



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

**CEO CONTRACT REVIEW COMMITTEE
AGENDA**

Monday, May 13, 2024 – 9:30 a.m.

Zoom Meeting: <https://us02web.zoom.us/j/89370716487>
Phone: 1-646-558-8656 Meeting ID: 893 7071 6487

Call to Order
Roll Call
Approval of Minutes – May 31, 2023

B. Whiteman
C. Schnettler
B. Whiteman

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DISCUSSION ITEMS

2023 - 2024 Accomplishments
2024 - 2025 Business Goals

R. Skinner
R. Skinner

Pages 4 - 6
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ACTION ITEMS

Review and recommendation of CEO Contract (2024-2025)

B. Whiteman

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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 31, 2023
PLACE: College of Central Florida
3003 SW College Road
Ocala, FL 34474
TIME: 10:30 a.m.

MEMBERS PRESENT

Al Jones, Vice Chair
Brandon Whiteman, Chair
Fred Morgan, Treasurer
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 11:17 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 May 22, 2023, meeting. Kim Baxley seconded the motion. Motion carried.

DISCUSSION ITEMS

None

ACTION ITEMS

CEO Contract

Al Jones made a motion to approve Rusty Skinner's contract for the 2023-2024 program year and approved the retention incentive intended for all staff. 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 11:29 a.m.

APPROVED:

2023 2024 Goals and Strategies

- Strategic Plan
 - One Stop Operator focus through 2023-24 scope of work alignment with the strategic plan
 - **OSO has been working on expiring MOU for required partners. Completion by June 2024 Board meeting**
 - Ongoing staff focus on all goals
- Social Media/Podcast
 - Businesses
 - Strategic messaging topics
 - **We have continued our on-going business podcasts and special messaging to include the Broadband and Clam programs as well as job fairs, special hiring event.**
 - Use of drone in media
 - **Drone incorporation has not been achieved**
- Expand services to In-School Youth
 - Adjust Youth Services by increasing In-School Youth funding per DOE Waiver
 - 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.
 - **We have been closely working with our three school districts and implemented Broadband training with Levy County Schools for an initial group of students.**
- Support School Boards in implementing SB240/HB7051
 - Job fairs
 - **Career Expos and job fairs have been refined/adjusted to better coordinate with each school district.**
- SB240/HB7051 Educational Consortia
 - Coordinate with existing school/program advisory councils
 - **After a lengthy nomination process, the first meeting of the Consortium was held on March 21, a second meeting is scheduled for May 29 where the Florida Chamber will be presenting more LMI**
- Revise strategy on online training- Metrix and Valor/180 Skills
 - Target job seekers through customer service strategies
 - **We have evaluated both online training services and will renew Metrix but not renew 180. This will allow staff to learn more training programs and promote to businesses and job seekers.**
- Continue focus of training funds to work-based learning
 - Focus on:
 - Apprenticeships, Internships, Work Experience, Customized Business Training, On the Job Training
 - ITA
 - Targeted focused on most in-demand occupations.
 - **Staff have been very active in promoting WBL. It continues to be a “tough sell” to our businesses. During this month’s HR conference**

with OHRMA, Dale and Melissa conducted a presentation on programs for business. ITA expansion faces a similar concern with job seekers as they need a job and are not driven to training.

- Agile Staffing Plan
 - Continue implementation.
 - We continue to approach this as voluntary and are having good results. We are looking at all eligible staff having one skill set beyond their core by December 31.
- Metrix Learning and Valor 180 Skills
 - Evaluate links with industry, CF and school districts.
 - See above comments
- Succession plan
 - Review second tier planning
 - With our planned move to 14th street, we expanded our weekly management meetings to include 2nd tier staff.
- Update/Revise Website to be more customer friendly and add online accessible forms for ease of use/service
 - Revision of the website has been put on hold. CSF has made some indication they are considering further standardization or websites . This is expected to be discussed in the first quarter of FY 2024-25.
- REACH Regional Planning preparation
 - Study target September Board meeting
 - Dr. Shapiro presented his report to the Board and Consortium and the decision to pursue regional planning with regions 6, 7&9 (when consolidated to be known as LWDA 26). We have begun assembling the data and application information for consideration in the first quarter of FY24-25. At this time progress is being delayed until final consolidation of 7&9 on July 1, 2024.

We have been engaged in rolling out several state driven programs- Hope Florida, a diversion initiative championed by the Governor's wife, in concert with CF and the age-expansion of SNAP required by federal and state law.

Staff realignment as a result of retirements has resulted in both positions not being filled as well as new hiring.

We applied for and were awarded the Broadband grant that covers Levy County and the rural areas of both regions 6 and 7.

In December we began working with EDA, FEMA and several state agencies that responded to the impact of Idalia on Cedar Key. This involved meetings with UF/IFAS Sea Grant staff, the local aquaculture association to establish a disaster re-employment program for affected clam farmers. At state request we have expanded service into Dixie County . 174 people are employed as of April 26.

Led by Dale, staff partnered with OHRMA for our third collaborative HR Conference on April 19 attended by approximately 160 HR professionals.

The annual FWDA Workforce Summit held in September saw not only staff involvement in the planning, but also as workshop trainers.

The move to 14th street was accomplished ahead of schedule, despite data line capacity delays and will result in savings of \$170,000 in te upcoming yer.

DRAFT

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
- What We Do
 - Presentation and materials for staff and Board members
 - Website integration
- Website Upgrade
 - CSF standardization
- Continue existing major projects
 - Broadband grant
 - Develop program for Dixie, Gilchrist, Union and Columbia Counties
 - Clam Project
 - Transition to closeout
 - HR Summit
 - OHRMA partnership
- 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.
- Increased focus on Dislocated Worker population
 - Work to engage (enrollment in training, rapid response)
 - Improve performance through increased enrollments/services
- SB240/HB7051 Educational Consortia
 - Coordinate with existing school/program advisory councils
- Continue focus of training funds to work-based learning
- Succession plan
 - Review second tier planning
- Look for grant opportunity for Citrus County project
 - Potential “youthbuild” model
 - Apprenticeship
 - Healthcare/construction focus



RECORD OF ACTION/APPROVAL

**CEO Review Committee
Monday, May 13, 2024**

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2024 – 2025

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)

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the _____ day of _____, 2024 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 Thirty-Seven Thousand Twenty-Eight Dollars (\$137,028.00) per year, effective July 1, 2024, 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, 2024, and shall be in effect until midnight June 30, 2025.

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-Two Thousand Seven Hundred Three Dollars (\$52,703.00). 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: _____
Brandon Whiteman
Chair

Witnesses as to SKINNER:

Thomas Edward Skinner, Jr.