



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: June 1, 2022  
PLACE: College of Central Florida, Enterprise Center  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Brandon Whiteman  
Charles Harris  
Fred Morgan  
Pete Beasley

**MEMBERS ABSENT**

Kimberly Baxley, Chair  
Ted Knight

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cathy Galica, CSCLM

Cira Schnettler, CSCLM  
Bob Stermer, Board Attorney  
Nithya Pramekumar, TPMA

**CALL TO ORDER**

The meeting was called to order by Brandon Whiteman, Vice Chair, at 9:32 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Charles Harris made a motion to approve the minutes from the May 16, 2022, meeting. Pete Beasley seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State/Local Update**

Rusty Skinner provided the following update:

- There have been no updates from the consultant reviewing advantages of realignment. Their draft report will be provided at the CareerSource Florida board meeting next week.

**Workforce Issues that are Important to our Community**

The committee did not have issues to discuss.

**Strategic Plan**

Rusty Skinner advised that the plan has been presented to all committees. If there are any final comments, please email Dale or Rusty before the board meeting.

## Monitoring Report

Rusty Skinner summarized the report. He noted that the monitors found three areas in financial disclosures and board governance that had other non-compliance issues (ONI).

- Board members not filing financial disclosures timely
- Board members not completing board orientation and annual training timely
- Board governing documents not disclosing the length of retention for minutes of actions taken by the Board

## Letter Grades

Rusty Skinner explained that the State has released the criteria and formula for issuing letter grades to the workforce boards. The report prompted several concerns. CLM leadership drafted a response outlining concerns and suggestions for standards in implementation.

## **PUBLIC COMMENT**

None

## **ACTION ITEMS**

### Administrative Plan

Dale French stated that the plan has been updated with a few minor changes. Committee members did not have any questions. Al Jones made a motion to accept the updates to the Administrative Plan. Charles Harris seconded the motion. Motion carried.

### Emergency Paid Sick Leave

Dale French declared that this item is being pulled from the action list. Rusty Skinner explained that this policy was introduced as part of the pandemic policy and Covid prevention response. Dale French stated that emergency sick leave has not been requested since February 2022. With the uptick in Covid cases across the area, it may be best to leave the policy in place and revisit in the Fall.

### YouthBuild Grant Award

Dale French advised that YouthBuild grant funding has been approved for another 2-year rotation. Pete Beasley made a motion to accept the grant award. Al Jones seconded the motion. Motion carried.

### 2022/2023 Budget

Dale French notified the members that attached is a draft budget and the final budget will be presented in September. There was a small decrease in funding from last year, which does not present any major concerns. The budget was managed well last year. Al Jones made a motion to approve the draft 2022-2023 budget. Pete Beasley seconded the motion. Motion carried.

### Staff Increases

Dale French explained that cost savings will be occurring in insurance premiums due to the transition from moving from Florida Blue to United Healthcare. Pending the final budget, a 3% cost of living pay increase is feasible. Charles Harris made a motion to approve the 3% cost of living increase for staff pay pending the final budget. Al Jones seconded the motion. Motion carried.

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:02 a.m.

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