BOARD MEETING REVISED AGENDA
Friday, October 30, 2026 – 9:30 a.m.
CareerSource Citrus Levy Marion
2703 NE 14th Street, Ocala, FL 344710

Join Zoom Meeting: https://us02web.zoom.us/j/82371497869
Conference Line: 1 646 558 8656 Meeting ID: 823 7149 7869

Call to Order		A. Proctor
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		A. Proctor
Approval of Minutes, September 30, 2026	Pages 2 - 22	A. Proctor

DISCUSSION ITEMS
None

ACTION ITEMS

ICQ	Pages 23 - 40	R. Skinner
Dislocated Worker ITN	Pages 41 – 42	R. Livingston
Negotiated Goals	Pages 43 - 44	R. Skinner

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 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: 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

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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.

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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.

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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:_____

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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

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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.

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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.

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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.

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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

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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.

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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

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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.

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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+)**

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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.

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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.

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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.

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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.

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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:

DRAFT

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.

RECORD OF ACTION/APPROVAL

Board Meeting
Friday, October 30, 2026

TOPIC/ISSUE:

Internal Control Questionnaire

BACKGROUND:

The Internal Control Questionnaire is a monitoring/compliance tool that requires staff to assess various risk areas of our operation and provide to the Board for review and certification by the Board Chair.

The ICQ is used by state monitors as part of their local compliance monitoring.

POINTS OF CONSIDERATION:

The ICQ is due to Florida Commerce by 10/23/2026. It must be signed by the Executive Director/CEO and certified by the Board Chair.

STAFF RECOMMENDATIONS:

Request approval for Chair to sign.

COMMITTEE ACTION:

BOARD ACTION:

2026-2027 Internal Control Questionnaire and Assessment

Bureau of Financial Monitoring and Accountability
Florida Department of Commerce

September 23, 2026

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OVERVIEW

Introduction and Purpose

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Florida Department of Commerce (FloridaCommerce), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal control.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, LWDBs submit them to FloridaCommerce by uploading to SharePoint.

Definition and Objectives of Internal Control

Internal control is a process, effected by an entity's board of directors, management, and other personnel, designed to provide "reasonable assurance" regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The concept of reasonable assurance implies the internal control system for any entity will offer a reasonable level of assurance that operating objectives can be achieved.

Need for Internal Control

Internal control helps to ensure the direction, policies, procedures, and practices designed and approved by management and the governing board are put in place and are functioning as designed/desired. Internal control should be designed to achieve the objectives and adequately safeguard assets from loss or unauthorized use or disposition, and to provide assurance that assets are used solely for authorized purposes in compliance with federal and state laws, regulations, and program compliance requirements. Additionally, Title 2, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, § 200.303 Internal controls, states:

The recipient and subrecipient must:

(a) Establish, document, and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient or subrecipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should align with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award.

(c) Evaluate and monitor the recipient's or subrecipient's compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified.

(e) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

What Internal Control Cannot Do

As important as an internal control system is to an organization, an effective system will not guarantee an organization's success. Effective internal control can keep the right people, such as management and the governing board members, informed about the organization's operations and progress toward goals and objectives. However, this control cannot protect against economic downturns or make an understaffed entity operate at full capacity. Internal control can only provide *reasonable, but not absolute, assurance* the entity's objectives can be met. Due to limitations inherent to all internal control systems, breakdowns in the internal control system may be caused by a simple error or mistake, or by faulty judgments made at any level of management. In addition, control may be circumvented by collusion or by management override. The design of the internal control system is dependent upon the resources available, which means there must be a cost-benefit analysis performed as part of designing the internal control system.

Five Components of Internal Control

- **Control Environment** – is the set of standards, processes, and structures that provide the basis for carrying out internal control across the organization. The board of directors and senior

management establish the tone at the top regarding the importance of internal control and expected standards of conduct.

- **Risk Assessment** – involves a dynamic and iterative process for identifying and analyzing risks to achieving the entity's objectives, forming a basis for determining how risks should be managed. Management considers possible changes in the external environment and within its own business model that may impede its ability to achieve objectives.
- **Control Activities** – are the actions established by policies and procedures to help ensure that management directives mitigate risks so the achievement of objectives are carried out. Control activities are performed at all levels of the entity and at various stages within business processes, and over the technology environment.
- **Information and Communication** – are necessary for the entity to carry out internal control responsibilities in support of achieving its objectives. Communication occurs both internally and externally and provides the organization with the information needed to carry out day-to-day internal control activities. Communication enables personnel to understand internal control responsibilities and their importance to the achievement of objectives.
- **Monitoring** – are ongoing evaluations, separate evaluations, or some combination of the two used to ascertain whether the components of internal controls, including controls to affect the principles within each component, are present and functioning. Findings are evaluated and deficiencies are communicated in a timely manner, with serious matters reported to senior management and to the board of directors.

Makeup of the ICQ

Subsequent sections of this document emphasize the "17 Principles" of internal control developed by the COSO and presented in the Internal Controls – Integrated Framework. The five components of internal control listed above are fundamentally the same as the five standards of internal control and reflect the same concepts as the "Standards for Internal Control in the Federal Government."

The principles are reflected in groupings of questions related to major areas of control focus within the organization. Each question represents an element or characteristic of control that is or can be used to promote the assurance that operations are executed as management intended.

It should be noted that entities may have adequate internal control even though some or all of the listed characteristics are not present. Entities could have other appropriate internal control operating effectively that are not included here. The entity will need to exercise judgment in determining the most appropriate

and cost-effective internal control in any given environment or circumstance to provide reasonable assurance for compliance with federal program requirements.

Completing the Questionnaire

On a scale of 1 to 5, with "1" indicating the area of greatest need for improvements in internal control and "5" indicating that a very strong internal control exists, select the number that best describes your current operating environment. Please provide details in the comments/explanations column for each statement with a score of 1 or 2. **For questions requiring a narrative, please provide in the comments/explanations column.**

Certification of Self-Assessment of Internal Controls

Attachment A includes a certification which should be completed and signed by the LWDB Executive Director, then reviewed, and signed by the LWDB Chair or their designee, and uploaded to SharePoint.

CONTROL ENVIRONMENT

		Self-Assessment of Policies, Procedures, and Processes					
		Weak				*Strong*	
		1	2	3	4	5	Comments/Explanations
Principle 1. The organization demonstrates a commitment to integrity and ethical values.							
1.	The LWDB's management and board of directors' commitment to integrity and ethical behavior is consistently and effectively communicated throughout the LWDB, both in words and deeds.	☐	☐	☐	☐	☒	The professional ethics of our leadership team, board, and workforce system are reflected in our team's day-to-day actions. Our board is kept informed of organizational activities and remains actively engaged in meetings. Staff achievements are recognized weekly in our In the Know newsletter, and positive customer survey feedback is shared and celebrated with individual staff members.
2.	The LWDB has a code of conduct and/or ethics policy that is periodically updated and has been communicated to all staff, board members, and contracted service providers. **Provide the date of the last code of conduct/ethics policy update. How was this update communicated to all staff?**	☐	☐	☐	☐	☒	CSCLM Policy #: ADM-02 Code of Conduct and Policy on Conflict of Interest, Pages 1 - 10. This is also included in our Personnel handbook, last updated 2024. Staff signs conflict of interest statement every program year.
3.	When the LWDB hires employees from outside of the organization the person is trained or made aware of the importance of high ethical standards and sound internal control. **How is ethics training provided to new staff?**	☐	☐	☐	☐	☒	New staff review company policies and the personnel handbook, and are cross-trained in different areas of the organization for the first two weeks of their employment as part of on-boarding. ADM-02 Code of Conduct is included as part of this initial overview. Our on-boarding process is documented in handbook form and consistent across all positions.
4.	The LWDB management has processes in place to evaluate the performance of staff and contracted service providers against the expected standards of conduct.	☐	☐	☐	☐	☒	Staff evaluations take place in the first quarter of each program year. Contracted providers are monitored annually by a third party evaluator, with results being presented to the board.
Principle 2. The board of directors demonstrates independence from management and exercises oversight of the development and performance of internal controls.							
5.	The board of directors define, maintain, and periodically evaluate the skills and expertise needed among its members to enable them to question and scrutinize management's activities and present alternate views, and act when faced with obvious or suspected wrongdoing.	☐	☐	☐	☐	☒	Board members are recruited in accordance with our bylaws and based on the areas and industries they represent, helping ensure appropriate skills, expertise, and perspectives are represented. Board composition and expertise are periodically reviewed to identify needs and maintain effective representation. Members are encouraged and empowered to ask questions, scrutinize management activities, consider alternate viewpoints, and make difficult decisions based on factual information and data, including taking appropriate action when concerns or suspected wrongdoing arise.
6.	The board of directors oversees the LWDB's design, implementation, and operation of the organizational structure so the board of directors can fulfill its responsibilities.	☐	☐	☐	☐	☒	The CSCLM board of directors meets quarterly at a minimum to be able to respond quickly to any needs that may impact the operation of the career centers. Staff bring recommendations which the board engages in discussion on to reach decisions on design, implementation and organization structure.
7.	The board of directors and/or audit committee maintains a direct line of communication with the LDWB's external auditors and internal monitors.	☐	☐	☐	☐	☒	The Performance and Monitoring committee meets quarterly. All monitoring reports (internal and external) along with audit reports are reviewed with the members by the staff and/or externally contracted vendor responsible for the reports.
8.	The board of directors establishes the expectations and evaluates the performance of the chief executive officer or equivalent role.	☐	☐	☐	☐	☒	A review is conducted annually by the Executive Committee to review the CEO's performance, role expectations and contract negotiations. The most recent review was completed in May of 2026.

Principle 3. Management establishes, with LDWB oversight, organizational structure, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.							
9.	Management periodically reviews and modifies the organizational structure of the LWDB in light of anticipated changing conditions or revised priorities. **Please provide the date of last review.**	☐	☐	☐	☐	☒	This is an ongoing process and is done frequently to ensure our staffing is aligned to local economic needs as well as our commitment to our economic, educational and business partners. Last review was conducted in June of 2026.
10.	Specific lines of authority and responsibility are established to ensure compliance with federal and state laws and regulations and a proper segregation of duties.	☐	☐	☐	☐	☒	Lines of authority and responsibility are clearly defined and transparent, with appropriate checks and balances in place at all levels to support compliance with federal and state laws and regulations. Our processes maintain appropriate segregation of duties, including a clear firewall between direct center services and senior leadership, to ensure accountability and effective oversight.
11.	The LWDB management maintains documentation of controls, including changes to controls, to meet operational needs and retain organizational knowledge.	☐	☐	☐	☐	☒	Controls are documented via Admin Policies which are posted to our internal staff portal. All staff are provided copies of updated policies upon Board/Management approval. Senior leadership are aligned so that approval or signatory control does not overlap accessibility creating a fire wall and a lockstep process of executing financial approvals.
Principle 4. The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.							
12.	The LWDB's recruitment processes are centered on competencies necessary for success in the proposed role.	☐	☐	☐	☐	☒	Job Descriptions for vacancies are evaluated regularly to ensure recruitment is aligned with the functional requirements of the business and proposed role. They are also reviewed prior to posting. A panel of 3 staff conduct interviews to ensure fair appraisal of candidates.
13.	The LWDB provides training opportunities or continuing education to develop and retain sufficient and competent personnel. Training includes a focus on managing awards in compliance with federal and state statutes, regulations, and the terms and conditions of the award.	☐	☐	☐	☐	☒	All staff are afforded multiple training opportunities throughout the year such as quarterly All Staff meetings, the Annual Workforce Development Summit, FL Comm and DOL sponsored webinars, NAWB and NAWDP conferences. We also bring in experts specific to different areas of the organization to assist with building competencies and strengths. Tuition reimbursement is also provided to promote ongoing development of existing staff. Both board staff and the management team receive training on financial processes to ensure compliance.
14.	The LWDB has succession plans for senior management positions and contingency plans for assignments of responsibilities important for internal control. **Describe the succession and/or contingency planning for senior management positions.**	☐	☐	☐	☐	☒	Our succession plan was approved by our board of directors on September 30, 2015. Our current plan details the hierarchy of positions that are prepared to temporarily fill each level of position as needed. Our board may appoint at the CEO level and the CEO may appoint positions. We have created position pathways to prepare future talent in four layers of management with progressive responsibilities.
Principle 5. The organization evaluates performance and holds individuals accountable for their internal control responsibilities in the pursuit of objectives.							
15.	Job descriptions include appropriate knowledge and skill requirements for all employees. Components of performance expectations are consistent with federal and state requirements applicable to each position. For all employees, the LWDB regularly evaluates performance and shares the results with the employee.	☐	☐	☐	☐	☒	Job Descriptions are reviewed prior to each hire and updated as needed to ensure appropriate skills are advertised. Performance is evaluated quarterly and annually at a minimum in Q1 each program year for the previous year.

16.	The LWDB has mechanisms in place to ensure that all required information is timely published to the LWDB's website in a manner easily accessed by the public in compliance with laws, regulations, and provisions of grant agreements.	☐	☐	☐	☐	☒	Senior leadership and administrative staff conduct ongoing reviews of the CSCLM website.this information is also evaluated by our contracted third party monitor annually.
17.	The LWDB's management structure and tone at the top helps establish and enforce individual accountability for performance of internal control responsibilities.	☐	☐	☐	☐	☒	Internal controls, fraud prevention, and individual accountability are regularly reinforced through quarterly staff training. Senior management sets the tone by leading by example and clearly communicating expectations for compliance and internal control responsibilities. Staff understand their individual roles and contributions to organizational performance, with annual performance goals established and communicated, supported by ongoing training and feedback throughout the year.
18.	The LWDB has policies, processes, and controls in place to evaluate performance and promote accountability of contracted service providers (and other business partners) and their internal control responsibilities.	☐	☐	☐	☐	☒	All service providers are must adhere to CSCLM local policies. Additionally, our contract boilerplate includes all certifications and responsibility statements for all contracted business partners. All contractors participate in the quarterly All Staff meetings and other available trainings as if they were our direct employees.

RISK ASSESSMENT

		Self-Assessment of Policies, Procedures, and Processes					
		Weak				*Strong*	
		1	**2**	**3**	**4**	**5**	**Comments/Explanations**
Principle 6. The organization defines objectives clearly to enable the identification of risks and define risks tolerances.							
19.	Management establishes a materiality threshold for each of its major objectives and identifies risk at each location where the LWDB conducts activities.	☐	☐	☐	☐	☒	We do identify risk, but keep all areas of materiality within one location for decision-making and approval. Activities are monitored and audited by a CPA. Monitoring occurs on an on-going basis. CSCLM also has separated job duties and roles along with overlapping review of staff's work built into the approval processes to ensure proper firewalls are in place.
20.	Management uses operational objectives as a basis for allocating the resources needed to achieve desired operational and financial performance.	☐	☐	☐	☐	☒	The finance director and the EVP work together to support the programs in the budgeting process that best align performance and strategy. These operational and financial objectives are reviewed by the Executive Committee and approved by the full Board prior to implementation.
21.	The LWDB sets entity-wide financial reporting controls and assesses the risks that those controls will not prevent material misstatements, errors, or omissions in the financial statements. Financial reporting controls are consistent with the requirements of federal awards.	☐	☐	☐	☐	☒	This is a top priority for our Board. We have strict controls in place and discuss all matters with the Board keeping them apprised throughout the year on all financial matters. Our committee structure provides multiple levels of oversight and third party financial and programmatic monitors report directly to the Performance and Monitoring and Executive committees and the full board. Staff ensure processes are consistent with federal and state requirements, which are monitored by a third party annually.
Principle 7. The organization identifies risks to the achievement of its objectives across the organization and analyzes risks as a basis for determining how the risks should be managed.							
22.	Management ensures that risk identification and analysis consider internal and external factors and their potential impact on the achievement of objectives.	☐	☐	☐	☐	☒	To assist in identifying and mitigating risk, quarterly cyber-security trainings are mandatory for all staff. We also have a Security Breach policy that covers company security breaches as well as FLComm data security breaches. Additionally, we work with a third party vendor that tests our systems to ensure maximum security.

RISK ASSESSMENT

		Self-Assessment of Policies, Procedures, and Processes					
		Weak				*Strong*	
		1	**2**	**3**	**4**	**5**	**Comments/Explanations**
23.	The LWDB adequately and effectively manages risks to the organization and has designed internal controls in order to mitigate the known risks. **What new controls, if any, have been implemented since the prior year and which organizational risks do they mitigate?**	☐	☐	☐	☐	☒	All firewalls and risk mitigation processes are detailed in our administrative plan last updated on June 7, 2022. No additional processes have been updated.
24.	The LWDB's risk identification/assessment is broad and includes both internal and external business partners and contracted service providers.	☐	☐	☐	☐	☒	Cybersecurity training is conducted on a quarterly basis. No security breaches were identified this year. Should one be detected , the staff member would be provided remedial training. Our firewall performance is optimal.
Principle 8. The organization considers the potential for fraud in assessing risks to the achievement of objectives.							
25.	The LWDB periodically performs an assessment of each of its operating locations' exposure to fraudulent activity and how the operations could be impacted. **When was the last assessment performed on each operating location to identify any fraudulent activity? What is the assessment frequency?**	☐	☐	☐	☐	☒	CLM conducts continual and quarterly training to all CLM Staff, state staff and partners. Security filters through the web filter and a separate email filter are sweeping and monitoring for fraudulent activity daily. Staff act as human firewalls, promoted through quarterly security training.
26.	The LWDB's assessment of fraud risks considers opportunities for: • unauthorized acquisition, use and disposal of assets; • altering accounting and reporting records; • corruption such as bribery or other illegal acts; and • other forms of misconduct, such as waste and abuse. **Provide a narrative of the system/process for safeguarding cash on hand, such as prepaid program items (i.e. gas cards, Visa cards) against unauthorized use/distribution.**	☐	☐	☐	☐	☒	Fraud risks, including unauthorized use of assets, alteration of records, corruption, waste, and abuse, are addressed through local operating procedures, segregation of duties, and routine third-party monitoring. Our VISA card system operates on a reimbursement basis, with incentives and supportive services provided only after appropriate documentation is reviewed and approved. Needs-based payments are issued directly to vendors when applicable. No preloaded cards are stored on-site; cards are funded electronically only after eligibility and supporting documentation are verified, minimizing the risk of unauthorized use or distribution.

Principle 9. The organization identifies, assesses, and responds to changes that could significantly impact the system of internal control.							
27.	The LWDB has mechanisms in place to identify and react to significant changes presented by internal conditions including the LWDB's programs or activities, oversight structure, organizational structure, personnel, and technology that could affect the achievement of objectives. **Describe the mechanisms in place to identify and react to significant changes presented by internal conditions, such as what type of event or condition activates the review mechanism.**	☐	☐	☐	☐	☒	Our region recognizes up to date documentation and digitally shared work activities (case management tools) are key to maintaining internal flexibility in the face of sudden adverse internal conditions. We have implemented a cross-training "Agile Staffing" concept that ensures programmatic staff are training in a range of services so essentially any staff can assist a customer regardless of needs. This cross-training permits flexibility in staffing within our centers and provides a true one stop shop. Our programmatic staff is well versed in all programs and is led by a sr. management team whose member's experience ranges from 20-36 years of experience.
28.	The LWDB has mechanisms in place to identify and react to significant changes presented by external conditions including governmental, economic, technological, legal, regulatory, and physical environments that could affect the achievement of objectives.	☐	☐	☐	☐	☒	Our senior staff specializes in different aspects of the organizations structure to ensure that our adaptability to economic needs remains nimble and pro-active. Thorough understanding of state and federal regulations is expected and allows us to quickly adjust as needed. Labor market data is reviewed regularly.
29.	Considering significant changes affecting the LWDB, existing controls have been identified and revised to mitigate risks.	☐	☐	☐	☐	☒	Yes, Financial: Separation of duties. Redundant checks and balances for all cash handling and signatory authority. Third party, external monitors. Data Fraud: Our systems are monitored internally to manage information accessibility to ensure staff only have access to data required to do their job and to insure strict controls over PII. System Security: Our IT department conducts ongoing security reviews of all incoming and outgoing data. We

CONTROL ACTIVITIES

		Self-Assessment of Policies, Procedures, and Processes					
		Weak				*Strong*	
		1	**2**	**3**	**4**	**5**	**Comments/Explanations**
Principle 10. The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.							
30.	The LWDB has a written business continuity plan which includes contingencies for business processes, assets, human resources, and business partners, and is periodically evaluated and updated to ensure continuity of operations to achieve program objectives.	☐	☐	☐	☐	☒	Two plans are in place: The first directly addresses operational continuity of service for our administrative staff. The second plan contains continuity of services within the career centers. It defines roles and responsibilities and provides a consistent approach of services. Additionally, each center has a location-specific binder managed by the Center supervisor detailing various roles and resources to be implemented based on different emergency scenarios.
31.	Controls employed by the LWDB include authorizations, approvals, comparisons, physical counts, reconciliations, supervisory controls, and ensure allowable use of funds. **What type of training is provided to program and administration staff to ensure the allowable use of grant funds?**	☐	☐	☐	☐	☒	All final expenditures are reviewed no less than three times. We have sent four top management and finance staff to the DOL/ETA SMART Financial grants management training and will continue to send more as it is offered. Final approval for use of funds is limited to top staff who attended the SMART training and have also attended others such as Wipfli and workshops at the Summit. Executive staff remain vigilant in reviewing all communiques, TENs and TEGLs issued at the state and federal levels.

Principle 11. The organization selects and develops general control activities over technology to support the achievement of objectives.							
32.	The LWDB periodically (e.g., quarterly, semiannually) reviews system privileges and access controls to the different applications and databases within the IT infrastructure to determine whether system privileges and access controls are appropriate. **How frequently (quarterly, semiannually, etc.) are system privileges reviewed?**	☐	☐	☐	☐	X	This review is conducted in conjunction with FLComm twice per year. All staff accounts are maintained on an ongoing basis with procedures in place to ensure deactivation at exit/termination. Privileges are reviewed and adjusted as needed based on new State and Federal Guidance and functional role.
33.	Management selects and develops control activities that are designed and implemented to restrict technology access rights to authorized users commensurate with their job responsibilities and to protect the organization's assets from external threats.	☐	☐	☐	☐	X	All new employees must review and sign our ADM-8 computer policy and systems access request forms. The staff member's supervisor selects the requested level of access. Access requests are forwarded to the Director of IT and the Director of Operations for review. The Director of Operations is also the regional RSO and makes final determination on access levels. The RSO signs the access request documentation and forwards back to IT for final activation. All staff changes and terminations are handled in the same manner. The RSO manages the deactivation of systems upon departure or termination. Access removal forms are part of the termination process and are handled the same as new employees. The IT Department institutes access based enumeration on the files erver folder structures restricting user rights within CLM's file systems.
34.	Management has identified the appropriate technology controls that address the risks of using applications hosted by third parties.	☐	☐	☐	☐	X	Company e-mail, customer and financial data have been moved to the cloud. A thorough review on all third parties that host data is conducted to ensure security and integrity of data hosted on AWS, Barracuda and Microsoft Cloud.
35.	The LWDB has considered the protection of personally identifiable information (PII), as defined in section 501.171(1)(g)1, F.S., of its employees, participants/clients and vendors, and have designed and implemented policies that mitigate the associated risks.	☐	☐	☐	☐	X	We also use software based identification to track possible PII violations through the company network. The IT department is notified when data that appears to be PII is transmitted across our network. It is then inspected and appropriate action taken to either release the transmission or delete it prior to sending.
36.	The LWDB has established organizational processes and procedures to address cybersecurity risks to its critical information infrastructure. (Reference: National Institute of Standards and Technology (NIST) Cybersecurity Framework) **What measures are being taken to address the risk of cybersecurity in the organization?**	☐	☐	☐	☐	X	We moved to a new Windows 11 - laptop solution with VPN and instituted Multifactor Authentication for all staff vpn and o365 logins. It has been our experience that an outbreak is limited to a single computer. We would mitigate the threat though Trend Micro, our antivirus/antimalware solution, does a great job of containment and removal. Our DNSis housed on CloudFlare and continue to function accurately. CLM's 2 Million dollar Cybersecurity Policy was renewed this FY and is carried by Lloyds.

Principle 12. The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.							
37.	The LWDB has policies and procedures addressing proper segregation of duties between the authorization, custody, and recordkeeping for the following tasks, if applicable: Prepaid Program Items (Participant Support Costs), Cash/Receivables, Equipment, Payables/Disbursements, Procurement/Contracting, and Payroll/Human Resources.	☐	☐	☐	☐	☒	These are detailed in our operating processes and procedures available for review by all staff on our intranet. It is also detailed in our workforce services plan which was updated for 2025. All reviews have substantiated an appropriate level of segregation of duties.
38.	The LWDB has written procedures that minimize the time elapsing between the receipt of advanced funds and disbursement of funds as required by 2 CFR 200.305(b)(1).	☐	☐	☐	☐	☒	We follow state guidance and procedures through the SERA system. Draw-down of funds is based on bi-weekly AP requirements and is done two to three days prior to AP to ensure no additional funds remain unspent.
39.	The LWDB has processes to ensure the timely submission of required reporting (i.e., financial reports, performance reports, audit reports, internal monitoring reviews, or timely resolution of audit findings).	☐	☐	☐	☐	☒	All submissions are handled by the Director of Finance. Follow up is conducted by the EVP and Director of Operations to ensure reports are filed appropriately. Additionally, all reports are provided to the Performance and Monitoring committee with updates on their status of completion.
40.	The LWDB has a records retention policy and has implemented internal controls to ensure all records are retained, safeguarded, and accessible, demonstrating compliance with laws, regulations, and provisions of contracts and grant agreements.	☐	☐	☐	☐	☒	Our Administrative Policy #10 details our records retention policy. Our use of electronic records management means we generally exceed the duration in which records must be kept (indefinitely).
41.	LWDB periodically reviews policies, procedures, and related control activities for continued relevance and effectiveness. Changes may occur in personnel, operational processes, information technology, or governmental regulations.	☐	☐	☐	☐	☒	Policies are reviewed annually or more frequently as needed by programmatic management and administrative staff. Additionally, many policies are reviewed by our third party monitor on an annual basis. Under the sub-grantee agreement, policies will be updated every 4 years at a minimum.

INFORMATION AND COMMUNICATION

		Self-Assessment of Policies, Procedures, and Processes					
		Weak				*Strong*	
		1	2	3	4	5	Comments/Explanations
Principle 13. The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.							
42.	Federal, state, or grant program rules or regulations are reviewed by one or more of the following: governing board, audit, finance, or other type committee. **How often are these reviewed?**	☐	☐	☐	☐	☒	These are reviewed by the Executive Committee, Performance and Monitoring Committee and Board of Directors as a whole, who meet quarterly. Reviewed as changes are made at State or Federal level, as changes are made locally in response, and as necessary as a result of monitoring or auditing. We also provide information in the form of orientation for all new board members.
43.	The LWDB considers both internal and external sources of data when identifying relevant information to use in the operation of internal control.	☐	☐	☐	☐	☒	CSCLM use guidance provided by FL Comm, CSF, Auditors, DOL, 2CFR Part 200 and all outside training resources.
44.	The LWDB has controls in place to ensure costs are accurately recorded and allocated to the benefiting federal/state fund or grant.	☐	☐	☐	☐	☒	Separation of duties along with checks and balances in Finance are controls to ensure this area. The accounting clerk processes payments by recording the amount to a specific grant/fund code in the accounting software. The Bookkeeper reviews the entry. The Director of Finance reviews and signs off after. Then the Accountant runs the check, followed by review and signature by the CEO or EVP.
Principle 14. The organization internally communicates quality information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.							
45.	Communication exists between personnel, management, and the board of directors so that quality information is obtained to help management achieve the LWDB's objectives.	☐	☐	☐	☐	☒	Quarterly meetings are conducted with all committees and the full board and are conducted with full transparency. Information is shared electronically to the entire membership between formal meetings to ensure all members are kept up to date.
46.	There is a process to quickly disseminate critical information throughout the LWDB when necessary. **Provide a description of the dissemination process.**	☐	☐	☐	☐	☒	Information can be sent electronically through mass e-mail groups to include all CSCLM staff, all committee and board members. Depending on nature, we can also use Facebook and Twitter to inform the public along with notifications on our website. For weather emergencies we have a phone tree developed that is updated annually and prior to any suspected hurricane. A dedicated phone line is accessible to all employees to retrieve prerecorded messages regarding emergencies.
47.	Management has a process for the development, approval and implementation of policy updates and communicates those updates to staff.	☐	☐	☐	☐	☒	This is handled by the Operations unit. New policies are reviewed and approved by the appropriate committee and board. Policy updates are handled by staff and reviewed and approved by the EVP and CEO. Policy OPS-77 Policy Creation and Revision Procedures also details this process. New policies or policy changes at the direction of FL Comm are sent to FL Comm for review and approval. Approved policies are then uploaded to the intranet with an email notification sent to staff. For any major re-write, training accompanies the new policy.

Principle 15. The organization communicates with external parties regarding matters affecting the functioning of internal controls.							
48.	The LWDB has a means for anyone to report suspected improprieties regarding fraud; errors in financial reporting, procurement, and contracting; improper use or disposition of equipment; and misrepresentation or false statements. **Describe the process of how someone could report improprieties. Who receives/processes/investigates, etc.?**	☐	☐	☐	☐	☒	Our intranet contains a communication tool to allow staff to directly communicate with the CEO, the EVP and/or the Board Chair anonymously. These communications are then processed or investigated depending on the issue. This could be investigated by the EO officer, Human Resources, or by the Executive committee. For outside complaints, information is posted in each center and is also available on our website for the formal process (EO officer) or the EVP.
49.	The LWDB has processes in place to communicate relevant and timely information to external parties.	☐	☐	☐	☐	☒	This is accomplished through our interested parties e-mail list, News releases, Facebook, Instagram, LinkedIn, our dedicated website and our established relationships with local news organizations. In emergency cases, such as natural disasters, and alert is sent to the local media.
50.	The LWDB has processes in place to communicate the results of reports provided by the following external parties: Independent Auditor, FloridaCommerce Bureau of Financial Monitoring and Accountability, FloridaCommerce Bureau of One-Stop and Program Support, FloridaCommerce Office of Inspector General, Florida Auditor General, and federal awarding agencies (U.S. Department of Labor, U.S. Department of Health and Human Services, and U.S. Department of Agriculture to the Board of Directors).	☐	☐	☐	☐	☒	All reports are sent to and reviewed in detail by the Performance and Monitoring Committee. These are then sent to the Executive Committee and finally to the full board. Auditors present the Audit report to the committee and full board so that questions may be asked directly of the auditor. All reports are made part of the agendas and are available on our website. The Audit and 990 are also included on our website as financial information.

MONITORING ACTIVITIES

		Self-Assessment of Policies, Procedures, and Processes					
		Weak				*Strong*	
		1	**2**	**3**	**4**	**5**	**Comments/Explanations**
Principle 16. The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal controls are present and functioning.							
51.	The LWDB periodically evaluates its business processes such as cash management, comparison of budget to actual results, repayment or reprogramming of interest earnings, draw down of funds, procurement, and contracting activities. **Describe the process of how funding decisions are determined. What are the criteria, who initiates/approves, etc.?**	☐	☐	☐	☐	☒	This done through on-going internal and external (third party) monitoring and audits. Also as new processes are discussed between upper management and then discussed with Executive committee. The Executive Committee is the committee that takes any action regarding financial information and decisions as necessary and detailed in our Administrative Policy Manual.

MONITORING ACTIVITIES

		Self-Assessment of Policies, Procedures, and Processes					
		Weak				*Strong*	
		1	**2**	**3**	**4**	**5**	**Comments/Explanations**
52.	The LWDB considers the level of staffing, training and skills of people performing the monitoring given the environment and monitoring activities which include observations, inquiries, and inspection of source documents.	☐	☐	☐	☐	☒	We have formally procured the fiscal and sub recipient monitoring and based the selection on expertise and cost. A third party monitor conducts annual monitoring of all of our programs. And finally, the EVP will conduct special monitoring in response to areas of concern.
53.	LWDB management periodically visits all career center locations in its local area (including subrecipients) to ensure the policies and procedures are being followed and functioning as intended. **When was the most recent visit performed, by whom, and who were the results communicated to?**	☐	☐	☐	☐	☒	This is done annually by our internal monitoring staff, the EO officer and Center Managers, and a thorough review of all One Stop credentialing and ADA requirements is conducted. The most recent audit visit was February 2026, with results reported to the EVP. The CEO, EVP and Director of Operations make regular visits to the centers to talk with staff and review adherence to policies. The leadership and administrative team is located within our largest Career Center on 14th Street in Ocala, FL.
Principle 17. The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the board of directors, as appropriate.							
54.	The LWDB management takes adequate and timely actions to correct deficiencies identified by the external auditors, financial and programmatic monitoring, or internal reviews.	☐	☐	☐	☐	☒	All monitoring reports are reviewed with staff and corrective actions are put in place. All reports and corrective action plans are submitted to and reviewed by the Performance and Monitoring committee. Training is conducted to follow-up and correct any identified issues.
55.	The LWDB monitors all subrecipients to ensure that federal funds provided are expended only for allowable activities, goods, and services and communicates the monitoring results to the board of directors. **Are subrecipient monitoring activities outsourced to a third party? If so, provide the name of the party that performs the subrecipient monitoring activities.**	☐	☐	☐	☐	☒	We have hired an auditing firm, Powell and Jones CPA, to conduct the financial monitoring of our sub recipients. A third party firm, Underwood and Sloan will conduct internal programmatic monitoring. The monitoring results are brought to the Performance and Monitoring Committee, the Career Center Committee, the Executive Committee and then to the full board.

ATTACHMENT A

Florida Department of Commerce
Certification of Self-Assessment of Internal Controls

Local Workforce Development Board Number: 10

To be completed by the Executive Director:

A self-assessment of internal control has been conducted for the 2026-2027 fiscal monitoring period. As part of this self-assessment, the Internal Control Questionnaire developed by the Florida Department of Commerce has been completed and is available for review.

Signature: _____

Printed Name: Thomas "Rusty" Skinner

Title: CEO

Date: _____

To be completed by the Board Chairperson or their designee:

I have reviewed the self-assessment of internal control that was conducted for the 2026-2027 fiscal monitoring period.

Signature: _____

Printed Name: Arno Proctor

Title: Board Chair

Date: _____

Please scan and upload to SharePoint an executed copy of this certification on or before **October 23, 2026**.

RECORD OF ACTION/APPROVAL

Board of Directors
Friday, October 30, 2026

TOPIC/ISSUE: Dislocated Worker Invitation to Negotiate – Evaluation Results and Provider Recommendation (ITN No. 2026-CLM-DW-01)

BACKGROUND:

On behalf of CareerSource Citrus Levy Marion (CSCLM), CareerSource Northeast Florida (CSNEFL) independently administered the procurement of a provider of Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker career and training services for Citrus, Levy, and Marion Counties. CSCLM engaged CSNEFL so that no actual or perceived conflict of interest would arise if CSCLM itself, or an entity affiliated with CSCLM, submitted a proposal. CSCLM staff and Board members had no role in drafting the evaluation criteria, scoring proposals, or developing this recommendation.

The procurement was conducted in two phases. Request for Qualifications RFQ-CSCLM 26-DW-01 opened on June 15, 2026, and closed on July 3, 2026, and served as a pre-qualification review. Four qualified organizations responded: CareerSource Citrus Levy Marion, Educational Data Systems, Inc., KRA Corporation, and DB Grant Associates, Inc. On July 20, 2026, the Executive Committee approved CSNEFL's request to issue an ITN limited to the organizations determined responsive to the RFQ, without public advertisement or additional respondents.

CSNEFL issued ITN No. 2026-CLM-DW-01 to the four qualified organizations on August 12, 2026. Two of the four qualified organizations submitted proposals: **CSCLM** and **DB Grant Associates, Inc.** (Grant Associates). Educational Data Systems, Inc. and KRA Corporation did not submit proposals. CSNEFL reviewed both for completeness and convened a three-member independent evaluation committee, which scored each proposal against the rubric published in the ITN: Organization Description (15 points), Program Description (40), Staffing Plan (25), and Budget and Budget Narrative (20), for a total of 100 points.

POINTS OF CONSIDERATION:

Evaluation results. CSCLM received the highest score from each of the three evaluators.

Respondent	Rater #1	Rater #2	Rater #3	Combined (of 300)	Average (of 100)
CSCLM	85	84	84	253	84.33
Grant Associates	70	66	72	208	69.33

CSCLM scored higher in all four categories. The largest differences were in the Staffing Plan and the Budget and Budget Narrative.

Board discretion. As stated in the ITN, CSNEFL presents the independent evaluators' scores to the CSCLM Board of Directors, which has sole discretion to determine how to proceed and how services will be provided. The ITN does not commit CSCLM to award a contract.

STAFF RECOMMENDATIONS:

CSNEFL recommends that the CSCLM Board of Directors accept the results of the independent evaluation and approve CSCLM, the highest-ranked respondent, to continue to provide WIOA Dislocated Worker career and training services for Citrus, Levy, and Marion Counties for January 1, 2027, through June 30, 2028. The award includes the option to renew for up to three additional one-year periods, subject to satisfactory performance, funding availability, and Board approval. Award is subject to confirmation of any required chief elected official and Governor approvals for direct provision of services.

COMMITTEE ACTION:

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting
Friday, October 30, 2026

TOPIC/ISSUE:

Negotiated Indicator of Performance (IOP) Goals

BACKGROUND:

Each local board is required to negotiate IOP goals with the State. This year negotiations were prolonged with the majority of local boards because the State's proposed goals were deemed unrealistic. The State reviewed their data and presented local areas with revised goals. CLM had four goals- 2 adult and 2 youth- that were objectionable.

POINTS OF CONSIDERATION:

The State's revised proposals on these four areas were reasonable goals

STAFF RECOMMENDATIONS:

Approve IOP goals.

COMMITTEE ACTION:

BOARD ACTION:

CONSORTIUM ACTION:

Indicators of Performance

Negotiated Goals for 2026-2027

LWDB	Program	Measure	PY2026 Preliminary Goal	PY2027 Preliminary Goal
10	Adult	Employment Rate Q2	88.0%	88.0%
10	Adult	Employment Rate Q4	86.0%	86.0%
10	Adult	Median Earnings	$9,900	$9,900
10	Adult	Credential Attainment	83.0%	83.0%
10	Adult	Measurable Skills Gain	78.6%	78.6%
10	DW	Employment Rate Q2	89.0%	89.0%
10	DW	Employment Rate Q4	78.1%	78.1%
10	DW	Median Earnings	$9,871	$9,871
10	DW	Credential Attainment	75.0%	75.0%
10	DW	Measurable Skills Gain	73.0%	73.0%
10	Youth	Employment Rate Q2	80.5%	80.5%
10	Youth	Employment Rate Q4	78.9%	78.9%
10	Youth	Median Earnings	$4,164	$4,164
10	Youth	Credential Attainment	85.0%	85.0%
10	Youth	Measurable Skills Gain	80.0%	80.0%
10	WP	Employment Rate Q2	66.3%	66.3%
10	WP	Employment Rate Q4	64.0%	64.0%
10	WP	Median Earnings	$6,393	$6,393
10	WIOA - All	ESE	62.0%	62.0%