



## **CAREERSOURCE CITRUS LEVY MARION BOARD MEETING**

### **MINUTES**

DATE: June 4, 2025  
PLACE: College of Central Florida, Marion Campus  
TIME: 11:30 a.m.

#### **MEMBERS PRESENT**

Albert Jones  
Angela Juaristic  
Arno Proctor  
Ben Whitehouse  
Carl Flanagan  
Charles Harris  
Christopher Cowart  
Darlene Goddard  
Debra Stanley  
Equilla Wheeler  
Fred Morgan  
Jeff Chang  
John Murphy  
Jorge Martinez  
Kathy Judkins  
Kevin Cunningham  
Larry White  
Mark Paugh  
Pat Reddish  
Pete Beasley  
Staci Bertrand  
Theresa Flick

#### **MEMBERS ABSENT**

Andy Starling  
Brandon Whiteman  
John Hemken

#### **OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM  
Sandra Crawford, CSCLM  
Laura Byrnes, CSCLM  
Iris Pozo, CSCLM  
Yolanda Ocasio, CSCLM

Cira Schnettler, CSCLM  
Robert Stermer, Attorney  
Kristen Barry, One Stop Operator  
Tameka Thomas, FL Dept. of Commerce

#### **CALL TO ORDER**

The meeting was called to order by Carl Flanagan, Chair, at 11:30 a.m.

## **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

## **PUBLIC COMMENT**

None

## **APPROVAL OF MINUTES**

Deb Stanley made a motion to approve the minutes from the March 12, 2025, meeting. Mark Paugh seconded the motion. Motion carried.

## **INTRODUCTION OF NEW MEMBERS**

Carl Flanagan introduced new member, Tamara Boyle, who is the new Superintendent for Levy County Schools. She was appointed by the Consortium on May 1, 2025.

## **DISCUSSION ITEMS**

### State Update

Rusty Skinner provided the following updates:

- The State is looking to broaden the reach of standardization to other areas of the workforce system. One area they are looking to standardize is the intake process of customers across all regions. A “one size fits all” intake process will have challenges due to region size and location.
- The State is also evaluating the benefits of lump sum funding versus programmatic funding distributions. Previous attempts to fund regions by lump sum disbursements were eventually found to be ineffective and phased out.
- Both of these ideas may lead to the loss of flexibility at the local level.
- A request was made to the CLM Board to draft a response to the proposed consolidation of 11 USDOL programs into a block grant and program funding requirements of the President’s Budget bill. The response would be sent to congressional representatives. Steven Baham stated that the response should be worded with specific requests, but with the understanding that there may need to be flexibility on our end based on the outcomes. Edward Suor made a motion to approve a response to the President’s budget bill that would be sent to congressional representatives addressing the concerns of the proposed block grants and program funding requirements. Steven Baham seconded the motion. Motion carried.
- We are working with Levy County schools and CF on the following projects that will impact career development of young adults in the county:
  - In partnership with CF and Fleet Force two certifications in CDL training will be moving forward.
  - The Broadband program has been successful and continues to grow enrollments.

### Workforce Issues that are Important to our Community

Carl Flanagan shared that he recently spoke with a business owner that was a previous participant in the CLM internship program for another company. When the individual became an entrepreneur themselves, they used the internship program also and was extremely satisfied with the service. The owner is a great community advocate for CareerSource CLM.

Deb Stanley emphasized the potential impact to small businesses if the Affordable Care

Act is allowed to expire at the end of the year. Small businesses may lose their staff to larger businesses that can provide affordable insurance if they lose their coverage.

#### Financial Disclosure Forms / Annual Conflicts Reminder

Rusty Skinner reminded the board members of filing their financial disclosures by July 1 to avoid penalties and to complete the annual conflicts forms.

#### Board Membership Status

Rusty Skinner shared that there are four vacancies on the board; a Veterans representative for Citrus County, an Economic Development representative for Marion County (we are working with the Ocala CEP on a nomination), and two private sector representatives for Levy County. He invited the board members to recruit in those areas.

### **ACTION ITEMS**

For each action item Rusty Skinner or Dale French reviewed points of consideration and staff recommendations.

#### Workforce Champion – Presentation

Dale French was happy to announce that Yolanda Ocasio was selected by the Executive Committee as the CLM Workforce Champion. Deb Stanley made a motion to confirm Yolanda Ocasio as the 2025 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

#### 2024/2025 Budget

Dale French reviewed the proposed preliminary budget. Darlene Goddard made a motion to approve the preliminary 2025-2026 budget. Charles Harris seconded the motion. Motion carried.

#### Memorandum of Agreement

Kathy Judkins made a motion to approve the Memorandum of Agreement. Deb Stanley seconded the motion. Motion carried.

#### Region 6 Financial Services

Al Jones made a motion to approve the Region 6 Financial Services agreement. Theresa Flick seconded the motion. Motion carried.

#### Levy County Economic Development MOU

Arno Proctor made a motion to approve the MOU with Levy County. Deb Stanley seconded the motion. Motion carried.

### **CONSENT AGENDA**

#### CEO Contract Review- 5/9/2025, 5/28/2025

#### CEO Contract Renewal

Committee Chair Carl Flanagan provided a summary of the committee activities.

Al Jones made a motion to approve Rusty Skinner's contract and raise. Theresa Flick seconded the motion. Motion carried.

#### Performance and Monitoring – 5/6/2025

No Action Items

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

#### Business and Economic Development – 5/7/2025

No Action Items

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

#### Education and Industry Consortium - 5/8/2025

No Action Items

Minutes attached 5/8/2025

Rusty Skinner provided a summary of the committee activities.

#### Career Center – 5/15/2025

Chiefland Lease Renewal

Statewide ETPL

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

#### Marketing and Outreach – 5/14/2025

No Action Items

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

#### Executive Committee –5/28/2025

2025-2026 Budget

FWDA Dues

Workforce Summit Sponsorship

990

Finance User Interface

Indefinite Quantity Agreements

Benefits Annual Renewal

Schedule of Operations

OJT Reimbursement

Staff Increases

ITA Waiver Request

Joint Audit RFP

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

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.

#### **PROJECT UPDATES**

None

#### **MATTERS FROM THE FLOOR**

Staci Bertrand shared that CLM staff assisted with a mock site visit and did an excellent

job presenting information to the property owners and economic development partners.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 12:47 p.m.

**APPROVED:**\_\_\_\_\_



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting Wednesday, June 4, 2025**

#### **TOPIC/ISSUE:**

2025 Workforce Champion Nomination

#### **BACKGROUND:**

Our recognition program underwent several changes in 2022 due to responses received from the annual employee survey. One of those changes included the Executive Committee/Board to make the final selection of our Workforce Champion that will be recognized during the 2025 Workforce Professional Development Summit in Orlando Florida September 8-10.

#### **POINTS OF CONSIDERATION:**

The Executive Committee met on Wednesday, May 28, 2025, and selected this year's workforce Champion.

#### **STAFF RECOMMENDATIONS:**

Ratify the selection of Region 10's Workforce Champion for the 2025 Summit.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

Deb Stanley made a motion to confirm Yolanda Ocasio as the 2025 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

Preliminary 2025-2026 Budget

### **BACKGROUND:**

Attached is the proposed 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.

### **STAFF RECOMMENDATIONS:**

Approve preliminary 2025-2026 budget.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve the preliminary 2025-2026 budget. Charles Harris seconded the motion. Motion carried.

### **BOARD ACTION:**

Darlene Goddard made a motion to approve the preliminary 2025-2026 budget. Charles Harris seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025  
Consortium Meeting, Thursday, May 1, 2025**

### **TOPIC/ISSUE:**

Renewal of Agreement to Establish and Memorandum of Agreement.

### **BACKGROUND:**

The Interlocal Agreement has been approved by all Boards of County Commissioners. The Interlocal creates the Consortium as the official body to manage workforce programs on behalf of each county. The Consortium has the responsibility to establish the local workforce board and the relationship between the Consortium and the board. These agreements establish the workforce board, its membership and the roles and duties of the board and Consortium in the operations and oversight of the workforce programs.

### **POINTS OF CONSIDERATION:**

The current agreement expires June 30, 2025. The renewal extends the agreements through June 30, 2030.

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

Commissioner Barek made a motion to approve the execution of the Agreement to Establish and the Memorandum of Agreement. Commissioner Zalak seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Memorandum of Agreement. Deb Stanley seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, June 4, 2025**

### **TOPIC/ISSUE:**

Financial Services – Region 6

### **BACKGROUND:**

Our region has performed financial services for Region 6 since 2012. These services include general accounting, AP/AR, financial statements, etc.

The previous agreement was effective July 1, 2021 and has been extended for the maximum allowable time of four (4) program years total. It expires June 30, 2025.

### **POINTS OF CONSIDERATION:**

Region 6 will compensate CSCLM in the sum of \$55,000.00 annually to provide financial services.

### **STAFF RECOMMENDATIONS:**

Approve acceptance and execution of the attached agreement.

### **COMMITTEE ACTION:**

### **BOARD ACTION:**

Al Jones made a motion to approve the Region 6 Financial Services agreement. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting  
Wednesday, June 4, 2025**

### **TOPIC/ISSUE:**

Levy County Board of Commissioners Memorandum of Understanding (MOU)

### **BACKGROUND:**

Previously we held an MOU with the Nature Coast Business Development Council (NCBDC) for business outreach and retention efforts in Levy County. The work of NCBDC is being transferred under the leadership of the Levy County Board of Commissioners and NCBDC is being dissolved.

### **POINTS OF CONSIDERATION:**

We wish to continue to support the efforts of economic development in Levy County and plan to execute an MOU with the same deliverables as those previously agreed to with NCBDC in the amount not to exceed \$30,000.00 annually.

### **STAFF RECOMMENDATIONS:**

Approve entering into an MOU with Levy County Board of Commissioners.

### **COMMITTEE ACTION:**

### **BOARD ACTION:**

Arno Proctor made a motion to approve the MOU with Levy County. Deb Stanley seconded the motion. Motion carried.



## RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 4, 2025**  
**CEO Review Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

Discussion and recommendation for renewal of CEO contract for 2025 – 2026

### **BACKGROUND:**

CEO Salary History		
Year	Salary	Increase
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%

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

5/9/2025 - Arno Proctor made a motion to approve the contract. Brandon Whiteman seconded the motion. There was discussion and the committee members agreed that they could not properly finalize the annual contract since the budget and potential salary adjustments have not been determined. Arno Proctor withdrew his motion.

Arno Proctor made a motion to table the approval of the contract until budget determinations have been made. Brandon Whiteman seconded the motion. Motion carried.

5/28/2025 – 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.

### **BOARD ACTION:**

Al Jones made a motion to approve Rusty Skinner's contract and raise. Theresa Flick seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Career Center Meeting, Thursday, May 15, 2025**

### **TOPIC/ISSUE:**

Chiefland Lease Renewal

### **BACKGROUND:**

We currently lease our Chiefland Office at Suwanee Plaza Shopping Center located at 2175 NW 11<sup>th</sup> Drive, under a one-year lease agreement which expires September 2025. We currently pay \$6,461 per month.

The ownership group from which we lease the property has offered a three-year renewal option with a 2% annual increase.

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

Approve renewing the Chiefland lease for the three-year term noted above.

### **COMMITTEE ACTION:**

Arno Proctor made a motion to approve renewing the Chiefland Lease for the three-year term. Jorge Martinez seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Career Center Meeting, Thursday, May 15, 2025**

### **TOPIC/ISSUE:**

Adoption of Statewide Eligible Training Provider List (ETPL)

### **BACKGROUND:**

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and Florida Commerce State policy guidance #90, all training providers on the Eligible Training Provider List (ETPL) are required to recertify their eligibility to provide training services as well as provide performance information for the programs they wish to have included on the State's Eligible Training Provider List (ETPL). Effective July 1, 2025, all processes involving provider application and approval of programs were moved to the State level and managed by Florida Commerce.

### **POINTS OF CONSIDERATION:**

All approved providers and programs are listed in the State MIS – Employ Florida.

### **STAFF RECOMMENDATIONS:**

Adopt the State ETPL which consists of all approved providers and programs available in Employ Florida.

### **COMMITTEE ACTION:**

Arno Proctor made a motion to adopt the State ETPL. Jennifer Roach seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

FWDA Dues

### **BACKGROUND:**

Membership to the Florida Workforce Development Association promotes collaboration, convening and sharing of best practices between member workforce boards.

### **POINTS OF CONSIDERATION:**

### **STAFF RECOMMENDATIONS:**

Approve paying \$3000.00 from unrestricted funds for FWDA dues.

### **BOARD ACTION:**

Charles Harris made a motion to approve the \$3000 FWDA dues. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

2025 Workforce Professional Development Summit

### **BACKGROUND:**

FWDA has sponsored the Summit for over 10 years. The Summit is funded through registration fees and sponsorships. Traditionally CLM has sent staff and been a sponsor at the \$5,000 level.

### **POINTS OF CONSIDERATION:**

CLM support will enhance the quality of the Summit

### **STAFF RECOMMENDATIONS:**

Request approval of \$5,000 sponsorship from Unrestricted Funds.

### **COMMITTEE ACTION:**

Fred Morgan made a motion to approve the \$5000 sponsorship for the 2025 Summit. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

Form 990 Return of Organization Exempt from Income Tax for program year 7/1/23-6/30/24.

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

Form 990 was completed by our auditors Powell and Jones, CPAs after the financial statements were audited.

### **STAFF RECOMMENDATIONS:**

Approve Form 990

### **COMMITTEE ACTION:**

Al Jones made a motion to accept the Form 990. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

Request for Information for finance user interface

### **BACKGROUND:**

We currently use the Gazelle system as a staff user interface for issuance of customer purchase orders for tuition, books, fees and supportive services. This system links to our financial software MIP. We have been informed by Gazelle that they are shutting the system down effective December 30, 2025.

### **POINTS OF CONSIDERATION:**

We feel it imperative to issue a Request for Information (RFI) to obtain more insight into other products with similar characteristics to Gazelle. An RFI may result in the need to issue a Request for Proposals (RFP) based on initial cost estimates to maintain compliance with procurement standards. This will be determined after we have reviewed the information received from interested parties.

### **STAFF RECOMMENDATIONS:**

Issue a Request for Information for finance user interface software

### **COMMITTEE ACTION:**

Fred Morgan made a motion to approve the finance user interface software request for information. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

Discontinuance of Indefinite Quantity Agreements (IQA)

### **BACKGROUND:**

Historically, we have executed agreements with all of the training providers we pay tuition funds to on behalf of our customers. This is a basic, blanket agreement for data sharing efforts. However, we do not have any additional requirements of our providers outside of maintaining performance standards (not part of IQA). Some regions do have additional stipulations that training providers must adhere to so this makes sense for them.

### **POINTS OF CONSIDERATION:**

Florida Commerce has recently retooled how training providers apply for and provide training in Florida. This process has been moved to the State level. LWDBs have the option of adopting the statewide Eligible Training Provider List (ETPL). However, it is not feasible to engage in agreements with every provider on the state list and creates a burden not only on them, but CLM. Additionally, there is no benefit since we do not have additional criteria attached to our funding.

### **STAFF RECOMMENDATIONS:**

Discontinue executing Indefinite Quantity Agreements with training providers.

### **COMMITTEE ACTION:**

Charles Harris made a motion to discontinue executing Indefinite Quantity Agreements with training providers. Al Jones seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 4, 2025  
Executive Committee, Wednesday, May 28, 2025

### TOPIC/ISSUE:

Annual benefits renewal.

### BACKGROUND:

The annual health insurance renewal is July 1, 2025. Renewal rates were received through Two-Twelve Benefits.

Florida Blue presented rates that average a 10% increase in comparison with PY24.

The base contribution toward each employee's benefits will be increased from \$620.17 to \$666.47. This is approximately 7% increase in the employer funded part.

All plan costs over the baseline employer contribution amount will be paid by the employee. The baseline contribution amount is variable based on the premium increases and has been calculated to keep plan costs/value fair across all plans.

### POINTS OF CONSIDERATION:

- Our Ancillary plans with Florida Blue & Florida Combined Life / USABLE remain the same
- We switched three of the five Florida Blue health plans from last year. This allowed for a smaller increase as the initial increase would have been a 13.3% average increase over total premium.

#### NEW PLAN

BlueCare 132/133 HSA

Replaces Blue Care 128/129

#### NEW PLAN

BlueOptions 05906

Replaces BlueOptions 3566

#### NEW PLAN

BlueCare 50

Replaces Blue Care Plan 47

### STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed below for program year 25-2026:

1. BlueCare 132/133 HSA –The monthly company share of the premium will be \$666.47. This plan will be used as the baseline employer contribution amount for the remaining plans. This plan will be offered at \$0.00 cost to the employee.
2. Blue Options 5302 – a PPO plan with a monthly rate of \$664.66. This plan will be offered at \$0.00 cost to the employee.
3. Blue Options 05906 (new) – an PPO plan. We recommend the company pay the baseline amount of \$666.47. Biweekly employee contribution will be \$86.38
4. Blue Care 50 (new) – an HMO plan. We recommend the company pay the baseline amount of \$666.47. Biweekly employee contribution will be \$83.46
5. Blue Care 60 – a HMO plan. We recommend the company pay the baseline amount of \$666.47. Biweekly employee contribution will be \$121.87

### COMMITTEE ACTION:

Al Jones made a motion to approve the presented Annual Benefits plan. Fred Morgan seconded the motion. Motion carried.

### BOARD ACTION:

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

Subgrantee Agreement Compliance- Schedule of Operations

### **BACKGROUND:**

The Subgrantee Agreement calls for certain approvals by the Board.

g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one- stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that FL Commerce and the State Board are informed within 48 hours of such shutdown or potential shutdown

### **POINTS OF CONSIDERATION:**

Requires the Board to set hours of operation and official dates of closure. Holiday schedule should be either federal, state or county schedule. Board can give prior approval to deviations to the schedule.

CLM has 11 holiday closures, the same number as the federal schedule, except that instead of Washington's Birthday and Columbus Day, CLM has the Friday after Thanksgiving and Christmas Eve.

In addition, CLM offices/centers close four (4) times per year for staff training

For hours of operation, CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm.

**STAFF RECOMMENDATIONS:**

Adopt the Federal Holiday Schedule, with the following deviation: substitute the Friday after Thanksgiving and Christmas Eve for Washington's Birthday and Columbus Day.

Approve CEO designating up to four (4) staff training days per year, providing the Board and FL Commerce at least two weeks advanced notice with the notice posted on each office and on the website and through social media.

Approve the normal hours of operation to be Monday through Friday 8:00 am through 5:00 pm.

**COMMITTEE ACTION:**

Fred Morgan made a motion to approve the 2025-2026 Schedule of Operations. Pete Beasley seconded the motion. Motion carried.

**BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

On the Job Training Agreement Reimbursements

### **BACKGROUND:**

Florida Commerce is in process of applying for a waiver to the Department of Labor to permit OJT reimbursements to equal up to 90% for all businesses in Florida and up to 100% for businesses located in opportunity zones. It is anticipated that the waiver may be granted by DOL prior to the next Executive Committee meeting. We feel that the waiver will be approved as the DOL has recently released guidance on recommendations of waivers to state workforce agencies.

### **POINTS OF CONSIDERATION:**

We would like the flexibility to update our local policy to include these reimbursement rates at the point in time a waiver may be granted.

### **STAFF RECOMMENDATIONS:**

Approve staff to update local policy to include new reimbursement rates at the point in time a waiver is granted.

### **COMMITTEE ACTION:**

Charles Harris made a motion to update local policy to include new reimbursement rates at the point in time a waiver is granted. Fred Morgan seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

Staff Increases

### **BACKGROUND:**

We are proposing to provide non-contracted staff with a 3% Cost of Living Adjustment to their wage/salary effective July 1, 2025. In addition to the 3% staff will be eligible to receive UP TO an additional 2% based on scoring in their annual performance evaluation. Three tiers of increases will exist based on a point system attached to our current evaluation document:

1. Meets Expectations – 3%
2. Meets to Exceeds Expectations – 4%
3. Exceeds Expectations – 5%

### **POINTS OF CONSIDERATION:**

Staff performance evaluations will occur during August and September 2025. Staff increases will be dependent on available funding in the finalized budget. Increases will be retroactive to July 1, 2025, upon completion of annual reviews.

### **STAFF RECOMMENDATIONS:**

Approve an increase for all non-contracted hourly and salaried staff at a rate of 3% with the ability to earn an additional 2% based on scoring of annual reviews.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve an increase for all non-contracted hourly and salaried staff at a rate of 3% with the ability to earn an additional 2% based on scoring of annual reviews. Brandon Whiteman seconded the motion. After discussion the motion was amended. Al Jones amended his motion to approve a 3% cost of living increase for all staff, with the opportunity to receive up to an additional 2% increase based on annual staff reviews in the Fall of 2025. All increases will be retroactive to July 1, 2025. Brandon seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, June 4, 2025**  
**Executive Committee, Wednesday, May 28, 2025**

### **TOPIC/ISSUE:**

50% ITA allocation waiver request

### **BACKGROUND:**

Per section 445.003(3)(a)(1) of Florida statute requires that: *"....50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc."*

### **POINTS OF CONSIDERATION:**

We have experienced a 10% reduction in funding over last program year. To ensure we can maintain appropriate services to businesses and job seekers we recommend the submission of a waiver that would reduce our required allocation of WIOA funds to training activities to 30%.

### **STAFF RECOMMENDATIONS:**

Approve the submission of the 2025 ITA allocation waiver request.

### **COMMITTEE ACTION:**

Arno Proctor made a motion to approve the submission of the 2025 ITA allocation waiver request. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

Kathy Judkins made a motion to approve the Career Center and Executive committee consent agenda items. Mark Paugh seconded the motion. Motion carried.