



**CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING**

MINUTES

DATE: June 5, 2024
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT

Angela Juaristic
Arno Proctor
Ben Whitehouse
Brandon Whiteman
Carl Flanagan
Charles Harris
Christopher Cowart
Darlene Goddard
Debra Stanley
Fred Morgan
Jeff Chang
John Hemken
Jorge Martinez
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Larry White
Mark Paugh
Pat Reddish
Pete Beasley
Staci Bertrand
Theresa Flick

MEMBERS ABSENT

Albert Jones
Andy Starling
Angie White
Equilla Wheeler
John Murphy
Kevin Sheilley

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Melissa Saco, CSCLM
Sandra Crawford, CSCLM
Laura Byrnes, CSCLM
Iris Pozo, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 11:32 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT

Carl Flanagan shared that the business services team did an excellent job assisting a CPA that he referred. The CPA firm was extremely appreciative of the successful outcomes.

APPROVAL OF MINUTES

Deb Stanley made a motion to approve the minutes from the March 20, 2024, meeting. Mark Paugh seconded the motion. Motion carried.

PRESENTATIONS

Laura Byrnes presented the new "What We Do" booklet. The booklet is intended to be shared with potential new board members, public officials, and businesses as an introduction to our organization.

DISCUSSION ITEMS

State Update

Rusty Skinner provided the following updates:

- A letter of intent was submitted to the State notifying them of our proposal to work with regions 6, 7, and 9 on regional planning. We have been selected to move into the next phase of regional planning. The 2024-2025 program year will focus on developing the plan and implementation will occur during the 2025-2026 program year.
- In previous years the State allowed workforce boards that consistently did not meet the 50% requirement for funding for Individual Training Accounts to submit a sliding scale waiver request. Historically, we requested this waiver annually and it was always approved. The State is no longer offering the waiver. This will be a challenge to meet the requirements and will impact how we serve businesses and job seeking customers.

Workforce Issues that are Important to our Community

Staci Bertrand asked about our services for assisting formally incarcerated individuals. Cory Weaver explained that we work with different agencies in the three counties to service those populations. We also work with Lowell Correctional through a pre-release program. The individuals coming out of that program will transition to different counties throughout the State. We work with our sister agencies in those counties for a smooth transition. We also coach businesses on the benefits of being a second chance employer.

Financial Disclosure Forms / Annual Conflicts Reminder

Rusty Skinner reminded the board members of filing their financial disclosures by July 1 to avoid penalties.

Board Membership Status

Rusty Skinner shared that there are four openings on the board; one in Citrus and three in Levy, two of which are in the private sector. He invited the board members to recruit in those areas.

Education and Industry Consortium Meeting Minutes 3/21/2024

Rusty Skinner explained that this is a new committee of the board, which is required to provide a report of activities. Attached are the minutes from the first meeting. The committee members seem very engaged in discussions and enthusiastic about working on the challenges faced in our region.

ACTION ITEMS

FWDA Dues

Darlene Goddard made a motion to approve paying the FWDA dues out of unrestricted funds. Kathy Judkins seconded the motion. Motion carried.

Eckerd Connect Contract Renewal

Mark Paugh made a motion to approve the Eckerd Connect Contract. Ben Whitehouse seconded the motion. Motion carried.

One Stop Operator Contract Renewal

Charles Harris made a motion to approve the One Stop Operator Contract. Carl Flanagan seconded the motion. Motion carried.

2024/2025 Budget

Dale French reviewed the proposed preliminary budget. He noted that there was an error on the RWDB 6 revenues and expenditures. An amended budget will be added to these minutes. He explained the impact the disaster grant funding will have on the overall budget. He was happy to share that there was not a decrease in State allocations. Kathy Judkins expressed appreciation for the new reader friendly representation of the budget. Kathy Judkins made a motion to approve the preliminary 2024-2025 budget. Pete Beasley seconded the motion. Motion carried.

ETPL

Dale French explained that the State is reworking the ETPL approval process. Training providers will submit their applications through a state portal. After approval, any workforce board may then engage with the approved provider. The portal is anticipated to be functional by July 1. In the event there is a delay, we are requesting an extension of our current approved list. We will bring this item back in September once systems and processes are in place. Darlene Goddard approved the extension of the current training provider list. Deb Stanley seconded the motion. Motion carried.

CONSENT AGENDA

Nominating Committee – 5/15/2024

Affirmation of Chair

Nomination of Vice Chair

Nomination of Treasurer

In Committee Chair Al Jones absence, Carl Flanagan provided a summary of the committee activities.

Kathy Judkins made a motion to accept the nominations proposed by the nominating committee. Theresa Flick seconded the motion. Motion carried.

CEO Contract Review- 5/13/2024, 5/29/2024

CEO Contract Renewal

Committee Chair Brandon Whiteman provided a summary of the committee activities.

Performance and Monitoring – 5/7/2024

No Action Items

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

Business and Economic Development – 5/8/2024

No Action Items

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

Career Center – 5/16/2024

No Action Items

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

Marketing and Outreach – 5/22/2024

No Action Items

In Committee Chair Al Jones absence, Laura Byrnes provided a summary of the committee activities.

Executive Committee – 5/23/2024, 5/29/2024

Staff Increases

Ancillary Benefits Switch

Annual Healthcare Renewal

Dwyer MOU

Workforce Champion

Schedule of Operations

990

Pay Grades

Administrative Staff Assistant

Brandon Whiteman provided a summary of the committee activities.

Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

PUBLIC COMMENT

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting adjourned at 12:35 p.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

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 \$5000.00 from unrestricted funds for FWDA dues.

BOARD ACTION:

Darlene Goddard made a motion to approve paying the FWDA dues out of unrestricted funds. Kathy Judkins seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

TOPIC/ISSUE:

Eckerd Connects Contract Renewal

BACKGROUND:

Eckerd Connects is the current contracted provider for youth services. The current contract was put into place July 1, 2021, and was renewable for three additional years (four years total).

POINTS OF CONSIDERATION:

Eckerd Connects continues to provide quality services to the youth in LWDB 10 and maintains excellent performance and case management. This renewal will be the fourth and final renewal prior to re-procurement of services.

The proposed budget of this contract is to not exceed \$870,608.

STAFF RECOMMENDATIONS:

Renew the contract with Eckerd Connects to continue youth services effective July 1, 2024.

COMMITTEE ACTION:

BOARD ACTION:

Mark Paugh made a motion to approve the Eckerd Connect Contract. Ben Whitehouse seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

TOPIC/ISSUE:

One Stop Operator Contract

BACKGROUND:

Southern Indiana Works was procured as our One Stop Operator with their first year of performance occurring this past program year.

POINTS OF CONSIDERATION:

Southern Indiana Works has been instrumental with partner relations and engagement and has met all performance benchmarks. The current contract may be renewed up to three additional years before re-procurement must occur.

The total contract cost remains the same as this program year at a total of \$75,000.00.

STAFF RECOMMENDATIONS:

Renew the One Stop Operator contract with Southern Indiana Works effective July 1, 2024.

COMMITTEE ACTION:

BOARD ACTION:

Charles Harris made a motion to approve the One Stop Operator Contract. Carl Flanagan seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Preliminary 2024-2025 Budget

BACKGROUND:

Attached is the proposed budget figures for the 2024-2025 program year.

POINTS OF CONSIDERATION:

This budget is based on the following:

- Estimated carry forward funds from current year grants.
- Estimated expenditures for Hurricane Idalia DWG

STAFF RECOMMENDATIONS:

Approve preliminary 2024-2025 budget.

COMMITTEE ACTION:

Al Jones made a motion to approve the proposed 2024-2025 budget. Carl Flanagan seconded the motion. Motion carried.

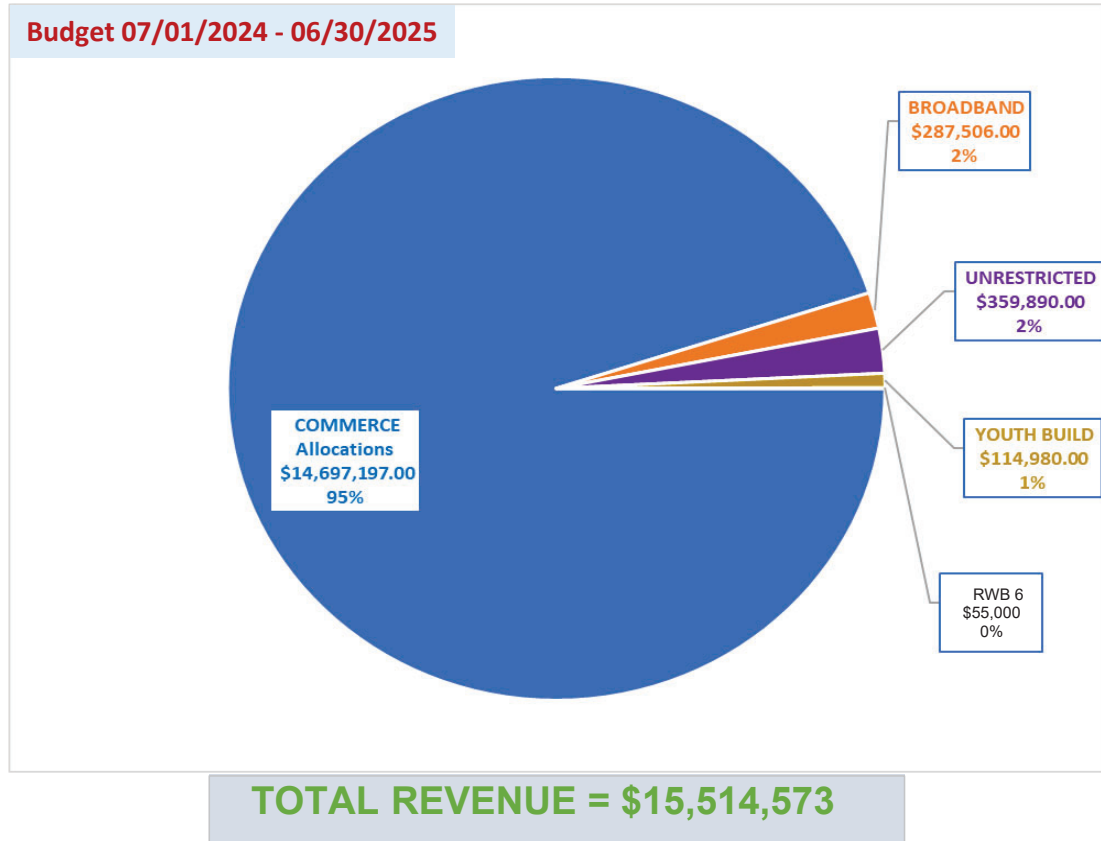
BOARD ACTION:

Kathy Judkins made a motion to approve the preliminary 2024-2025 budget. Pete Beasley seconded the motion. Motion carried.

REVENUE RESOURCES

\$15.46 M

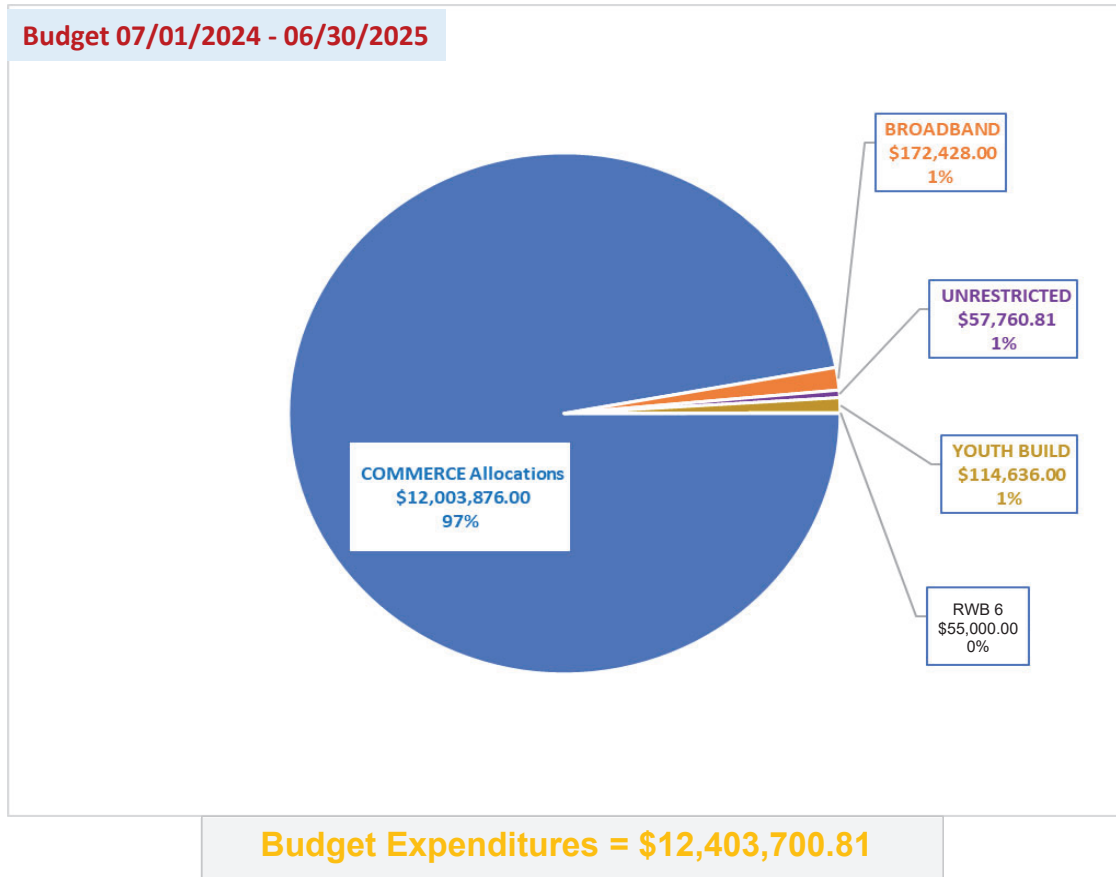
COMMERCE ALLOCATIONS	
ADULT	\$2,332,151
YOUTH	\$1,132,587
DISLOCATED WORKER	\$578,398
WAGNER PEYSER	\$180,000
WTP	\$1,577,092
SNAP	\$185,176
VETS	\$54,935
REA	\$226,915
OTHER	\$8,429,943
TOTAL Commerce Allocations	\$14,697,197



BUDGET EXPENDITURES

\$12.35 M

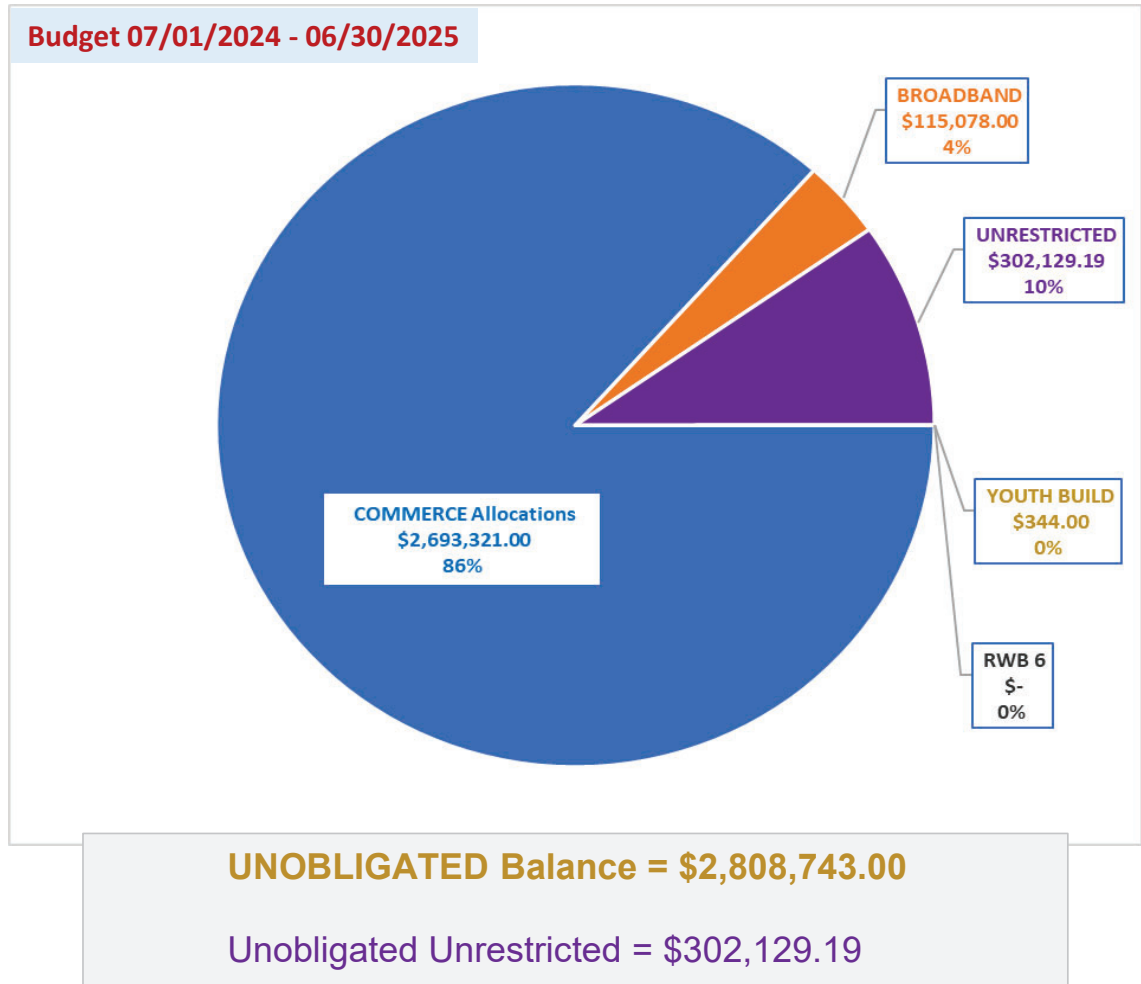
COMMERCE ALLOCATIONS	
ADULT	\$1,180,449
YOUTH	\$938,224
DISLOCATED WORKER	\$287,094
WAGNER PEYSER	\$79,313
WTP	\$968,420
SNAP	\$127,573
VETS	\$25,787
REA	\$91,475
OTHER	\$8,305,541
TOTAL Commerce Allocations	\$12,003,876



UNOBLIGATED BALANCE

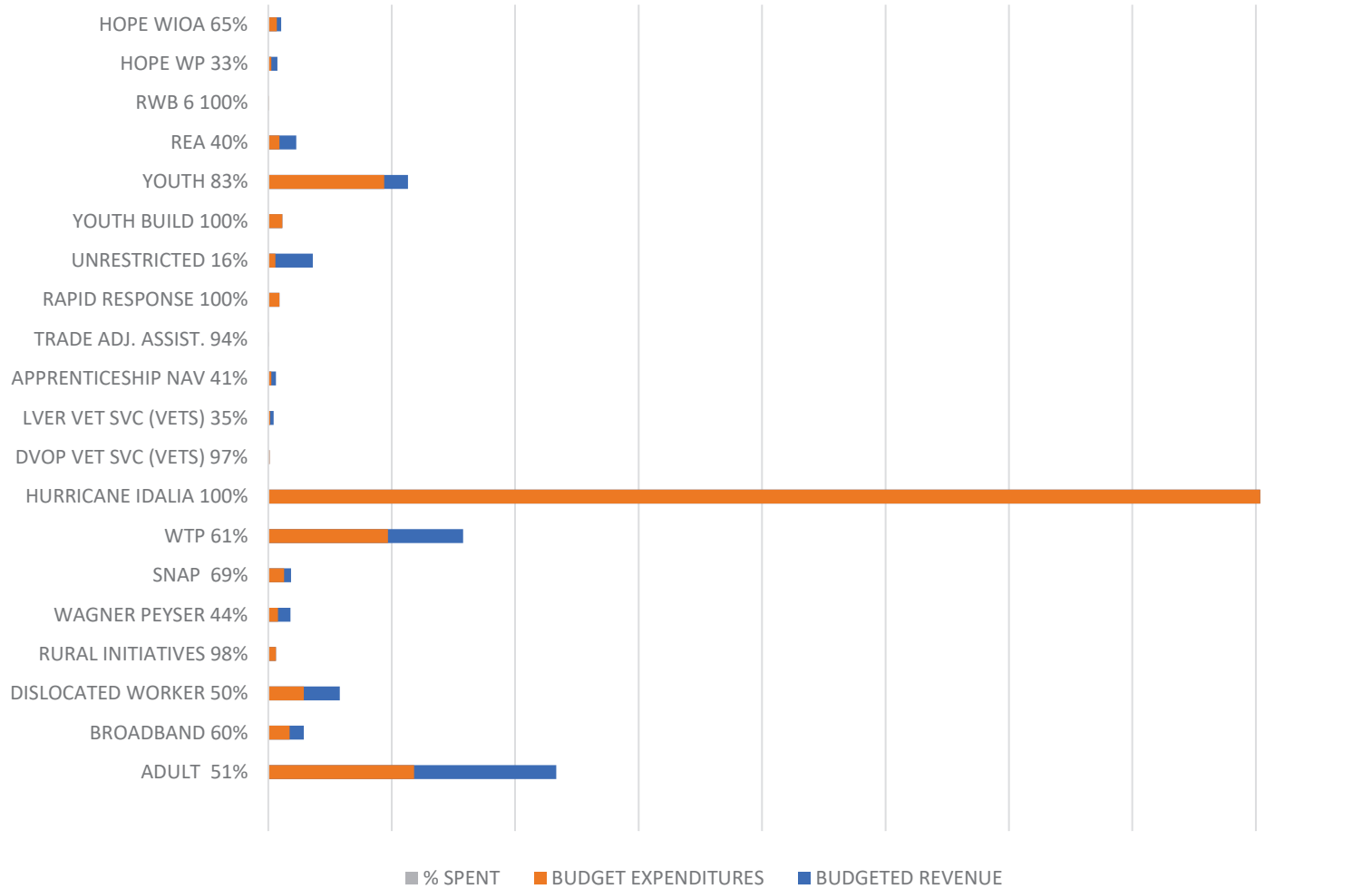
\$2.81 M

COMMERCE ALLOCATIONS	
ADULT	\$1,151,702.00
YOUTH	\$194,363.00
DISLOCATED WORKER	\$291,304.00
WAGNER PEYSER	\$100,687.00
WTP	\$608,672.00
SNAP	\$57,603.00
VETS	\$29,148.00
REA	\$135,440.00
OTHER	\$124,402.00
TOTAL Commerce Allocations	\$2,693,321.00



Budget 07/01/2024 - 06/30/2025

% BUDGET SPENT





RECORD OF ACTION/APPROVAL

Board Meeting

Wednesday, June 5, 2024

TOPIC/ISSUE:

Training Provider/Program Certification for PY 2024-2026

BACKGROUND:

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and DEO 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 our Area Targeted Occupation List (ATOL). Most providers are due to recertify July 1, 2024.

POINTS OF CONSIDERATION:

Florida Commerce is in the process of instituting a statewide portal for providers to upload programs for consideration and approval. This portal will replace the current certification process. The portal is set to open for provider submission on July 1, 2024.

STAFF RECOMMENDATIONS:

Extend current ATOL and ETPL to allow providers time to certify under the statewide portal.

COMMITTEE ACTION:

BOARD ACTION:

Darlene Goddard approved the extension of the current training provider list. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Nominating Committee, Wednesday, May 15, 2024

TOPIC/ISSUE:

Affirmation of Chair – Carl Flanagan
Program years: July 2024 – June 2025 and July 2025 – June 2026

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Darlene Goddard made a motion to affirm Carl Flanagan as Chair for the 2024-2025 and 2025-2026 program years. Kim Baxley seconded the motion. Motion Carried.

BOARD ACTION:

Kathy Judkins made a motion to accept the nominations proposed by the nominating committee. Theresa Flick seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Nominating Committee, Wednesday, May 15, 2024

TOPIC/ISSUE:

Nomination of Vice Chair

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Darlene Goddard made a motion to nominate Arno Proctor for Vice-Chair for the 2024-2025 and 2025-2026 program years. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to accept the nominations proposed by the nominating committee. Theresa Flick seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Nominating Committee, Wednesday, May 15, 2024

TOPIC/ISSUE:

Nomination of Treasurer

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Kim Baxley made a motion to nominate Fred Morgan as the Treasurer. Darlene Goddard seconded the motion. Motion carried.

BOARD ACTION:

Kathy Judkins made a motion to accept the nominations proposed by the nominating committee. Theresa Flick seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 5, 2024
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:

Carl Flanagan made a motion to table the approval of the contract until budget determinations have been made. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
CEO Review Committee, Wednesday, May 29, 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:

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.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 23, 2024

TOPIC/ISSUE:

Staff Increases

BACKGROUND:

Last program year staff were issued a one-time retention incentive in the amount of 3.5%. This incentive was paid out of unrestricted funds and was not an adjustment to hourly or salaried rates.

The last regular staff adjustment occurred in program year 2022-2023 at a rate of 3%.

Budget review for program year 2024-2025 allows for a regular adjustment to staff hourly/salary rates.

POINTS OF CONSIDERATION:

We would like to provide an increase adjustment to all non-contracted staff member's hourly and salary rates at 5% annually effective July 2024.

STAFF RECOMMENDATIONS:

Approve an increase for all non-contracted hourly and salaried staff at a rate of 5%.

COMMITTEE ACTION:

Carl Flanagan made a motion to approve the increase for all non-contracted hourly and salaried staff at a rate of 5%. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 23, 2024

TOPIC/ISSUE:

Switch Ancillary benefits from Principal to FL Blue/USABLE Life.

BACKGROUND:

The annual ancillary insurance renewal with Principal is July 1, 2024. Renewal rates were received through Two-Twelve Benefits.

Our insurance broker Two-Twelve Benefits proactively quoted all lines of ancillary coverage with Florida Blue to take advantage of premium savings to reduce the overall increase to the healthcare plans. In doing so, reduced the total health care increase from 14.5% to 4.5%.

POINTS OF CONSIDERATION:

- Principal presented rates that average a 9% increase in comparison with PY23.
- Coverages are similar; some lines of coverage are lower some are higher.
- Moving the lines of coverage to FB and the impact of medical rates more than make up for the small increase in Ancillary lines of coverage.

STAFF RECOMMENDATIONS:

Our recommendation is that we switch our ancillary insurance benefits from Principal Insurance to Florida Blue/USABLE Life.

COMMITTEE ACTION:

Pete Beasley approved the transfer of ancillary benefits. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024 Executive Committee, Wednesday, May 23, 2024

TOPIC/ISSUE:

Annual benefits renewal.

BACKGROUND:

The annual health insurance renewal is July 1, 2024. Renewal rates were received through Two-Twelve Benefits.

Florida Blue presented rates that average a 4.5% increase in comparison with PY23.

The base contribution toward each employee's benefits will be increased from \$590.70 to \$620.17

This is approximately 5% 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:

- In an effort to save cost this year Two-Twelve offered to bundle our Ancillary plans with Florida Blue & Florida Combined Life / USABLE.
- Moving the lines of coverage to FB and the impact of medical rates more than make up for the small increase in Ancillary lines of coverage. The initial increase was a 14.5% average increase over total premium.
- We will keep the same five Florida Blue health plans from last year.

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed below for program year 24-25:

1. 128/129 HSA –The monthly company share of the premium will be \$620.17. 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 \$603.72. This plan will be offered at \$0.00 cost to the employee.
3. Blue Care 3566 – an PPO plan. We recommend the company pay the baseline amount of \$620.17. Biweekly employee contribution will be \$46.57.
4. Blue Care 47 – an HMO plan. We recommend the company pay the baseline amount of \$620.17. Biweekly employee contribution will be \$74.77.
5. Blue Options 60 – a HMO plan. We recommend the company pay the baseline amount of \$620.17. Biweekly employee contribution will be \$110.61.

COMMITTEE ACTION:

Fred Morgan approved the healthcare plan renewal. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Dwyer Workforce Development Memorandum of Understanding (MOU)

BACKGROUND:

We have met with Dwyer Workforce Development to discuss how we can partner to better serve our Welfare Transition (WT) population.

POINTS OF CONSIDERATION:

Dwyer Workforce Development is offering to provide additional case management and supportive services to our WT customers. Dwyer staff will integrate into our 14th Street office and will work in tandem with our WT staff to provide full wrap-around services to promote further training and job skills development.

STAFF RECOMMENDATIONS:

Approve engagement with Dwyer Workforce Services through an executed MOU.

COMMITTEE ACTION:

Al Jones made a motion to approve the MOU with Dwyer Workforce Development. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Workforce Champion Nomination

BACKGROUND:

Our recognition program underwent several changes in 2022 due to responses received from the employee survey. One of those changes was for the Executive Committee/Board to make the final selection of our Workforce Champion that will be recognized during the 2024 Workforce Professional Summit in Orlando Florida September 9-11.

POINTS OF CONSIDERATION:

Our center managers have nominated two staff members and have recorded their nominations for the review by the Executive Committee.

STAFF RECOMMENDATIONS:

Executive Committee members are asked to make a selection from the two presentations provided.

COMMITTEE ACTION:

Al Jones made a motion to select Valerie Hancock as the 2024 Workforce Champion. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

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 DEO 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 DEO 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:

Charles Harris made a motion to approve the 2024 – 2025 Schedule of Operations. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

**Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024**

TOPIC/ISSUE:

Form 990 Return of Organization Exempt from Income Tax for program year 7/1/22-6/30/23.

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:

Carl Flanagan made a motion to approve the Form 990. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Compensation Plan Review

BACKGROUND:

Our Human Resources Manager has conducted a review of our compensation plan. A comparison of positions was conducted against 20 other workforce boards in the state of Florida. The compensation table is attached showing current minimum and maximum pay ranges as well as proposed minimum and maximum ranges based on that research.

POINTS OF CONSIDERATION:

This review has resulted in the recommendation to increase the base pay rates for sixteen (16) positions and the maximum pay rates for four (4) positions.

There are four current staff that will be impacted by the increase of the minimum range rate. This will result in a total budget impact of \$10,868.00.

STAFF RECOMMENDATIONS:

Approve the new compensation plan scale effective July 1, 2024.

COMMITTEE ACTION:

Al Jones made a motion to approve the compensation plan review effective July 1, 2024. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 5, 2024
Executive Committee, Wednesday, May 29, 2024

TOPIC/ISSUE:

Administrative Staff Assistant

BACKGROUND:

HB1507 and SB240 have placed an increased focus on working with our local school partners on work-based learning programs and youth-focused hiring events. Additionally, the move of administrative staff to the 14th St Career Center has placed a greater strain on the resources in the center and have added to the job duties of staff overseeing facilities. The changes outlined above have increased the workload for Program Development, Business Services, Facilities and Administrative staff.

We are seeking approval to hire one full time Administrative Staff Assistant who will assist with facilities, event, and administrative support to help offset the day-to-day workload of staff who are currently handling support functions as well as programmatic tasks. This role would help schedule and plan events, schedule any required maintenance, ensure supplies are stocked and assist the administrative team with any support tasks as needed.

The addition of this support position will allow staff in the above-mentioned departments to focus more on the mission-critical tasks associated with their roles. It will also allow more time and attention to be placed on developing internal leadership.

POINTS OF CONSIDERATION:

This would be a new position as there is not currently an admin assistant on staff. Addition of this position is contingent on sustained funding. The position will only be added once budgets are confirmed, and appropriate funding is available.

This position will be classified as Pay Grade 106 (\$34,500 - \$59,247)

STAFF RECOMMENDATIONS:

Approve the addition of an Administrative Support Assistant upon funding availability.

COMMITTEE ACTION:

Jeff Chang approved the addition of an Administrative Support Assistant. Kim Baxley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board agenda as part of the consent agenda. Kathy Judkins made a motion to approve the CEO Contract Review and Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.