



CareerSource Citrus Levy Marion
2703 NE 14th St.
Ocala, FL 34470

**CEO CONTRACT REVIEW COMMITTEE
AGENDA**

Tuesday, May 12, 2026 – 11:00 a.m.

Zoom Meeting: <https://us02web.zoom.us/j/88249362360>
Phone: 1-646-558-8656 Meeting ID: 882 4936 2360

Call to Order C. Flanagan
Roll Call C. Schnettler
Approval of Minutes – May 28, 2025 Pages 2 - 3 C. Flanagan

DISCUSSION ITEMS

2025 - 2026 Accomplishments Pages 4 - 5 R. Skinner
Review of Performance Reports Pages 6 - 10 R. Skinner
2026 - 2027 Business Goals Pages 11 - 12 R. Skinner

ACTION ITEMS

Review and recommendation of CEO Contract (2026-2027) Pages 13 - 18 C. Flanagan

PUBLIC COMMENT

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

OUR VISION STATEMENT

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



**CAREERSOURCE CITRUS LEVY MARION
CEO CONTRACT REVIEW COMMITTEE MEETING**

MINUTES

DATE: May 28, 2025
PLACE: CareerSource Citrus Levy Marion
2703 NE 14th Street
Ocala, FL 34470
TIME: 10:00 a.m.

MEMBERS PRESENT

Arno Proctor, Vice Chair
Brandon Whiteman, Past Chair
Carl Flanagan, Chair

MEMBERS ABSENT

OTHER ATTENDEES

Rusty Skinner, CSCLM
Bob Stermer, Attorney

Cira Schnettler, CSCLM
Fred Morgan, Board Member

CALL TO ORDER

The meeting was called to order by Carl Flanagan, Chair, at 10:53 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Brandon Whiteman made a motion to approve the minutes from the May 9, 2025, meeting. Arno Proctor seconded the motion. Motion carried.

DISCUSSION ITEMS

None

ACTION ITEMS

CEO Contract

Rusty Skinner excused himself from the meeting.

Arno Proctor made a motion to approve Rusty's contract for the 2025-2026 program year with the 3% COLA salary increase that all staff are receiving and an additional 2% merit raise. Brandon Whiteman seconded the motion. Motion carried.

PUBLIC COMMENT

None

PROJECT UPDATES

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:01 a.m.

APPROVED:

2025-26 CEO Goals

- Increase CBT and Experiential Learning
 - Comparison of 24-25 to 25-26
 - PY24-25:
 - Total Contracts:47
 - Total Trained: 68
 - PY25-26 YTD:
 - Total Contracts: 44
 - Total Trained: 76
- Improve Letter Grade (reverse two-year decline)
 - CSF link/letter grades
 - <https://analytics.careersourceflorida.com/LetterGrades>
 - PY2024: 86.11 B
 - PY2025, Q2: 84.25 B
 - Note: Letter Grade methodology was updated for this quarter. All boards had a decrease in letter grade under the new methodology. LWDB10 had the smallest decrease by percentage.
- Improve Federal Indicators of Performance Outcomes
 - Increase Dislocated Worker Enrollments
 - PY24-25: 4
 - PY25-26 YTD: 24
 - Increase 2nd Quarter after Exit on all measures
 - IOP data -latest report

	PY2024	PY2025Q2	% Change	Performance Change compared to prior year	Goal Change compared to prior year
Adult	102.21	99.32	-2.83%	Decreased	Increased
DW	81.34	89.29	9.77%	Increased	Increased
Youth	102.52	96.97	-5.41%	Decreased	Same
WP	93.9	94.47	0.61%	Increased	Same

- Complete website overhaul improving functionality
 - Deadline for completion – June 30, 2026.

- Content in final stages of review
 - Documentation migration underway (required board documents and historical agendas/minutes)
 - Final phase is building out plug-ins to allow online form functionality
- Revise marketing to feature business use of services
 - Recently completed testimonials:
 - Silver Wolf, LLC
 - Champs Software
 - Artemis Plastics
 - Benton Technical
 - Pending
 - Zone Health and Fitness
 - Echo Technologies
 - A&M Manufacturing
- Develop Regional Plan with Regions 6 and 26
 - Awaiting state instructions
 - Adding Region 8/collaborating on expansion
- Complete WIOA Local Plan Modification
 - Awaiting state instructions

Action Steps

- Revise RA services to free up staff time; serve as access point only
 - Limited success
 - FloridaCommerce released an updated RA website in Winter of 2025, staff report fewer issues
 - Shift to workforce from Labor exchange
- Adjust services to achieve better performance data
 - Job Fair employers must provide hire data
 - New shift to training from labor exchange'
 - Employer agreement on hiring
- Assign individual staff performance goals for July 25- June 26
 - Need copy of position goals (attached)



INDICATORS OF PERFORMANCE
 CareerSource Citrus Levy Marion
 October 1st, 2024 – December 31st, 2025

LWDB 10

Measures	PY2024-2025 2nd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q2	PY2024-2025 3rd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q3	PY2024-2025 4th Quarter Performance	PY2024-2025 % of Performance Goal Met For Q4	PY2024-2025 Performance Goals	PY2025-2026 1st Quarter Performance	PY2025-2026 % of Performance Goal Met For Q1	PY2025-2026 2nd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q2	PY2025-2026 Performance Goals
Adults:												
Employed 2nd Qtr After Exit	82.4	95.81	88.3	102.67	87.9	102.21	86	88.6	100.68	87.4	99.32	88
Median Wage 2nd Quarter After Exit	\$10,920	113.16	\$11,320	117.31	\$10,898	112.93	\$9,650	\$9,730	98.28	\$9,583	96.79	\$9,900
Employed 4th Qtr After Exit	78.5	92.35	80.2	94.35	84.8	99.76	85	86.7	100.81	87.9	102.21	86
Credential Attainment Rate	61.8	87.17	51.3	72.36	59.4	83.78	70.9	63.6	89.70	75.8	106.91	70.9
Measurable Skill Gains	70	115.89	74.8	123.84	89.1	147.52	60.4	78.5	129.97	79.9	132.28	60.4
Dislocated Workers:												
Employed 2nd Qtr After Exit	0	0.00	50	60.98	66.7	81.34	82	75	89.29	75	89.29	84
Median Wage 2nd Quarter After Exit	\$0	0.00	\$7,577	93.89	\$14,224	176.25	\$8,070	\$9,285	115.06	\$9,285	115.06	\$8,070
Employed 4th Qtr After Exit	0	0.00	0	0.00	0	0.00	77.4	50	64.60	66.7	86.18	77.4
Credential Attainment Rate	0	0.00	0	0.00	0	0.00	75.1	0	0.00	50	66.58	75.1
Measurable Skill Gains	50	66.67	80	106.67	100	133.33	75	100	133.33	100	133.33	75
Youth:												
Employed 2nd Qtr After Exit	72.1	90.92	75.6	95.33	81.3	102.52	79.3	77.3	97.48	76.9	96.97	79.3
Median Wage 2nd Quarter After Exit	\$4,106	109.23	\$4,015.5	106.82	\$4,767.8	126.84	\$3,759	\$5,077.0	135.06	\$5,473.3	145.61	\$3,759
Employed 4th Qtr After Exit	71.3	92.48	67.1	87.03	67.4	87.42	77.1	64.4	83.53	68.1	88.33	77.1
Credential Attainment Rate	93.9	108.30	91.9	106.00	86.8	100.12	86.7	85	98.04	76.6	88.35	86.7
Measurable Skill Gains	81.8	89.20	73.8	80.48	94.3	102.84	91.7	89.8	97.93	79.7	86.91	91.7
Wagner Peysers:												
Employed 2nd Qtr After Exit	66.1	93.76	67.5	95.74	66.2	93.90	70.5	66.6	94.47	66.6	94.47	70.5
Median Wage 2nd Quarter After Exit	\$6,742	112.75	\$6,694	111.96	\$7,090	118.57	\$5,979	\$6,961	116.42	\$7,165	119.84	\$5,979
Employed 4th Qtr After Exit	65.3	97.32	64.4	95.98	66.6	99.25	67.1	66.2	98.66	66.5	99.11	67.1

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)



Measure 1 - Participants with Increased Earnings

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
514	1119	45.93	50	91.86	25	22.965

Measure 2 - Reduction in Public Assistance

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
615	1,309	46.98	50	93.96	25	23.49

Measure 3 - Employment and Training Outcomes

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
12	18	66.67	100	66.67	20	13.334

Measure 4 - Participants in Work-Related Training

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
1,090	2,495	43.69	25	100	10	10

Measure 5 - Continued Repeat Business

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
502	2,156	23.28	35	66.51	5	3.3255

Measure 6 - Year-Over-Year Business Penetration

PreviousNum	PreviousDen	PreviousRate	CurrentNum	CurrentDen	CurrentRate	YOY	Target	TargetMet	Weight	WeightedPerf
884	11,200	7.89	708	11,325	6.25	-1.64	100	70	5	3.5

Measure 7 - Completion-to-Funding Ratio

Exiters_LWDB	Exiters_State	Num	Budget_LWDB	Budget_State	Den	Rate	Target	TargetMet	Weight	WeightedPerf
1,092	72,394	1.51	3,724,797	129,718,302	2.87	52.61	100	52.61	5	2.63

Measure 8 - Serving Individuals on Public Assistance

Numerator	Denominator	Rate	Weighted Performance
1,634	2,664	61.34	5

Total Office Letter Grade

Weighted Grade	Letter Grade
84.25	B

Local Workforce Development Board	Final Score 2025Q2	Letter Grade 2025Q2	Final Score 2025Q1	Letter Grade 2025Q1
01 - CareerSource Escarosa	73.46	C	73.34	C
02 - CareerSource Okaloosa Walton	84.02	B	85.2	B
03 - CareerSource Chipola	83.34	B	82.86	B-
04 - CareerSource Gulf Coast	73.96	C	74.83	C
05 - CareerSource Capital Region	79.13	C+	79.68	C+
06 - CareerSource North Florida	78.16	C+	78.28	C+
08 - CareerSource Northeast Florida	87.02	B+	88.86	B+
10 - CareerSource Citrus Levy Marion	84.25	B	84	B
12 - CareerSource Central Florida	85.59	B	85.49	B
16 - CareerSource Pasco Hernando	82.52	B-	82.11	B-
17 - CareerSource Polk	79.6	C+	78.38	C+
18 - CareerSource Suncoast	90.59	A-	91.22	A-
19 - CareerSource Heartland	82.53	B-	85.27	B
20 - CareerSource Research Coast	84.36	B	86.3	B
21 - CareerSource Palm Beach County	79.94	C+	80.46	B-
22 - CareerSource Broward	93.32	A	92.91	A-
23 - CareerSource South Florida	93.25	A	97.34	A+
24 - CareerSource Southwest Florida	91.91	A-	93.15	A
26 - CareerSource North Central Florida	82.92	B-	84.77	B
27 - CareerSource Brevard Flager Volusia	83.83	B	84.34	B
28 - CareerSource Hillsborough Pinellas	87.09	B+	87.43	B+

Letter Grade changed from previous quarter:

Decreased Same Increased

Metric	Weight
<p>1. Participants With Increased Earnings</p> <p>The percentage of participants who earned more in the second quarter after exit than before their participation with the local workforce development board.</p> <ul style="list-style-type: none"> • Numerator: The number of exiters from the denominator with higher earnings two quarters after exiting the program than in the earliest of the two quarters prior to participation. • Denominator: The number of distinct exiters from WIOA* (Adult and Dislocated Worker) and Wagner-Peyser programs included in the local workforce development board's federal Employment Rate – 2nd Quarter After Exit metric during the previous program year. <p>Category: Employment and Training Services, Self-Sufficiency</p> <p>Target: 50%</p> <p>Data Source: ETA 9173 Program Performance Reports</p> <p>* Includes WIOA-funded grants</p>	0.25
<p>Reduction in Public Assistance</p> <p>The percentage of exiters who received Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) benefits during their active participation with the local workforce development board but were no longer receiving SNAP or TANF benefits in the fourth quarter after exit.</p> <ul style="list-style-type: none"> • Numerator: The number of individuals from the denominator who were no longer receiving SNAP or TANF benefits in the fourth quarter after exiting the workforce development program. • Denominator: The number of exiters from WIOA* (Adult, Dislocated Worker and Youth), Wagner-Peyser, SNAP Employment and Training (SNAP E&T), and Welfare Transition programs who received SNAP or TANF cash assistance at any time during their participation with the local workforce development board. <p>Category: Employment and Training Services, Self-Sufficiency</p> <p>Target: 50%</p> <p>Data Source: Employ Florida, One-Stop Service Tracking (OSST) and DCF Recipient Data</p> <p>* Includes WIOA-funded grants</p>	0.25
<p>3. Employment and Training Outcomes</p> <p>Comprises the existing 18 federal accountability measures for local workforce development boards within the WIOA Primary Indicators of Performance (Employment Rate – 2nd Quarter After Exit, Employment Rate – 4th Quarter After Exit, Median Earnings – 2nd Quarter After Exit, Credential Attainment, and Measurable Skill Gains) for Adult, Dislocated Workers, Youth and Wagner-Peyser programs.</p> <ul style="list-style-type: none"> • Numerator: The number of federal metrics from the denominator for which the local workforce development board reached at least 90% of its negotiated target. • Denominator: The number of federal WIOA Primary Indicators of Performance metrics in the current program year for WIOA (Adult, Dislocated Worker and Youth) and Wagner-Peyser programs. <p>Category: Employment and Training Services</p> <p>Target: 100%</p> <p>Data Source: ETA 9173 Program Performance Reports</p>	0.20
<p>4. Participants in Work-Related Training</p> <p>The percentage of all job seekers who received work-related training including occupational skills training, on-the-job training and other work-based learning models, registered apprenticeships, and customized training for employers.</p> <ul style="list-style-type: none"> • Numerator: The number of participants from the denominator who received work-related training services. • Denominator: The number of participants served in the current program year by a local workforce development board within the following programs: SNAP E&T, Welfare Transition, WIOA* (Adult, Dislocated Worker and Youth), National Dislocated Worker Grant, Wagner-Peyser and Trade Adjustment Assistance (TAA). <p>Category: Training Services</p> <p>Target: 25%</p> <p>Data Source: ETA 9173 Program Performance Reports, One-Stop Service Tracking (OSST)</p> <p>Cohort Used: July 2021-June 2022</p> <p>* Includes WIOA-funded grants.</p>	0.10

<p>5. Continued Repeat Business Percentage of business establishments served in prior three years that continued to be served in the current program year.</p> <ul style="list-style-type: none"> • Numerator: The number of employer worksites from the denominator that received a core business service in the current program year. • Denominator: The number of employer worksites that received a core business service from the local workforce development board in the previous three program years. <p>Category: Business Services Target: 35% Data Source: Employ Florida</p>	0.05
<p>6. Year-Over-Year Business Penetration The percentage point difference in the number of business establishments served in the current program year compared to the prior year. Each local workforce development board is assigned a percentage as the percent target met based on the year-over-year business penetration rate difference, as follows:</p> <ul style="list-style-type: none"> • $\geq 4 = 100\%$ • $2 \text{ to } < 4 = 90\%$ • $0 \text{ to } < 2 = 80\%$ • $-2 \text{ to } < 0 = 70\%$ • $-4 \text{ to } < -2 = 60\%$ • $-6 \text{ to } < -4 = 40\%$ • $-8 \text{ to } < -6 = 20\%$ • $< -8 = 0\%$ <p>Local workforce development boards achieving greater than 90% overall business penetration will not be penalized for maintaining year-over-year comparable business penetration.</p> <p>Annual Business Penetration Calculation:</p> <ul style="list-style-type: none"> • Numerator: The number of employer worksites from the denominator that received a core business service from the local workforce development board during the program year. • Denominator: The number of active employer worksites in Employ Florida for each local workforce development board during the program year. <p>Category: Business Services Target: 100% Data Source: Employ Florida</p>	0.05
<p>7. Completion-to-Funding Ratio Compares a local workforce development board's share of statewide WIOA and Wagner-Peyser exiters with the local workforce development board's share of statewide funding allocations.</p> <ul style="list-style-type: none"> • Numerator: The percentage of distinct exiters from WIOA* (Adult, Dislocated Worker and Youth) and Wagner-Peyser programs. • Denominator: The percentage of the local workforce development board's share of statewide WIOA*, Supplemental WIOA Dislocated Worker, Wagner-Peyser, Reemployment Services and Eligibility Assessment (RESEA), and Veteran annual funding allocation for the current program year. <p>Category: Employment and Training Services Target: 100% Data Source: DEO Finance and Accounting, ETA 9173 Program Performance Reports * Includes WIOA-funded grants</p>	0.05
<p>8. Serving Individuals in SNAP, TANF, Adult Education, Blind Services or Vocational Rehabilitation The percentage of individuals served who are on SNAP or TANF or those in Adult Education, Blind Services, or Vocational Rehabilitation programs. This metric is calculated as follows:</p> <ul style="list-style-type: none"> • Numerator: The number of individuals from the denominator who received SNAP or TANF benefits, received services from Vocational Rehabilitation or Blind Services, or were enrolled in Adult General Education programs during their participation period. Individuals who received SNAP or TANF services AND Adult Education, Blind Services, or Vocational Rehabilitation services will be weighted with a value of 1.5 in the numerator. • Denominator: The number of distinct participants served in the current program year by a local workforce development board within the following programs: SNAP E&T, Welfare Transition, WIOA (Adult, Dislocated Worker and Youth) and Wagner-Peyser. <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • $\geq 55\% = 5 \text{ points}$ • $51\% \text{ to } < 55\% = 4 \text{ points}$ • $49\% \text{ to } < 51\% = 3 \text{ points}$ • $47\% \text{ to } < 49\% = 2 \text{ points}$ • $45\% \text{ to } < 47\% = 1 \text{ point}$ <p>Category: Employment and Training Services, Self-Sufficiency Data Source: ETA 9173 Program Performance Reports, OSST, DCF Recipient Data, Florida Education Training Placement Information Program</p>	0.05

CareerSource Citrus Levy Marion

Staff Goals by Program

Wagner Peyser Career Development:

- Goal 1 – FT 2 Common Intake Per Week (current 1 per week)
- Goal 1 – PT 1 Common Intake Per Week (current 2 per month)
- Goal 2 – Four (4) Placements Per Quarter (unchanged)
- Goal 3 – Four (4) candidate enrollments in Metrix Learning per quarter (new)

Agile Wagner Peyser Additional Goal:

- Goal – Six (6) Placements Per Year (current 4 per year)

WIOA AD/DW Career Development:

- Goal 1 – Enroll three (3) Dislocated Workers per quarter (unchanged)
- Goal 2 – Maintain 80% employment rate at case closure. (unchanged)
- Goal 3 – Enroll 1 participant in Metrix per quarter (new)

Agile WIOA Career Development Additional Goal:

- Goal – Enroll one (1) Dislocated Worker per quarter (current 2 per year)

WIOA Youth Career Development:

- Goal 1 – Enroll five (5) youth per quarter (new)
- Goal 2 – Maintain 85% positive outcome (employment or education) (new)
- Goal 3 - Enroll 1 participant in Metrix per quarter (new)

WT/SNAP Career Development:

- Goal 1 – Co-Enroll one (1) participant into WIOA per quarter (unchanged)
- Goal 2 – Enroll one (1) participant into WT funded training per quarter (new to drive ITA match funding)
- Goal 3 - Enroll 1 participant in Metrix per quarter (new)

Agile WT/SNAP Career Development Additional Goal:

- Goal – Co-Enroll two (2) participants into WT funded training per year (new to drive ITA match funding)

Business Services:

- Goal 1 – Develop work-based learning for 15 participants annually (new to focus on work-based learning)
- Goal 2 – Maintain 35% repeat business of businesses served prior three years (unchanged)
- Goal 3 – Establish one (1) business using Metrix Learning to upskill their employees per quarter (new)

Agile Business Services Additional Goal:

- Goal – Develop work-based learning for 4 participants annually (current develop 2 agreements per year)

Resource Career Development:

- Goal 1 – Maintain 70% customer satisfaction in NPS (unchanged)
- Goal 2 – FT – Refer ten (10) customers per quarter to Individualized Services (unchanged)
- Goal 2 – PT – Refer five (5) customers per quarter to Individualized Services (unchanged)



RECORD OF ACTION/APPROVAL

**CEO Review Committee
Tuesday, May 12, 2026**

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2026 – 2027

BACKGROUND:

CEO Salary History		
Year	Salary	Increase Over Previous Year
2016 - 17	\$ 120,000.19	3%
2017 - 18	\$ 123,600.26	3%
2018 - 19	\$ 127,308.00	3%
2019 - 20	\$ 133,036.86	4.5 %
2020 - 21	\$ 137,027.97	3%
2021 - 22	\$ 137,027.97	0%
2022 - 23	\$ 137,027.97	0%
2023 - 24	\$ 137,027.97	0% (3.5% Retention Incentive)
2024 - 25	\$ 143,873.60	5%
2025 - 26	\$151,067.28	5%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the _____ day of _____, 2026 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 Fifty-One Thousand and Sixty-Seven Dollars and Twenty-Eight Cents (\$151,067.28) per year, effective July 1, 2026, 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:

(a) Life Insurance. Provided SKINNER is able to qualify, CLMRWDB shall provide SKINNER with term life insurance in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00), 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.

(b) Leave. SKINNER shall be authorized personal leave in accordance with CLMRWDB personnel policies. 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, 2026, and shall be in effect until midnight June 30, 2027.

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 Fifty-Five Thousand Three Hundred Thirty-Eight Dollars (\$55,338.00). 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.
- (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. This contract supersedes and cancels any extension agreement entered into by the parties prior to its effective date.

Dated:

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

Witnesses as to CLMRWDB:

By: _____
Carl Flanagan
Chair

Witnesses as to SKINNER:

Thomas Edward Skinner, Jr.