



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

CEO CONTRACT REVIEW COMMITTEE AGENDA

Friday, May 9, 2025 – 10:00 a.m.

Zoom Meeting: <https://us02web.zoom.us/j/84513853377>
Phone: 1-646-558-8656 Meeting ID: 845 1385 3377

Call to Order		C. Flanagan
Roll Call		C. Schnettler
Approval of Minutes – May 29, 2024	Pages 2 - 3	C. Flanagan

DISCUSSION ITEMS

2024 - 2025 Accomplishments	Pages 4 - 5	R. Skinner
2025 - 2026 Business Goals	Page 6	R. Skinner

ACTION ITEMS

Review and recommendation of CEO Contract (2025-2026)	Pages 7 - 12	C. Flanagan
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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 29, 2024
PLACE: College of Central Florida, Ocala, FL 34474
TIME: 10:30 a.m.

MEMBERS PRESENT

Al Jones
Brandon Whiteman, Chair
Carl Flanagan, Vice Chair
Fred Morgan
Kim Baxley, Past Chair

MEMBERS ABSENT

OTHER ATTENDEES

Rusty Skinner, CSCLM
Bob Stermer, Attorney

Cira Schnettler, CSCLM

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 10:36 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Carl Flanagan made a motion to approve the minutes from the May 13, 2024, meeting.
Kim Baxley seconded the motion. Motion carried.

DISCUSSION ITEMS

ACTION ITEMS

CEO Contract

Carl Flanagan made motion to renew the CEO Contract for the 2024-2025 program year and approved the 5% increase that all staff will receive effective July 1, 2024. Kim Baxley 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 10:53 a.m.

APPROVED:

2024-25 Goals

- Regional Planning
 - Develop application with LWDA 6; LWDA26 (formerly LWDA 7&9)
 - Target September Board meeting
 - Begin development of the regional plan

Designation approved at February 2025 CSF Board meeting

- What We Do
 - Presentation and materials for staff and Board members
 - Website integration

Distributed to elected officials; placed on website; available to Board members

- Website Upgrade
 - CSF standardization

CSF not standardizing; RFP issued; firm selected at March Board meeting; contracted, initial meeting planned

- Continue existing major projects
 - Broadband grant
 - Develop program for Dixie, Gilchrist, Union and Columbia Counties

Updated contract with Region 26 (replacing Region 7) performance on track

- Clam Project
 - Transition to closeout

Project employment ended March 23 due to lack of on-going funding; assisting farmers with RA; training options

- HR Summit
 - OHRMA partnership

Held April 1; post event review underway

- Expand services to In-School Youth
 - DOL Waiver extension
 - School-to-work transitions
 - SB240/HB7051 Experiential Learning
 - Internships in summer after graduation
 - Experiential learning
 - Blend online and hybrid learning to include training that results in post-secondary credentials.

50% waiver for in-school is in place; enrolled Levy County students in Broadband training; planned programs for construction internships

summer 2025; discussed options with new superintendents in Levy and Citrus

- Increased focus on Dislocated Worker population
 - Work to engage (enrollment in training, rapid response)
 - Improve performance through increased enrollments/services

Achievement not satisfactory;

- SB240/HB7051 Educational Consortia
 - Coordinate with existing school/program advisory councils
- Consortium formed; meetings have been focused on information and education of existing programs

- Continue focus of training funds to work-based learning
- Have met with governmental partners in Citrus and Levy on CBT; contracts envisioned by June in Citrus; Levy waiting response from County Manager

- Succession plan
 - Review second tier planning
- Expanding engagement of leadership team in operations

- Look for grant opportunity for Citrus County project
 - Potential “YouthBuild” model
 - Apprenticeship
 - Healthcare/construction focus

Grants being reviewed; none fit

- Held initial meetings with newly elected state legislators; provided information and data on CLM;
- Worked with Cedar Key Commissioner Webb o connect with EDA;FEMA and FL Commerce for assistance with City Vision goals

2025-26 CEO Goals

- Increase CBT and Experiential Learning
- Improve Letter Grade (reverse two-year decline)
- Improve Federal Indicators of Performance Outcomes
 - Increase Dislocated Worker Enrollments
 - Increase 2nd Quarter after Exit on all measures
- Complete website overhaul improving functionality
- Revise marketing to feature business use of services
- Develop Regional Plan with Regions 6 and 26
- Complete WIOA Local Plan Modification

Action Steps

- Revise RA services to free up staff time; serve as access point only
- Adjust services to achieve better performance data
 - Job Fair employers must provide hire data
- Assign individual staff performance goals for July 25- June 26



RECORD OF ACTION/APPROVAL

CEO Review Committee Friday, May 9, 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:

BOARD ACTION:

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the _____ day of _____, 2025 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 Forty-Three Thousand Eight Hundred and Seventy-three Dollars and Sixty Cents (\$143,873.60) per year, effective July 1, 2025, 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, 2025, and shall be in effect until midnight June 30, 2026.

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.