

**CAREERSOURCE CITRUS LEVY MARION  
EXECUTIVE COMMITTEE MEETING**

**MINUTES**

DATE: June 6, 2018  
PLACE: Enterprise Center, Ocala, FL  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Kathy Judkins, Chair  
Kevin Cunningham  
Mike Melfi  
Rachel Riley  
Ted Knight

**MEMBERS ABSENT**

Fred Morgan

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Brenda Chrisman, CSCLM

Cira Schnettler, CSCLM  
Robert Stermer, Attorney

**CALL TO ORDER**

The meeting was called to order by Kathy Judkins, Chair, at 9:32 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the March 7, 2018 meeting. Mike Melfi seconded the motion. Motion carried.

**ACTION ITEMS**

- Form 990
  - Al Jones made a motion to approve Form 990. Ted Knight seconded. Motion carried.
- 2017/18 Budget to Expenditures
  - Kevin Cunningham made a motion to approve the April Budget to Expenditures reports. Al Jones seconded. Motion carried.
- 2018/19 Budget
  - We are expecting to see an increase in new funding. The budget will be set in July when carry forward figures are confirmed. The finalized budget will be presented at the next board meeting.
  - Al Jones made a motion to approve the 2018-2019 proposed budget. Ted Knight seconded. Motion carried.
- CTS Agreement for ATLAS / Document Management

- Atlas is a tracking system, document management system, and paper reduction system utilized by staff. It also houses the CLM and Talent Center websites within its structure.
- Al Jones made a motion to approve CTS (SaAS) agreement. Kevin Cunningham seconded. Motion carried.
- Healthcare Renewal Rates
  - Rusty Skinner reviewed the healthcare options, rates, and costs to employees with the board.
  - Rachel Riley suggested adding the specifics regarding the EAP and the behavioral health component of the various plans. Both items were reviewed during an information session with the staff and will be added to the rate sheet.
  - Rachel Riley made a motion to approve the proposed healthcare renewal rates. Al Jones seconded. Motion carried.
- Eckerd Contract Renewal
  - Kevin Cunningham made a motion to accept the contract with Eckerd. Al Jones seconded. Motion carried.
- CEO Contract and Staff Increases PY2018-2019
  - Al Jones made a motion to approve the 2018-2019 CEO contract, staff salary increases, and incentive bonuses as presented by CEO Contract Review Committee. Ted Knight seconded. Motion carried.
  - Kathy Judkins commended Rusty Skinner on keeping open communication with her regarding Pinellas/TampaBay. Rusty Skinner is a reliable champion for our CareerSource that consistently keeps a strong voice with State representatives. She also commended Kathleen Woodring and Brenda Chrisman for their hard work after the lay-off of two members of management and felt the additional bonuses were warranted.

## **DISCUSSION ITEMS**

Rusty Skinner presented information for discussion about the following topics:

- Plan of Service
  - The Plan of Services fine tunes our focus and scope for the 2018-2019 program year. The plan provides direction for making progress on continuous efforts. Highlights include:
    - Employer driven hiring events
    - Spring/Fall, Grad, Youth, and sector based job fairs
    - Talent Center
    - Progress Dunnellon
    - YouthBuild
    - Exploratory efforts for the Prosperity Program in Marion County
    - Apprenticeship Opportunities
    - Career Academies
    - Sector Grant Initiatives
- Board Member Meeting Attendance
  - We do allow members to call in for the meetings. Our region has a large footprint and expecting members to come from long distances is not realistic.

- We have been approved and have authority from the State to allow members to call-in for meetings.
- Staff will identify current members that have not been attending the board or committee meetings regularly. A letter will be sent to the board member requesting continued intent and increased participation.
  - In the future after missing two board or committee meetings staff will reach out to the board member.
- Pinellas/Tampa Bay
    - In light of recent issues arising out of the Pinellas/Tampa Bay Workforce challenges several items were highlighted:
      - Board attendance issues
        - Staff will conduct a review of our board attendance policy in the By-laws to ensure that all requirements are being met.
      - Salary transparency
        - The Governor has publicly posted all State employees' salaries. Potentially, the public posting of salaries may be required of our workforce region. Rusty Skinner made an announcement to the staff at the last All Staff meeting that this might be happening in the future.
      - Posting of minutes on the website
        - All minutes are being posted on the CLM website.
      - Board communication
        - Rusty Skinner suggested a review of the board on-boarding process. Al Jones agreed that updating the on-boarding process would be very helpful to new members and that it should include board member expectations.
        - Rusty Skinner will discuss further with Rachel Riley regarding holding a board planning/information session before the next round of committee meetings.

### **PROJECT UPDATES**

- Unrestricted Revenue Income - May 2018
  - Rusty Skinner expressed that Brenda Chrisman was doing a great job at growing unrestricted funds. The funds are progressing slightly ahead of last year. Unrestricted funds are generated by the Ticket to Work program. There is a tremendous amount of tracking involved in the program. Staff employee Luis Perez is running the programs very well. The funds are necessary and very important. The funds will be a source to pay for a reimbursement for the YouthBuild grant. It is also used to pay for non-legal fees and liability insurance deductibles.

### **MATTERS FROM THE FLOOR**

Kathleen Woodring invited everyone to attend the YouthBuild Phoenix Rising graduation set for Thursday, June 7<sup>th</sup> at 11 am.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:15 a.m.

**APPROVED:**

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