



BOARD MEETING AGENDA

Wednesday, December 10, 2025 – 11:30 a.m.

College of Central Florida – Marion Campus

3001 SW College Rd, Ocala, FL 34474

Join Zoom Meeting: <https://us02web.zoom.us/j/82763256229>

Conference Line: 1 646 558 8656 Meeting ID: 827 6325 6229

Call to Order		C. Flanagan
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		C. Flanagan
Approval of Minutes, September 3, 2025	Pages 3 - 17	C. Flanagan

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Board Membership Status	Page 18	R. Skinner

CONTRACTS

<u>Master Contracts Requiring 2/3rds Vote - OJT, CBT, or</u>	Pages 19 - 20	R. Skinner
<u>Apprenticeship Training Opportunities - \$20,000</u>		
Novari Care		

ACTION ITEMS

Internal Control Questionnaire	Pages 21 – 38	D. French
Comcast Grant	Page 39	D. French
Eckerd Modification	Page 40	D. French

CONSENT AGENDA

<u>Performance and Monitoring – 11/4/2025</u>	Page 41	J. Chang
Subrecipient Monitoring		

<u>Business and Economic Development – 11/5/2025</u>		P. Beasley
WRA Grant (under Executive Committee)		

<u>Career Center – 10/30/2025</u>		C. Harris
No Action Items		

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.



Marketing and Outreach – 11/12/2025
WRA Grant (under Executive Committee)

A. Jones

Education and Industry Consortium - 11/13/2025
No Action Items
Minutes attached

Pages 42 - 54 R. Skinner

Executive Committee – 11/19/2025
WRA Grant
Continuity of Operations Plan
Internal Control Questionnaire
Gazelle Conversion
CF Lease

Pages 55 - 59 C. Flanagan /
R. Skinner

PROJECT UPDATES

MATTERS FROM THE FLOOR

ADJOURNMENT

LUNCH

2025 – 2026 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 14 th 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	
8/5/2025	8/6/2025	8/7/2025	8/13/2025	8/14/2025	8/27/2025	9/3/2025	CF Levy
11/4/2025	11/5/2025	10/30/2025	11/12/2025	11/13/2025	11/19/2025	12/10/2025	CF Ocala
2/3/2026	2/4/2026	2/5/2026	2/11/2026	2/12/2026	2/25/2026	3/4/2026	CF Lecanto
5/5/2026	5/6/2026	5/7/2026	5/13/2026	5/14/2026	5/27/2026	6/3/2026	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 3, 2025

PLACE: College of Central Florida, Levy Campus

TIME: 11:30 a.m.

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Albert Jones	Equilla Wheeler
Andy Starling	John Murphy
Angela Juaristic	Kevin Cunningham
Arno Proctor	Larry White
Ben Whitehouse	Staci Bertrand
Brandon Whiteman	Steven Weinstein
Carl Flanagan	Tamara Boyle
Charles Harris	
Darlene Goddard	
Debra Stanley	
Equilla Wheeler	
Fred Morgan	
Jeff Chang	
Jennifer Roach	
Jorge Martinez	
Kathy Judkins	
Mark Paugh	
Michael Belkin	
Pat Reddish	
Pete Beasley	
Steven Baham	
Theresa Flick	
<u>OTHER ATTENDEES</u>	
Rusty Skinner, CSCLM	Cira Schnettler, CSCLM
Dale French, CSCLM	Robert Stermer, Attorney
Cory Weaver, CSCLM	Jordan Murray, Paycom
Sandra Crawford, CSCLM	Tameka Thomas, FL Dept. of Commerce
Laura Byrnes, CSCLM	
Larry Trowbridge, CSCLM	
Melissa Saco, CSCLM	

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll, and a quorum was declared present.

PUBLIC COMMENT

APPROVAL OF MINUTES

Charles Harris made a motion to approve the minutes of the June 4, 2025, meeting. Andy Starling seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Carl Flanagan introduced new member, Michael Belkin, who is filling the veteran's representation for Citrus County.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- During the recent CareerSource Florida meeting, a performance review meeting of the CLM region was presented. Our team was given limited notice to prepare a response. The performance data presented by the State relied on raw scores from an incomplete reporting period, which did not accurately reflect our actual performance. This led to concerns from CLM management, who verbally expressed dissatisfaction with the methodology and lack of context in the data presented. We are waiting to hear back from the State on our response.
- The "What We Do" brochure was presented. The booklet was previously emailed to the board members, and we have hard copies available upon request.

Workforce Issues that are Important to our Community

Board members discussed the continued desperate need for affordable housing and childcare in our region to support the workforce needs of the local business community.

Board Membership Status

Rusty Skinner shared that there are three vacancies on the board:

- Levy - (2) Private Sector openings – A nomination has been received for one of the vacancies to present at the next Consortium meeting.
- Marion - Economic Development representative – The OcalaCEP is in the process of identifying a nomination.

Master Contracts Requiring 2/3rds vote – OJT, CBT, or Apprenticeship Training Opportunities

ANCORP Contract

Mark Paugh made a motion to approve the ANCORP contract. Arno Proctor abstained. Pete Beasley seconded the motion. Motion carried.

ACTION ITEMS

2025-2026 Budget

Dale French reviewed the budget and welcomed any questions.

Deb Stanley approved the 2025-2026 budget. Ed Suor seconded the motion. Motion carried.

CONSENT AGENDA

Performance and Monitoring – 8/5/2025

Ticket to Work Monitoring Report

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

Business and Economic Development – 8/6/2025

No Action Items

Committee Chair Pete Beasley provided a summary of the committee's activities.

Career Center – 8/7/2025

No Action Items

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

Marketing and Outreach – 8/13/2025

No Action Items

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

Education and Industry Consortium – 8/14/2025

No Action Items

Rusty Skinner provided a summary of the committee's activities.

Executive Committee – 8/27/2025

Ocala CEP/MOU Modification

Dislocated Worker Fund Transfer

Staff Adjustment

2025-2026 Budget

Finance User Interface Selection

Paycom

Leadership Increases

Board Chair Carl Flanagan provided a summary of the committee's activities.

Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting adjourned at 12:13 p.m.

APPROVED: _____



RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, September 3, 2025

TOPIC/ISSUE:

Approval of 2025-2026 contracts

BACKGROUND:

POINTS OF CONSIDERATION:

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

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

1. Ancorp

Mark Paugh made a motion to approve the ANCORP contract. Arno Proctor abstained. Pete Beasley seconded the motion. Motion carried.

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

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action 9/3/2025	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote				
		Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities				
1	Ancorp	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00			Arno Proctor

DRAFT

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

LAST NAME—FIRST NAME—MIDDLE NAME Proctor Arno E		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource)	
MAILING ADDRESS 7927 SW 181st Cir		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
CITY Dunnellon	COUNTY Marion	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 9/3/2025		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * *

ELECTED OFFICERS:

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Arno Proctor, hereby disclose that on September 3, 20 25 :

(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, _____ ;
- ☒ inured to the special gain or loss of ANCORP, by whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

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

9/3/2025

Date Filed

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 – Wednesday, September 3, 2025
Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

2025-2026 Budget

BACKGROUND:

Attached is the final budget for the 2025-2026 program year.

POINTS OF CONSIDERATION:

This budget is based on the following:

- Estimated carry forward funds from current year grants
- Fund transfer from Dislocated Worker to Adult

STAFF RECOMMENDATIONS:

Approve the final 2025-2026 budget.

COMMITTEE ACTION:

Charles Harris made a motion to approve the 2025-2026 budget. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to approve the 2025-2026 budget. Ed Suor seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, September 3, 2025
Performance and Monitoring, Tuesday, August 5, 2025

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 monitoring in April 2025 for the previous program year. The report is attached.

POINTS OF CONSIDERATION:

There were no issues reported with the case sampling review. One case indicated a case note that did not provide resolution. Staff have reviewed that case and could not locate the reference stated. Since the case was found to be compliant, we did not pursue the issue further. No additional follow-up is required.

STAFF RECOMMENDATIONS:

Accept and approve the attached monitoring report as presented.

COMMITTEE ACTION:

Jeff Chang made a motion to accept the monitoring report. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

Mark Paugh made a motion to approve the ANCORP contract. Arno Proctor abstained. Pete Beasley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Ocala CEP MOU Modification

BACKGROUND:

Following the execution of the statewide contract with the labor market system Chmura JobsEQ on 8/1/2025, local workforce boards will no longer be able to offer a JobsEQ license to partners. This modification replaces the provision of a JobsEQ license to the CEP with the monetary equivalent, updating the supported amount from \$28,050 plus one (1) staff license to JobsEQ at a value of \$1,950 to a total amount of \$30,000. All other terms and conditions of the MOU shall remain unchanged.

POINTS OF CONSIDERATION:

JobsEQ is the software used for data and analysis on demographics, industries, jobs, trades and wages. We previously contracted directly with Chmura JobsEQ. We now must contract through the negotiated statewide agreement, which reduces the cost per license but also restricts our ability to cost share on licenses with partners.

STAFF RECOMMENDATIONS:

Approve a modification from \$28,050 plus one (1) staff license to JobsEQ at a value of \$1,950 to a total amount of \$30,000.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the CEP MOU Modification to include (1) staff license for the JobsEQ software and adjusting the value of the contract to \$30,000. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Dislocated Worker fund transfer

BACKGROUND:

Under WIOA local workforce development boards can transfer up to 100% of funding between the Adult and Dislocated Worker programs. Transfers may be done locally up to 25% of the total annual fund allocation. Transfers over 25% of the total annual allocation require formal approval from Florida Commerce.

POINTS OF CONSIDERATION:

We are looking to transfer \$400,000 from our allocation of Dislocated Worker funding and move to Adult Individual Training Account (ITA) funds. We are currently unable to spend our full allocation of DW funding due to low unemployment rates. This transfer will allow us to increase our AD training enrollments from an estimated 127 to 313. This transfer represents 69% of PY 2024 funding allocations.

STAFF RECOMMENDATIONS:

Approve the transfer of funding from Dislocated Worker to Adult.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the funding transfer from Dislocated Worker to Adult. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Staff adjustment

BACKGROUND:

Due to increased initiatives in Levy County, we recently made the decision to promote our business development staff in Chiefland to Career Center Manager. This adjustment will combine responsibilities. The staff member will retain their current business engagement and outreach responsibilities while leading the staff in our Chiefland office to meet the evolving needs of businesses and job seekers. We adjusted the staff member's salary with an increase of 15%. This is currently the maximum amount of an increase permitted (Policy 200 – Wage and Salary Administration – Personnel Handbook) without Executive Committee approval.

POINTS OF CONSIDERATION:

A total of 20% increase is required to keep the pay scale competitive and in line with positions with similar responsibilities in the organization. We would like to add an additional 5% increase to the original wage adjustment.

STAFF RECOMMENDATIONS:

Approve an overall increase of 20% with the additional 5% paid retroactive to the date of increased responsibilities.

COMMITTEE ACTION:

Jeff Chang made a motion to approve the total 20% increase for the new Levy Career Center Manager and to pay the 5% compensation retroactive to the date of the increased responsibilities.

BOARD ACTION:

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Finance Interface/Front End RFP

BACKGROUND:

We released a Request for Proposals (RFP) after the initial Request for Information (RFI) from various vendors in search of a replacement for Gazelle. Gazelle is the front-end software used by staff and case managers for processing requisitions and supportive services. Gazelle is scheduled to sunset on December 31, 2025.

POINTS OF CONSIDERATION:

Staff reviewed RFP submissions and watched presentations for two vendors – CSM Consulting and Momenive. After a full review each staff member rated the respondents and their scores were aggregated – attached.

The results of the scoring:

- Momenive – 88.98%
- CSM Consulting – 86.14%

STAFF RECOMMENDATIONS:

Staff recommends engaging Momenive in a service agreement to begin the move from Gazelle.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the service agreement with Momenive for new financial interface software. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Payroll, HRIS and Timekeeping System

BACKGROUND:

We are currently using ADP for our payroll and timekeeping system. This system does not provide adequate support for Human Resources, compliance, and ease of payroll functions. Reporting is not intuitive, and staff feels the system is fragmented. We have been looking at other options to streamline onboarding, improve records retention and put a stronger focus on compliance.

POINTS OF CONSIDERATION:

We recently met with both ADP and Paycom to compare system capabilities and Paycom provides a much more robust system. Average annual costs by system:

- ADP - \$22,140
- Paycom - \$30,590

Difference - \$8,450 annually, \$704.00 monthly

STAFF RECOMMENDATIONS:

Staff recommend switching to Paycom.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the agreement with Paycom. Brandon Whiteman seconded the motion. Motion carried.

BOARD ACTION:

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, September 3, 2025 Executive Committee - Wednesday, August 27, 2025

TOPIC/ISSUE:

Leadership Merit Increases

BACKGROUND:

The Subgrantee Agreement requires Board approval of any leadership merit increases of the top management team.

POINTS OF CONSIDERATION:

Both Dale and Cory have shown exceptional leadership over the past two years: Agile staffing; Temp to Perm; Idalia; Broadband; expansion of CDL and Phlebotomy in collaboration with CF in Levy County to cite a few examples. I deferred any recommendations last year because of the issues surrounding regional board consolidation and regional planning. Those issues are resolved for the immediate future.

STAFF RECOMMENDATIONS:

I recommend both for an increase in compensation of 10%.

I also recommend that Cory's title be changed to Senior Director of Operations this upgrade in title better establishes her role in the company's succession strategy.

COMMITTEE ACTION:

Pete Beasley approved the 10% compensation increase for Dale French and Cory Weaver as well as the title change for Cory Weaver. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This action item was part of the board consent agenda. Steve Baham made a motion to approve the Performance and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

BOARD MEMBERSHIP TERMS - December 2025

	WORKFORCE REP(20%)=8 MEMBERS (AT 33 TOTAL)						
	SECTOR	Industry Sector	NAME	APPOINTED	LENGTH	TERM EXPIRES	COUNTY
1	Apprenticeship	Uniton	Fred Morgan	7/1/2021	8	2029	Marion
2	CBO/ Barriers	Non-Profit	Theresa Flick	7/1/2021	8	2029	Citrus
3	CBO/ Barriers	Non-Profit	Charles Harris	7/1/2021	5	2026	Marion
4	CBO/Barriers-Vet	Veteran's Programs	Michael Belkin	6/18/2025	7	2028	Citrus
5	Labor	Union	Fred Morgan	7/1/2021	8	2029	Marion
6	Labor	Union	Andy Starling	7/1/2021	8	2029	Levy
7	Youth Serving Organization	DCF	Jorge Martinez	7/1/2021	6	2027	Marion
8	Youth Serving Organization	Education	Tamara Boyle	5/1/2025	5	2029	Levy
	GOVERNMENT/ EDC 4 SEATS						
9	Economic Development	Economic Development	Steven Baham	9/30/2024	5	2026	Citrus
10	Economic Development	Economic Development	Vacant		5	2026	Marion
11	Trans/ Public Housing	Housing	Angela Juraristic	6/21/2023	6	2027	Marion
12	Voc Rehab	Voc Rehab	Jennifer Roach	1/22/2025	8	2029	All
	EDUCATION 4 SEATS						
13	Education-Adult	Education	Ben Whitehouse	7/1/2021	6	2027	Marion
14	Education-Higher Private	Education	Pete Beasley	7/1/2021	8	2029	Marion
15	Education-Higher Public	Education	Mark Paugh	7/1/2021	5	2026	All
16	Education-School District	Education	Debra Stanley	7/1/2021	7	2028	Citrus
	PRIVATE SECTOR 17 SEATS						
17	Private Sector	Retail	Al Jones	7/1/2021	7	2028	Citrus
18	Private Sector	Real Estate	Kevin Cunningham	7/1/2021	5	2026	Citrus
19	Private Sector	Construction	Larry White	6/21/2023	7	2028	Citrus
20	Private Sector	Publishing	John Murphy	7/1/2021	7	2028	Citrus
21	Private Sector	Energy	Staci Bertrand	6/21/2023	8	2029	Citrus
22	Private Sector	Finance	Carl Flanagan	7/1/2021	5	2026	Citrus
23	Private Sector	Manufacturing	Arno Proctor	7/1/2021	8	2029	Levy
24	Private Sector		Vacant		6	2027	Levy
25	Private Sector		Vacant		7	2028	Levy
26	Private Sector	Banking	Steven Weinstein	9/30/2024	5	2026	Levy
27	Private Sector	Technology	Edward Suor	1/22/2025	5	2026	Levy
28	Private Sector		VACANT	7/1/2021	6	2027	Marion
29	Private Sector	Manufacturing	Darlene Goddard	7/1/2021	5	2026	Marion
30	Private Sector	Manufacturing	Jeff Chang	7/1/2021	7	2028	Marion
31	Private Sector	Energy	Kathy Judkins	7/1/2021	5	2026	Marion
32	Private Sector	Manufacturing	Pat Reddish	7/1/2021	6	2027	Marion
33	Private Sector	Retail	Equilla Wheeler	7/1/2021	7	2028	Marion



RECORD OF ACTION/APPROVAL

**Board Meeting
Wednesday, December 10, 2025**

TOPIC/ISSUE:

Approval of 2025-2026 contract

BACKGROUND:

POINTS OF CONSIDERATION:

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

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

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action 12/10/2025	Contractor / SubContractor	Conflicts
		Master Contracts Requiring 2/3rds Vote				
		Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities				
1	Novari Care	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00			Kathy Judkins



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 10, 2025 Executive Committee, Wednesday, November 19, 2025

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 present 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 at Florida Commerce by 10/31/2025.

STAFF RECOMMENDATIONS:

Request approval for Chair to sign.

COMMITTEE ACTION:

Pete Beasley approved the questionnaire to be signed by the board chair and submitted. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:

2025-2026 Internal Control Questionnaire and Assessment

**Bureau of Financial Monitoring and Accountability
Florida Department of Commerce**

September 30, 2025

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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

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	The LWDB management has processes in place to evaluate the performance of staff and contracted service providers against the expected standards of conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	The board of directors and/or audit committee maintains a direct line of communication with the LDWB's external auditors and internal monitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	The board of directors establishes the expectations and evaluates the performance of the chief executive officer or equivalent role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	The LWDB management maintains documentation of controls, including changes to controls, to meet operational needs and retain organizational knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	The LWDB's management structure and tone at the top helps establish and enforce individual accountability for performance of internal control responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

RISK ASSESSMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					
		<i>Weak</i>		<i>Strong</i>			
		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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Management uses operational objectives as a basis for allocating the resources needed to achieve desired operational and financial performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

RISK ASSESSMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					
		<i>Weak</i>		<i>Strong</i>			
		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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	The LWDB's risk identification/assessment is broad and includes both internal and external business partners and contracted service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	<p>The LWDB's assessment of fraud risks considers opportunities for:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Considering significant changes affecting the LWDB, existing controls have been identified and revised to mitigate risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONTROL ACTIVITIES

						<i>Self-Assessment of Policies, Procedures, and Processes</i>	Comments/Explanations
						<i>Weak</i> <i>Strong</i>	
						1 2 3 4 5	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Management has identified the appropriate technology controls that address the risks of using applications hosted by third parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INFORMATION AND COMMUNICATION

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43.	The LWDB considers both internal and external sources of data when identifying relevant information to use in the operation of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44.	The LWDB has controls in place to ensure costs are accurately recorded and allocated to the benefiting federal/state fund or grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46.	There is a process to quickly disseminate critical information throughout the LWDB when necessary. Provide a description of the dissemination process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.	Management has a process for the development, approval and implementation of policy updates and communicates those updates to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.	The LWDB has processes in place to communicate relevant and timely information to external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MONITORING ACTIVITIES

MONITORING ACTIVITIES						Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
						Weak			Strong		
						1	2	3	4	5	
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.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

MONITORING ACTIVITIES

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ATTACHMENT A

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

Local Workforce Development Board Number: _____

To be completed by the Executive Director:

A self-assessment of internal control has been conducted for the 2025-2026 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: _____

Title: _____

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 2025-2026 fiscal monitoring period.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Please scan and upload to SharePoint an executed copy of this certification on or before **October 31, 2025**.



RECORD OF ACTION/APPROVAL

Board of Directors Wednesday, December 10, 2025

TOPIC/ISSUE:

Comcast Grant

BACKGROUND:

Staff applied for a grant with Comcast in September 2025. The purpose of the grant application was to offset additional costs associated with inclusion of Fiber Optics training in our current YouthBuild program. Our grant application was in the amount of \$33,000.

POINTS OF CONSIDERATION:

We were notified on December 2, 2025, that we were awarded the grant for our full requested amount. This will cover costs for 20 YouthBuild participants for the Fiber Bootcamp, class graduation facility costs, completion incentives and overhead costs.

STAFF RECOMMENDATIONS:

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

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board of Directors Wednesday, December 10, 2025

TOPIC/ISSUE:

Eckerd Contract Modification

BACKGROUND:

Staff applied for a grant with Comcast in September 2025. The purpose of the grant application was to offset additional costs associated with inclusion of Fiber Optics training in our current YouthBuild program.

POINTS OF CONSIDERATION:

\$6630.00 of the funds are earmarked for graduation facility rental and completion incentives that will be paid to participants by Eckerd.

STAFF RECOMMENDATIONS:

Approve modifying Eckerd Connects contract in the amount of \$6630.00.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 10, 2025
Performance and Monitoring Committee, Tuesday, November 4, 2025

TOPIC/ISSUE:

Subrecipient monitoring

BACKGROUND:

We are required to monitor subrecipients annually to ensure that they remain in compliance with contractual obligations. The attached monitoring report is for program year 2024-2025.

POINTS OF CONSIDERATION:

Powell and Jones conducted a monitoring of Eckerd Connects that concluded on September 25, 2025. One issue was identified in Procedure 1. The sub-recipients Unique Entity Identifier (UEI) was not listed in the agreement. This will be corrected through modification.

STAFF RECOMMENDATIONS:

Accept the audit report as presented.

COMMITTEE ACTION:

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

BOARD ACTION:



CAREERSOURCE CITRUS LEVY MARION
Education and Industry Consortium

MINUTES

DATE: November 13, 2025
PLACE: CareerSource CLM
2703 NE 14th Street, Ocala, FL 34470
TIME: 9:00 a.m.

MEMBERS PRESENT

Bob Rutemiller
Joe Corley
Katherine Otte
Marci Holder
Rebecca Johnson

MEMBERS ABSENT

Ashley Shorb
Dr. Jennifer Fryns
Tanya Taylor
Tim Gilbert

Other Attendees

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

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

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

A quorum was present to approve the minutes from the February 6, 2025, May 8, 2025, and August 14, 2025, meetings. Bob Rutemiller made a motion to approve the minutes. Katherine Otte seconded the motion. Motion carried.

PRESENTATION

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

The committee will meet its objectives through discussion and presentations:

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

Prior Meeting Insights

Cory Weaver reviewed a summary of previous discussions by the committee, which included action steps discussed at the previous meeting.

- Goals and the strategies to meet the goals.
- Expand the membership.
- Identify curriculums and local training providers to align with business needs.
- Create industry subcommittees.

Industry Snapshot, Top 25 Occupations, and Talent Supply

The committee provided the feedback below on the report:

- Healthcare, construction, and the professional industries are trending with higher demand in the 5-year forecast, in contrast to manufacturing, transportation, and logistics trending stagnant or down.
- Cory Weaver welcomed the committee to make suggestions for high demand occupations, so that the educational partners can ensure they are meeting the needs of local businesses.
- Bob Rutemiller noted that the salaries for highlighted occupations are barely above the poverty levels for families.
- Marci Holder shared that there are not enough applicants for nursing aide vacancies.

Educational Awards, Skills Gap

- Cory Weaver reviewed the list of certificates available through local educational partners.
- There continues to be challenges with recruiting certified therapists, lab scientists, and surgical technicians.
- There is a need for individuals certified in electrical engineering.
- Many high school students are not skilled in Microsoft products like Excel, and Word. It was noted that there is not currently a curriculum in general education for learning Microsoft products.
- Communication and soft skills continue to be an issue.
- The Skill-up Metrix program that CareerSource CLM offers was reviewed.
- Marci Holder, in a recent survey sent to business owners through the Citrus County Chamber of Commerce, found that a qualified workforce was a number one priority. Members of the committee that also serve on county Chambers will work to integrate more of CareerSource marketing materials into their memberships.
- The unemployment rate will have fluctuations between late summer and the holiday season.

NEXT STEPS

The committee discussed actionable items for next steps:

- Formalize industry and AI subcommittees.
- Increase business representation on the committee.

- Identify ways to reach a variety of audiences to market the programs CareerSource offers. Rusty Skinner explained that despite a robust marketing strategy there are still many challenges to engaging businesses to use the programs offered.

PUBLIC COMMENT

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting adjourned at 10:40 a.m.

APPROVED:



EDUCATION & INDUSTRY CONSORTIUM



CONSORTIUM BACKGROUND

Signed into law May 15th, 2024, F.S. 445.007(15) requires each local workforce development board to create an Education and Industry Consortium composed of representatives of education and businesses in the local service area.

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



Talent Needs of Local Industry
Targeted Sectors



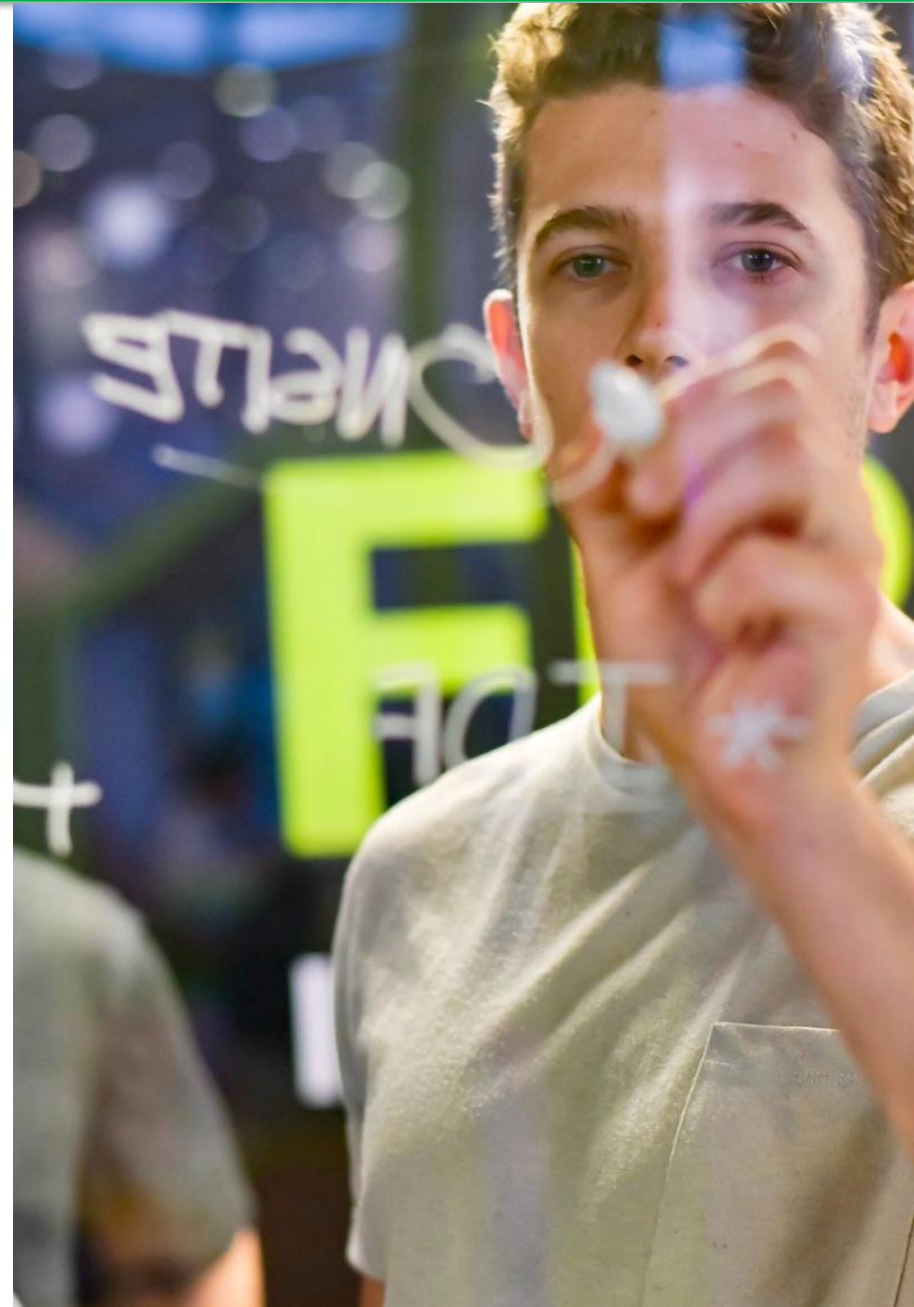
Education Offerings Available



Labor Market Information
Talent Pipeline

Prior Meeting Insights

- The committee discussed the following action steps:
 - Setting committee goals and strategies to meet them
 - Seek additional industry-based committee members (private business, chamber reps, industry associations)
 - Identify training partners' programs/curriculum and ensure they align with industry needs
 - Form industry sub committees



Industry Snapshot

NAICS	Industry	Current			5-Year History		5-Year Forecast		
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Empl Growth	Ann % Growth
621 - 623	Health Care	26,111	\$65,184	1.17	3,080	2.5%	14,785	2,290	1.7%
624	Social Assistance	3,563	\$31,824	0.60	-86	-0.5%	2,524	294	1.6%
23	Construction	17,242	\$55,547	1.56	2,062	2.6%	8,741	1,373	1.5%
31	Manufacturing	11,112	\$60,869	0.77	195	0.4%	6,522	792	1.4%
61	Educational Services	12,571	\$44,348	0.84	646	1.1%	6,715	665	1.0%
48	Transportation and Warehousing	8,014	\$49,575	0.86	1,721	5.0%	5,003	614	1.5%
54	Professional, Scientific, and Technical Services	7,206	\$69,834	0.54	1,039	3.2%	3,556	612	1.6%
	Total - All Industries	184,608	\$50,487	1.00	20,369	2.4%	114,614	13,129	1.4%

Source: JobsEQ

Top 25 Occupations

SOC	Occupation	Current			5-Year History		5-Year Forecast		
		Empl	Mean Ann Wages ²	LQ	Empl Change	Ann %	Total Demand	Empl Growth	Ann % Growth
35-3023	Fast Food and Counter Workers	4,588	\$29,100	1.10	443	2.1%	5,898	360	1.5%
41-2031	Retail Salespersons	6,553	\$37,200	1.51	687	2.2%	5,270	366	1.1%
41-2011	Cashiers	4,606	\$30,400	1.32	331	1.5%	4,488	25	0.1%
53-7065	Stockers and Order Fillers	4,243	\$36,600	1.38	995	5.5%	4,116	466	2.1%
35-3031	Waiters and Waitresses	3,408	\$38,300	1.33	374	2.4%	3,669	160	0.9%
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2,709	\$33,000	1.02	150	1.1%	2,210	180	1.3%
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	2,917	\$37,200	0.88	523	4.0%	2,163	204	1.4%
43-4051	Customer Service Representatives	2,969	\$41,200	0.98	469	3.5%	2,052	72	0.5%
35-2014	Cooks, Restaurant	2,183	\$35,700	1.36	509	5.5%	2,052	274	2.4%
43-9061	Office Clerks, General	3,159	\$41,800	1.11	205	1.4%	1,980	71	0.4%
11-1021	General and Operations Managers	3,820	\$109,800	0.94	991	6.2%	1,877	298	1.5%
31-1122	Personal Care Aides	2,055	\$33,100	0.57	391	4.3%	1,830	251	2.3%
53-3032	Heavy and Tractor-Trailer Truck Drivers	2,927	\$53,300	1.19	391	2.9%	1,824	245	1.6%
31-1131	Nursing Assistants	2,264	\$37,200	1.41	186	1.7%	1,772	127	1.1%
37-3011	Landscaping and Groundskeeping Workers	2,299	\$36,100	1.76	181	1.7%	1,720	163	1.4%
47-2061	Construction Laborers	2,577	\$41,900	1.59	376	3.2%	1,336	243	1.8%
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	1,585	\$43,000	1.18	289	4.1%	1,327	126	1.5%
37-2012	Maids and Housekeeping Cleaners	1,528	\$31,600	1.17	214	3.1%	1,245	95	1.2%
29-1141	Registered Nurses	3,672	\$83,200	0.98	625	3.8%	1,235	273	1.4%
41-1011	First-Line Supervisors of Retail Sales Workers	2,288	\$55,000	1.44	149	1.4%	1,195	73	0.6%
35-2021	Food Preparation Workers	1,272	\$34,600	1.28	137	2.3%	1,151	38	0.6%
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,874	\$42,000	0.89	71	0.8%	1,143	92	1.0%
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,770	\$49,000	1.01	15	0.2%	1,086	48	0.5%
49-9071	Maintenance and Repair Workers, General	1,834	\$47,400	1.04	259	3.1%	1,048	143	1.5%
53-3033	Light Truck Drivers	1,617	\$50,900	1.37	135	1.8%	1,045	161	1.9%

Source:⁴⁹JobsEQ

Educational Awards

Program	Certificate < 1 Yr	Certificate 1+ but < 2 Yr	Associate's	Certificate 2+ but < 4 Yr	Bachelor's	Total Awards
Registered Nursing/Registered Nurse	0	0	992	0	292	1,284
Liberal Arts and Sciences/Liberal Studies	0	0	669	0	0	669
Business Administration and Management, General	356	5	71	0	49	481
Early Childhood Education and Teaching	31	121	155	0	12	319
Criminal Justice/Police Science	143	0	4	0	27	174
Licensed Practical/Vocational Nurse Training	0	157	0	0	0	157
Emergency Medical Technology/Technician (EMT Paramedic)	78	40	16	0	0	134
Educational Leadership and Administration, General	0	0	0	0	125	125
Fire Science/Fire-fighting	117	0	0	0	0	117
Business Administration, Management and Operations, Other	0	0	0	0	112	112
Welding Technology/Welder	12	91	0	0	0	103
Accounting Technology/Technician and Bookkeeping	78	0	20	0	0	98
Health/Health Care Administration/Management	16	0	0	0	74	90
Entrepreneurship/Entrepreneurial Studies	86	0	0	0	0	86
Human Resources Management/Personnel Administration, General	0	0	26	0	59	85
Information Technology	65	0	17	0	0	82
Health Information/Medical Records Technology/Technician	0	0	79	0	0	79
Corrections	78	0	0	0	0	78
Human Services, General	0	0	18	0	57	75
Graphic Design	0	0	41	0	26	67
Truck and Bus Driver/Commercial Vehicle Operator and Instructor	66	0	0	0	0	66
Equestrian/Equine Studies	43	0	18	0	0	61
Nursing Assistant/Aide and Patient Care Assistant/Aide	54	0	0	0	0	54
Radiologic Technology/Science - Radiographer	0	0	46	7	0	53
Computer and Information Systems Security/Auditing/Information Assurance	25	0	0	0	27	52

Source: ⁵⁰JobsEQ

Skills Gaps

Skill	#	#	#
Basic Life Support (BLS)	219	414	-196
Forklifts	350	480	-130
Certification in Cardiopulmonary Resuscitation (CPR)	367	497	-129
Serving	232	361	-129
Hospitality	426	553	-127
Point of Sale Systems (POS Systems)	355	473	-118
Home Health Care	121	231	-110
Mathematics	301	395	-94
Bilingual	179	250	-72
Event Planning	46	111	-65
Food Service	197	261	-65
Microsoft Excel	1,395	1,455	-60
Hand Tools	158	217	-59
Microsoft Outlook	513	570	-57
Retail Sales	547	602	-55
Patient Care Technician (PCT)	11	61	-50

TALENT SUPPLY

620,931

Regional Population
(2023)

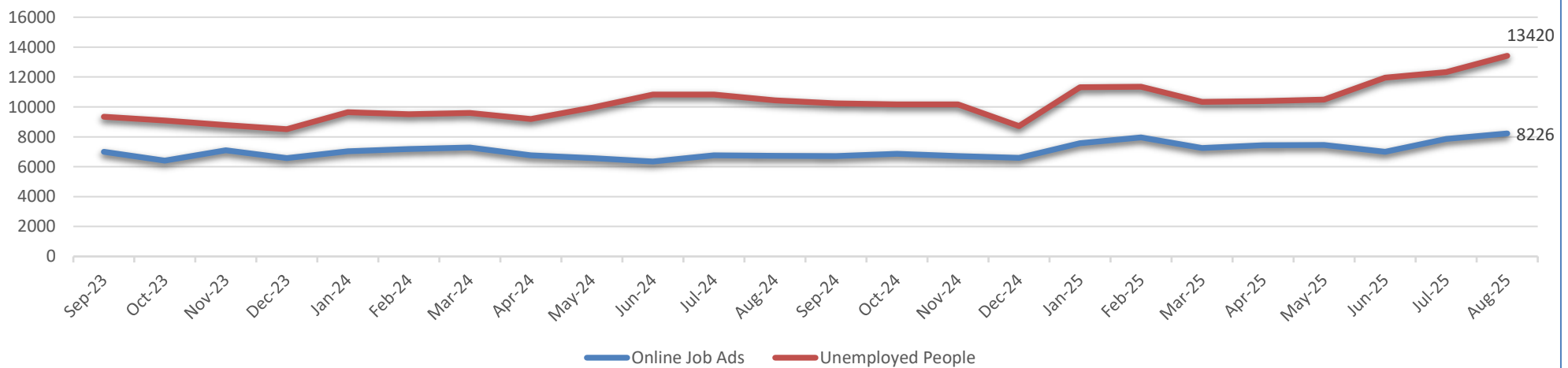
234,506

Labor Force
(August 2025)

13,420

Regional Unemployed
(August 2025)

Online Job Ads vs Unemployed People



Source: LAUS/BLS

Job Openings Vs Unemployed by County:

CITRUS



LEVY



MARION



- Setting committee goals and strategies to meet them
 - Suggestions:
 - Review Master Credentials List Annually
 - Validate that current local training offerings align with your industry's needs
 - Explore new training options not currently offered in our area to meet skills gaps

Next Meeting:

2/12/2026



CareerSource
CITRUS | LEVY | MARION

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RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 10, 2025
Executive Committee, Wednesday, November 19, 2025
Marketing and Outreach Committee, Wednesday, November 12, 2025
Business and Economic Development, Wednesday, November 5, 2025

TOPIC/ISSUE:

Economic Development Support- Williston Regional Airport (WRA)

BACKGROUND:

We have been part of a workgroup in the initial phases of reviewing the WRA as a prospect to diversify the economy of Levy County. Participating organizations include, the City of Williston, WRA Manager, Levy County Economic Development Department, Levy County School Board and the North Florida Economic Development Partnership (NFEDP).

The U.S. Economic Development Administration has funding to assist rural counties impacted by natural disasters in their recovery. These grants require a 20% local (non-federal) match.

CareerSource Florida secured \$5 million in General Revenue (GR) to support workforce development in Florida's Rural Counties.

We submitted a request for \$150,000 to support this project through marketing new career opportunities through our Talent Pipeline videos, traditional print media, social media, and our project with the Levy County School Board and Career Expos. In addition, our proposal would allow us to provide funds to cover other costs related to the development of a strategic plan for the WRA.

The Levy County School Board and the College of Central Florida are reviewing training options that will support Maintenance Repair Operations (MRO), drone repair and training. The drone discussions include agricultural-related uses which may also open up entrepreneurial options.

Our plan is to use \$70,000 of the grant to develop the marketing and outreach elements and use \$80,000 to support the development of the strategic plan. Our \$80,000 will serve as a match for up to \$400,000.

Attached are rough drafts of the grant application for the City of Williston.

POINTS OF CONSIDERATION:

By accepting the GR grant, we will be able to promote aviation careers and training planned to begin at MTC in mid-2026, develop career information on MRO and drone careers and support recruitment efforts for CF and the Levy County School Board.

STAFF RECOMMENDATIONS:

Staff recommendations:

- Accept the CSF GR grant
- Allow staff to move forward with finalizing contract(s) to support the development of the strategic plan (\$80,000); and,
- Develop the career path materials necessary to support training related to activities in the strategic plan (\$70,000)
- Authorize the Executive Committee to approve contracts between full Board meetings, with contracts presented at the next full board meeting.

COMMITTEE ACTION:

BEDC - Phil Geist made a motion to accept the GR grant. Mark Paugh seconded the motion. Motion carried.

Marketing - John Murphy made a motion that the grants funds of \$150,000 will be allocated with \$70,000 for career path marketing and \$80,000 for project management, strategic management, or training. Kathy Judkins seconded the motion.

Executive - Charles Harris approved sending the letter of commitment to the City of Williston. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 10, 2025 Executive Committee, Wednesday, November 19, 2025

TOPIC/ISSUE:

Continuity of Operations Plan

BACKGROUND:

All workforce boards are now required to have a written continuity of operations plan.

POINTS OF CONSIDERATION:

A co-op plan is referenced as a requirement on *the LWDB MIS Risk, Systems, and Liabilities Assessment Certification* monitoring form issued by Florida Commerce.

This document is a living document and will be updated periodically as processes, staff and requirements change.

STAFF RECOMMENDATIONS:

Approve the attached plan.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the Continuity of Operations Plan. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 10, 2025 Executive Committee, Wednesday, November 19, 2025

TOPIC/ISSUE:

Gazelle Interface Replacement

BACKGROUND:

We recently conducted a Request for Proposals for a system to replace the Gazelle finance interface software for staff use (Gazelle is sunsetting December 31, 2025). Momentive Software was selected. Due to a misunderstanding of system requirements an additional piece of software is needed to maintain appropriate firewalls in our system.

POINTS OF CONSIDERATION:

A one-time purchase of a system overlay is required to maintain access for staff to process purchase requisitions and other expense processes without giving them full access to the financial database. The cost is \$23,000.00. No additional annual fees are required. There is only one vendor that provides the required overlay that is compatible with our current financial system, MIP.

STAFF RECOMMENDATIONS:

Approve a one-time sole source purchase from CSM Consulting to complete the Gazelle system replacement.

COMMITTEE ACTION:

Fred Morgan approved the one-time sole source purchase from CSM Consulting to complete the Gazelle system replacement. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, December 10, 2025 Executive Committee, Wednesday, November 19, 2025

TOPIC/ISSUE:

CF Lease Agreement

BACKGROUND:

We have previously renewed our lease in Chiefland for a six-month period (through March 30, 2026). A long-term lease was not renewed due to a proposed 10% increase in our rent rate. We have met with the staff at the Chiefland CF campus and have negotiated a rental agreement at a rate of \$1685.00 per month.

POINTS OF CONSIDERATION:

This lease would go into effect on January 1, 2026, to give us time to move furniture and install infrastructure such as phone lines, internet, etc. This lease is for a 12-month period running January 1, 2026, through December 31, 2026, and is renewable upon agreement by both parties.

STAFF RECOMMENDATIONS:

Approve the attached lease agreement with CF.

COMMITTEE ACTION:

Charles Harris approved the 12-month CF lease agreement. Arno Proctor seconded the motion. Motion carried.

BOARD ACTION: