Employment and Compensation. After joint selection and passage of a background check and drug screening, CLM will employ, on behalf of MRMA, a Program Manager (CLM position title) at the rate agreed upon by MRMA, the candidate, and CLM sr. management. However, such rate shall lie within CLM Paygrade 109 ($50,000-78,950 annually). The Program Manager will receive all benefits associated with employment by CLM.

2. Duties of the Program Manager. CLM will make the Program Manager available to MRMA to accomplish joint objectives, using funds obtained through grants or other MRMA revenues. The MRMA board of directors and CLM sr. management will co-supervise the Program Manager, assign work projects and tasks and evaluate the Program Manager. The Program Manager shall be subject to CLM's personnel policies and code of conduct and shall be subject to discipline for any violation of the same. MRMA board leadership and CLM sr. management will work together to annually set joint program goals and CLM specific performance goals.

3. Additional Benefits. MRMA may, as it determines, provide other benefits to the Program Manager and advise CLM of any such benefits to ensure that there is no overlap of benefits or duplication of costs.

4. Facilities. CLM will either provide or arrange for the provision of office space and office equipment necessary for the Program Manager to perform their duties and responsibilities.

5. Grant Writing Assistance. CLM will assist the MRMA in writing grants which promote the vision of the MRMA or provide funding for the position of Program Manager. Should such staffing grants go directly to MRMA, MRMA agrees to reimburse CLM for any Program Manager compensation provided by any such grant. If such grant(s) should be made to MRMA through CLM, MRMA agrees to allow CLM to recover any support costs or overhead included in the grant budget.

6. Additional Responsibilities of the Program Manager. MRMA and CLM recognize that there are projects which are not within the scope of any grant but that are potentially beneficial to both parties, and MRMA agrees that, when approved by CLM and the MRMA Board, such projects will be added to the Program Manager's responsibilities. Examples of the foregoing include a Wage and Benefits Survey of local employers and a convening of businesses to discuss training needs and online training opportunities.

7. Promotion. CLM agrees that it will work with MRMA, as requested, to promote their partnership with local elected officials, business organizations and funding sources.

8. Referrals. MRMA agrees that the Program Manager will serve as a business outreach resource for CLM, referring prospective businesses to CLM's business development team for follow-up contact.

9. Effective Date and Extension. This agreement is in effect beginning and ending midnight. The agreement may be extended by the consent of both parties and the availability of grant funding or MRMA revenues. Such an extension shall be in the form of an amendment to this agreement.

10. Termination. This Agreement may be terminated with or without cause by either party upon ten (10) days written notice to the other party.

11. No Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party, which, because of the nature of the parties' respective obligations under this agreement, may be declined by such party for any reason or for no reason whatsoever.

12. Notices. Any notice or other communication required or permitted to be given under this Agreement must be in writing and will be deemed effective when delivered in person or sent by

facsimile, cable, telegram or telex, or by overnight courier or registered or certified mail, postage prepaid, return receipt requested, to the addresses set forth above.

13. Amendment. This Agreement may be amended, and the observance of any term may be waived (either prospectively or retroactively and either generally or in a particular instance) only by written amendment signed by authorized representatives of the parties to the agreement.

14. Choice of Law. This Agreement will be governed by and construed in accordance with the laws of the State of Florida without regard to doctrines of conflicts of laws.

15. No Third Party Beneficiaries. The only parties to this Agreement are CLM and MRMA. There are no third party beneficiaries, including, but not limited to, the Program Manager.

16. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior oral or written understandings and agreements between the parties regarding the subject matter addressed in this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement on the ____day of_____, 2026, and hereby agree to be bound by the terms and provisions set forth herein, effective _____.

Witnesses as to CLM:

Citrus Levy Marion Regional Workforce Development Board, Inc.

_____

By: _____

Sign: _____

_____

Witnesses as to MRMA:

Mid-Florida Regional Manufacturer's Association

_____

By: _____

Sign: _____

_____

RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday, November 18, 2026

TOPIC/ISSUE:

One Stop Operator Services Invitation to Negotiate

BACKGROUND:

Southern Indiana Works (SIW) is the contracted One Stop Operator as required under the Workforce Innovation and Opportunity Act. The current contract with SIW is set to expire on June 30th, 2027.

POINTS OF CONSIDERATION:

WIOA Section121(d) establishes the requirement for the procurement of One Stop Operators in the workforce system. 20 CFR, Subpart D - sections 678.500 – 678.635 establishes the parameters of duties for such operators.

STAFF RECOMMENDATIONS:

Approve release of an Invitation to Negotiate for One Stop Operator services.

COMMITTEE ACTION:

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday, November 18, 2026

TOPIC/ISSUE:

Third Party Monitoring Services RFP

BACKGROUND:

Our current contract with Underwood Sloan and Associates for independent monitoring is set to expire on June 30th, 2027. The monitoring they provide includes a review of our general business practices, organizational structure and authority, business services, service delivery, board governance, One Stop Operator and participant eligibility, support services administration and contracting and procurement.

POINTS OF CONSIDERATION:

This RFP will solicit proposals for a contractor to provide these additional services for our existing internal monitoring processes.

STAFF RECOMMENDATIONS:

Approve release of a Request for Proposals for Independent Monitoring Services.

COMMITTEE ACTION:

BOARD ACTION: