



CEO Contract Review Committee
 College of Central Florida
 Enterprise Center, Suite 206
 3003 SW College Rd., Ocala, FL

AGENDA

Thursday, May 31, 2018 – 11:00 a.m.

<http://careersourceclm.adobeconnect.com/ceo-review-5-31-2018>
 Conference Call: 1-866-848-2216 – after prompt, enter code 5355193397#

Call to Order K. Judkins
 Roll Call C. Schnettler

ACTION ITEMS

Review and recommendation of CEO Contract (2018-2019) Pages 2 - 7 R. Skinner
 Discussion and recommendation for staff increases Page 8 R. Skinner

DISCUSSION ITEMS

2017 – 2018 Goals Recap Pages 9 - 11 R. Skinner
 2018 - 2019 Plan of Services Pages 12 - 15 R. Skinner
 Career Academy Video Summary Page 16 R. Skinner

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2017 – 2018 MEETING SCHEDULE					
Business and Economic Development Committee	Career Center Committee	Performance/Monitoring Committee	Marketing/Outreach Committee	Executive Committee	Full Board
All Committee Board meetings are held at the CF Ocala Campus, Enterprise Center, Room 206					CF, Webber Center
Tuesday, 9:00 am	Friday, 8:30 am	Tuesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:30 am	Wednesday, 11:30 am
May 22, 2018	May 25, 2018	May 29, 2018	May 31, 2018	June 6, 2018	June 13, 2018

OUR VISION STATEMENT

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



RECORD OF ACTION/APPROVAL

CEO Review Committee 5/31/2018

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2018 – 2019.

BACKGROUND:

CEO Salary History		
Year	Salary	Increase
2008	\$ 100,942.40	
2009	\$ 100,942.40	No increase
2010	\$ 106,995.20	6%
2011	\$ 106,988.96	No increase
2012	\$ 112,337.06	5%
2013	\$ 112,337.06	No increase
2014	\$ 116,499.97	4%
2015	\$ 116,499.97	No increase
2016	\$ 120,000.19	3%
2017	\$ 123,600.26	3%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the _____ day of _____, 2017 by and between the CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC., a private, not for profit corporation within the State of Florida (hereinafter referred to as "CLMRWDB"), and THOMAS EDWARD SKINNER, JR. (hereinafter referred to as "SKINNER"), to serve as Chief Executive Officer.

1. Employment. CLMRWDB hereby employs SKINNER as Chief Executive Officer of CLMRWDB, to present recommendations to CLMRWDB and to follow its direction and Skinner hereby accepts said employment.

2. No Limitation on Duties. The above is intended to provide a general framework of professional requirements and not intended by either party to be a limiting description.

3. Compensation. CLMRWDB agrees to pay SKINNER a base salary of One Hundred Twenty Three Thousand Six Hundred Dollars (\$123,600.00) per year, effective July 1, 2017, payable in bi-weekly installments. CLMRWDB shall be responsible for paying the employer's share of FICA and Medicare taxes and shall withhold from SKINNER the employee contribution for the above as well as an amount for federal income tax. CLMRWDB shall make payment of the above taxes on SKINNER'S behalf to the appropriate agencies. CLMRWDB shall provide worker's compensation insurance and pay unemployment insurance coverage for SKINNER.

4. Benefits. CLMRWDB agrees to provide SKINNER benefits and working conditions in accordance with CLMRWDB Personnel Policies, except for the following:

4.1 Life Insurance. Provided Skinner is able to qualify, CLMRWDB shall provide SKINNER with term life insurance in the amount of 2 times his annual salary, with his wife, Susan M. Skinner, named as primary beneficiary and his children, Bridget May Scrogam and Ian Edward Skinner, named as equal alternate beneficiaries.

4.2 Leave. SKINNER shall be authorized thirty (30) days personal leave per year. Leave taken in excess of ten (10) consecutive business days (excluding holidays) must be approved by the Executive Committee. All other leave provisions shall be in accordance with CLMRWDB Personnel Policies.

5. Expenses. CLMRWDB shall reimburse SKINNER for such expenses as he incurs as part of his duties while out of town in accordance with per diem rates and travel policies established by CLMRWDB for its employees.

6. Effective Date and Duration. This Contract shall be effective the 1st day of July, 2017, and shall be in effect until midnight June 30, 2018.

7. Modifications and Amendments. This Contract may be modified or amended from time to time by a writing signed by both parties.

8. Termination and Severance Pay. The parties agree that this Contract may be terminated by either party by giving thirty (30) days written notice. In the event the Contract is terminated by CLMRWDB for any reason other than for misconduct (as the term “misconduct” is hereinafter defined), SKINNER shall receive as severance pay Forty Seven Thousand Five Hundred Thirty Eight Dollars (\$47,538.00.) If SKINNER terminates this Contract, no severance pay shall be paid. The term “misconduct” as used herein: irrespective of whether the misconduct occurs at the workplace or during working hours, includes, but is not limited to, the following, which may not be construed in pari materia with each other:

- (a) Conduct demonstrating conscious disregard of CLMRWDB’s interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which CLMRWDB expects of its employee.
- (b) Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of CLMRWDB’s interests or of Skinner’s duties and obligations to CLMRWDB.
- (c) Chronic absenteeism or tardiness in deliberate violation of a known policy of CLMRWDB or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence.
- (d) A willful and deliberate violation of a standard or regulation of the State of Florida by Skinner if, at any time, CLMRWDB is deemed to be an employer licensed or certified by the State of Florida, which violation would cause CLMRWDB to be sanctioned or have its license or certification suspended by the State of Florida.
- (d) Solicitation or acceptance of anything of value to Skinner, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that official action or judgment of Skinner would be influenced thereby.
- (e) Directly or indirectly purchasing, renting, or leasing any realty, goods, or services for CLMRWDB from any business entity of which Skinner or Skinner’s spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer’s or employee’s spouse or

child, or any combination of them, has a material interest. Nor shall Skinner acting in a private capacity, rent, lease, or sell any realty, goods, or services to CLMRWDB.

- (f) Accepting any compensation, payment, or thing of value when Skinner knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which Skinner was expected to participate in his official capacity.
- (g) Corruptly using or attempting to use Skinner's official position or any property or resource which may be within his trust, or perform his official duties, to secure a special privilege, benefit, or exemption for himself or others.
- (h) Having or holding any employment or contractual relationship with any business entity or any agency which is doing business with CLMRWDB, nor shall Skinner have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties.
- (I) Disclosing or using information not available to members of the general public and gained by reason of Skinner's official position, except for information relating exclusively to governmental practices, for Skinner's personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- (j) A violation of any of CLMRWDB's rules, unless Skinner can demonstrate that:
 - 1. He did not know, and could not reasonably know, of the rule's requirements;
 - 2. The rule is not lawful or not reasonably related to the job environment and performance; or
 - 3. The rule is not fairly or consistently enforced.
- (k) A good faith determination by CLMRWDB that SKINNER has committed a material breach of any covenant, provision, term, condition, or undertaking contained in this Contract;
- (l) Commission by SKINNER of a felony or a crime involving moral turpitude;

- (m) Commission by SKINNER of any act which exposes CLMRWDB or any officer of CLMRWDB to any criminal liability for such act; or
- (n) Any negligence or misconduct in the performance of SKINNER's duties that results in any detriment to CLMRWDB.

9. Outside Consulting. The parties recognize that SKINNER has special expertise in Workforce Development, which expertise is of value to the Workforce Development Community. The parties further understand that SKINNER's expertise is enhanced by exposure to problems encountered by others and by exposure to the problems encountered by allied and associated entities. Accordingly, subject to the requirements of Section 8 of this Agreement, the parties agree that SKINNER may accept consulting engagements from outside entities and accept compensation directly from the same. SKINNER agrees that such compensation shall not constitute salary and that he shall be solely responsible for making payment of all taxes on any income he receives as the result of consulting activities.

SKINNER agrees prior to accepting any consulting assignment he shall provide the CLMRWDB Executive Committee with a memorandum disclosing the entity seeking consulting services and with a description of the nature of the services to be provided and an estimate of the total time required to complete the engagement. If there is any objection from any Executive Committee member, SKINNER agrees to turn down the engagement. CLMRWDB shall not be liable for damages in the event of such an objection. SKINNER agrees he shall not provide consulting services to any entity which has a contract to provide services to CLMRWDB or which would otherwise constitute a conflict of interest under CLMRWDB's personnel policies. SKINNER further agrees that he shall take paid leave time for any consulting services provided during normal working hours (i.e., 8:00 a.m. to 5:00 p.m.) which services exceed one (1) hour in duration during normal working hours. SKINNER covenants and agrees that he shall not accept any consulting engagement which would interfere with his ability to successfully complete the duties assigned to him by the CLMRWDB Board.

10. Special Evaluation Criteria and Specific Goals. From time to time CLMRWDB may provide SKINNER with any special evaluation criteria or specific goals which CLMRWDB expects to be accomplished. CLMRWDB may consider SKINNER's performance in performing in accordance with such special evaluation criteria or in accomplishing such specific goals in evaluating his job performance.

11. Extension. This contract may be extended beyond the term indicated herein, under the same terms and conditions, by written agreement between the parties, provided that such an extension is for the purpose of finalizing future contractual terms. Such negotiations should begin no later than 60 days prior to the end of this Contract. The terms agreed upon during such an extension shall be retroactive to the date on which this contract was extended.

Dated:

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

Witnesses as to CLMRWDB:

By: _____

Kathy Judkins
Chair

Witnesses as to Skinner:

Thomas Edward Skinner, Jr.



RECORD OF ACTION/APPROVAL

CEO Review Committee 5/31/2018

TOPIC/ISSUE:

Discussion and recommendation for staff increases for 2018 – 2019.

BACKGROUND:

2017 – 2018	3%
2016 – 2017	5%
2015 – 2016	0

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

2017-2018 Goals

- Expand Talent Pipeline video series
 - Add 20 employers
 - Manufacturing and IT
 - Increase Citrus and Levy employer presence
 - Begin Educational element
 - Start with Citrus; then Marion and Levy
 - 10-15 videos
 - Begin formatting soft skills element
 - Use Marion Soft Skills Survey for skills focus
 - Discuss format and length with educational partners

We have added 10 videos from employers with two more pending from MRMA members. Our focus this year was interrupted by the fact that we had a very large turnover in the Business Services team. On-boarding new members and the volume of activities diverted staff from making the 20 planned videos.

We began the educational series with Marion County. Developing the format and organizing priorities meant that only 3 were actually done by the end of December. School calendar complications and planned Career Expos diverted school staff needed to implement the next videos. See attached email from Laura Byrnes to Dorothy Pernu.

The school video project was more time consuming because of the issues with Marion and Citrus. Citrus has been slowed considerably- both videos and Career Expo plans- as we are waiting on meetings that have been delayed with CCSB staff.

Delays in educational videos have put off discussions on soft skills.

- Better engage and inform High School youth
 - Career Expos in all three counties
 - Focus on targeted sectors and special programs for Districts

We held very successful Career Expos (CE) in Marion and Citrus. We have not implemented in Levy. Citrus's planning for the 2018 CE has been put on hold. Meetings I have scheduled with CCSB staff have been postponed 3 times. We are moving to Levy and will revisit Citrus when they are ready.

- Develop transitional services for graduating HS Seniors (or students age 18)
 - Special short term skill courses
 - "Boot Camp" programs/courses
 - Internships/work experience

This project element has been shifted in Marion to the overall revamping of the CTE offerings and the implementation of the CDL. We have made a start, but at this point we have no definitive results except CDL. We are continuing discussions in Marion and will start in Levy.

- Promote Apprenticeship/Pre-Apprenticeship
 - MRMA
 - Home Builders/Construction industry

Apprenticeship efforts hinge on employer willingness. We have worked with MTC and WTC for construction and MRMA for apprenticeship. These efforts will continue with efforts to do a site visit to St. Lucie County where an apprenticeship model and curriculum are being implemented.

- Expand targeted populations services by seeking external funding.
 - Offenders
 - Veterans
 - Disabled
 - Special Youth populations

We have expanded services to the disabled working with Key Training Center and ARC in Marion. Our efforts are work preparedness workshops that are held in collaboration with the two agencies. Through a contract with VR we are compensated based on the number of students to whom we provide workshop services.

Our Veterans Reintegration grant has been successful and we have applied for second year funding.

- Develop better metrics and monitoring process for Business Services and Talent Center
 - Replace TC portal with more dynamic and functional system
 - Expand services to professionals in the community.
 - Establish performance metrics which reinforce “headhunter” services and accountability for both Business Services Sector teams and TC
 - Monthly reporting of performance

We have implemented in more focused set of metrics for business services. Talent Center has been delayed because of delays in bringing the Akken software up. These have been primarily resolved, although there are still issues. Solutions have been delayed by interfacing with our system and turnover at Akken.

There has been a leadership change at TC and we are sure more focus will be given to outcome metrics.

- Review Website and develop more functional website
 - Online services access/forms/processes
 - Multi-language ability for entire site
 - Better home page visibility for special projects and services
 - Better searching functionality

This is scheduled to be implemented in June. It was funded through the CSF “Co-op Advertising” grant and we have experienced delays with their vendor. I have made my concerns known.

- Transition/expand TTW performance
 - Generate funding to support staff and provide unrestricted revenue to company
 - Base pay plus bonus program for staff effective July 2018
 - Crosstrain back up staff (perhaps not on performance pay)

We have trained an additional staff member and together they have expanded services to Key Training Center and ARC.

- Improve Business Services presence in Levy

A Business Services staff member is present in Levy one day per week.

- Customer Satisfaction
 - Improve employer surveying for TC and BS teams
 - Continue Internal Staffing Net Promoter
 - Review most recent survey issues and respond
 - New Survey in March 2018

Our Net Promoter program continues to provide good input and high ratings. We are in the process of starting our second internal survey and hope to finish this by June 30.

- Staffing Structure Review for 14th Street
 - Can we redeploy by using online access or other process improvements

Staffing was reviewed and adjustments recommended by TPMA along with shifting staff to maximize their skill sets has enabled us to solve some of the recurring issues in Net Promoter.

2018-19 Plan of Services

Overview

CareerSource CLM plans to continue its current business and job candidate services through its career centers, its support of our economic development partners in all three counties; and, work with our education training partners in developing a strong talent pipeline for the key industry sectors in our three counties.

Career Centers

The delivery of services is primarily provided through our three fixed-site locations in Ocala, Lecanto, and Chiefland. Remote services are provided through our two mobile units. These units allow us to support candidates and businesses with location-friendly services.

Our core services include job search/information access, job-related assistance that includes resumes and application assistance; career information and counseling and training referral and financial aid.

Services to target groups such as Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients are also provided in accordance with state and federal requirements that require job search and work requirements, both of which staff administer and case manage.

Services under the Workforce Innovation and Opportunity Act (WIOA) also include career classroom financial assistance through qualified training providers, work experience and internships, and on-the-job training with area businesses.

Business services include job opening advertisement, applicant screening for certain targeted occupations/industries and custom training to upgrade their existing workforce. Staff also assist businesses with wage and salary information to assist them in maintaining a competitive compensation package in our changing markets. Specialized hiring/recruitment events, as well as high school career information programs, are designed to link businesses with prospective employees.

During the past year, we have held over **130** hiring events and job fairs between all 3 counties, with over **3,500** candidates attending and 53 individual businesses participating, at these events. We also held specialized events, such as a recent Construction Hiring Event at Marion Technical College for their first construction program, and a Youth Job Fair was held to support our young adult population.

In the area of economic development support, our business services team collaborates with our partners in existing business outreach programs, provides labor market and training information

to correspond to the needs of potential new businesses and supports relocation through an array of talent recruitment and training services and incentives.

Talent Center

Located on the Ocala campus of the College of Central Florida, the Talent Center is CareerSource CLM's specialized center for college graduates from our local institutions of higher education and resources for area professionals and highly skilled technicians. Its focus on highly skilled candidates is also a service to area businesses seeking higher-levels of talent.

In addition to serving professionals and graduates within our three counties, Talent Center employs a recruitment software system that enables staff to source candidates on a statewide and national basis to meet employer needs. This service, similar to a professional recruitment firm, is a response to business and candidate feedback on “not having my kind of job...not having the talent I need.”

Targeted Programs and Services

CareerSource CLM (CSCLM) has several special services. Through a federal/state-funded grant specialized services are provided to veterans that face barriers to employment. These services are coordinated with area veteran service organizations in all three counties.

CSCLM was also awarded a federal grant to provide assistance to homeless veterans. This “reintegration” grant is focused on Marion County and operates as a partner with the County’s Veterans Resource Center and other homeless and veteran serving organizations.

CSCLM is also working with the United Way of Marion County and a number of other community partners in a “2 - Gen” program serving the residents of Dunnellon. Progress Dunnellon is targeted on working with the family unit rather than an individual member. Partners include the County’s Library system, the Marion County School District, The College of Central Florida and the Early Learning Coalition.

CSCLM also works with the United Way in both Citrus and Marion Counties to provide employment-related services to UW-sponsored programs and services.

Youth

Youth services are provided through our contractor, Eckerd Connects Workforce Development. Primarily focused on out-of-school youth as required by WIOA, services are designed to provide assistance in the area of GED preparation and testing, select career credentialing and job placement. Eckerd also serves as our contractor for our **YouthBuild** grant. This program links

with Habitat for Humanity, The City and County government, and centers around training in educational and workplace skills that uses the construction of “Habitat homes” as the centerpiece of teamwork and on-the-job skills building experience.

High School Career Awareness and Employment

CSCLM is working with businesses and our three school districts to support student, parental and industry awareness of educational programs that prepare students for career opportunities with area businesses. “Career Expos” are the focus of a direct link between businesses and students. Students are transported to an “Expo” site where career information is provided through both a “lecture/interactive” program and a chance to meet with local businesses to discuss their career options. CSCLM augments these “face-to-face” events with career information videos that feature 50 second presentations by local businesses on their business, its products or services and the skill sets that they need. These videos are highlighted on CSCLM’s website and made available to the school districts to use through their in-school video services and on their websites. In a related project funded by the Duke Energy Foundation, CSCLM and the school districts are producing similar videos that highlight the career training that they offer through their districts that will prepare students for jobs in the sectors targeted by our economic development partners.

School-to-Work transition includes the promotion of work experience/internship as well as annual “youth job fairs”.

2018-2019 Expansion and New Partnership Services

Career Awareness services will continue to be the focus of our efforts to improve the talent pipeline for area businesses. Continuation of the Expos’ in Marion County for a fourth year and in Citrus for a second year are in the planning stage. Our video series will continue to reach out to area manufacturers, logistics and technology companies. The educational series funded by the Duke Energy Foundation will work with the Citrus and Levy County School Boards to develop videos that promote their programs.

Project Dunnellon will enter its second year and CSCLM will be working with our partners on linking parents and students to career options.

The Florida Chamber is promoting a “Prosperity Program” and CSCLM is discussing a partnership with the Ocala Marion CEP to assess the viability of a similar effort in Marion County. Existing programs in Florida are located in Escambia and Bay Counties.

The Talent Center remains a key service. Widespread promotion of the services has been delayed by implementation of the recruitment software, but full-scale promotion is anticipated to begin in July.

We anticipate expanding our support of economic development in Citrus County as they restructure their economic development program.

Recent studies of the workforce movement in all three counties have indicated a substantial movement of the residents of each county (approximately 20-23%) that are age 29 and under to jobs OUTSIDE of their county of residence. Anecdotally, this talent loss appears to be driven by compensation. Working with the CEP and MRMA, CSCLM hopes to use comparative wage surveys of jobs within a one-hour commute to educate area businesses on the wage competition that they face.

Apprenticeship is being nationally promoted and funded as an increasingly important talent development approach. While not widely accepted in our three counties, it offers a way to improve the skills and experience of non-college high school graduates and adults in our three counties. The State of Florida was awarded a national grant to promote apprenticeships and CSCLM, working with MRMA, the CEP and our other business partners, will work with CareerSource Florida and the Department of Education to promote this option locally.

In order to promote the impact that our services have on our local area, we are researching and planning for a “State of the Workforce” Summit. The planning for this project will primarily be conducted through the Outreach and Marketing Committee. We project that this will occur in the second quarter of 2019.

Sector Grant Initiatives:

CareerSource CLM will continue its efforts by partnering with our local educational providers to develop local industry training needs. With our sector grant award this year, we will continue into next year by enrolling students into a new Commercial Driver Licenses (CDL) program at Marion Technical College. Through a collaborative partnership between CSCLM, Marion Public Schools and MRMA, our sector grant funds will support the first inaugural launch of a new CDL program in August 2018. The new CDL program will feature opportunities for graduates to become certified CDL class A & B drivers.

In addition, we will continue to promote and recruit students through these sector grant funds to support both Marion Technical College and Withlacoochee Technical 2nd Core Construction program.

Both the CDL & Construction core programs were developed in partnership due to business demand and need for a trained workforce. After listening to businesses share with us their needs, we coordinated with our local education partners, applied for this grant to support our business needs.

Career Academy Video Summary

- (1) You'll find the four Career Choice Academy videos (Logistics, Gaming, Mobile Apps and Manufacturing) in the **Career Awareness Talent Pipeline – Public School Programs** Playlist at the top of our playlists here: <https://www.facebook.com/CareerSourceCLM/videos/>
- (2) Below are the remaining grant-funded MCPS videos nearing completion (they have been scripted, shot and voice-over production was done on Monday; I believe Digital Fury is in the editing room now)

2 Grant	Regular Program	Manufacturing	Welding Technology Fundamentals	slocum	DHS				
2 Grant	Regular Program	IT	Game/Simulation/Animation Visual Design	michael.fror	LWH, FHS	Repurpose Academy with all schools?			
2 Grant	Regular Program	IT	Game/Simulation/Animation Programming	victoria.mill	DHS, WPH, NMH				
2 Grant	Magnet	Engineering/Technical Ed	Technical Design (EMIT)	edward.earr	FHS				
2 Grant	Regular Program	Engineering/Technical Ed	Applied Engineering Technology	bethea	WPH				
2 Grant	Regular Program	Architecture & Construction	Drafting	gomillion	VHS				
2 Grant	Regular Program	Health Sciences	Allied Health Assisting	Taddeo, Ste	BHS, DHS, LWH, NMH, VHS, WPH				
2 Grant	Regular Program	Health Sciences	Biomedical Sciences	atkinson, fre	WPH				
2 Grant	Regular Program	Health Sciences	Electrocardiograph Technician	Cunningham	WPH, FHS, LWH				
2 Grant	Regular Program	Engineering/Technical Ed	Power & Energy Technology	slocum	DHS				
2 Grant	Regular Program	Manufacturing	Industrial Biotechnology	reedy	NMHS				