CAREERSOURCE CITRUS LEVY MARION
BOARD MEETING

MINUTES

DATE: June 10, 2026
PLACE: College of Central Florida, Marion Campus
TIME: 11:30 a.m.

MEMBERS PRESENT
Angela Juaristic
Arno Proctor
Ben Whitehouse
Carl Flanagan
Charles Harris
Debra Stanley
Edward Suor
Jeff Chang
Jennifer Roach
Kathy Judkins
Kent Guinn
Mark Paugh
Pat Reddish
Pete Beasley
Staci Bertrand
Tamara Boyle
Theresa Flick

MEMBERS ABSENT
Albert Jones
Andy Starling
Darlene Goddard
Equilla Wheeler
Fred Morgan
John Murphy
Jorge Martinez
Kevin Cunningham
Larry White
Michael Belkin

OTHER ATTENDEES
Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Sandra Crawford, CSCLM
Laura Byrnes, CSCLM
Star Lazu, CSCLM
Cira Schnettler, CSCLM
Robert Stermer, Attorney
Kristen Barry, One Stop Operator
Tony Waterson, One Stop Operator
Cheryl Taylor, CSNEFL

CALL TO ORDER
The meeting was called to order by Carl Flanagan, Chair, at 11:34 a.m.

ROLL CALL
Cira Schnettler called roll and a quorum was declared present.

PUBLIC COMMENT
None

APPROVAL OF MINUTES

Kent Guinn made a motion to approve the minutes from the March 4, 2026, meeting. Mark Paugh seconded the motion. Motion carried.

INTRODUCTION OF NEW MEMBERS

Carl Flanagan introduced new member, Kent Guinn, representing a private sector membership for Marion County. He also noted new member Kelly Ellis who will begin her membership on July 1 as a private sector member for Citrus County.

RECOGNITION OF CHAIR AND OUTGOING BOARD MEMBERS

Arno Proctor acknowledged outgoing members, Carl Flanagan, Charles Harris, Darlene Goddard, Kathy Judkins, and Kevin Cunningham for their dedication and years of service.

DISCUSSION ITEMS

State Update

Rusty Skinner deferred his comments to the action item listed State Action on PIP/Action Steps.

Workforce Issues that are Important to our Community

Carl Flanagan informed the board that Tampa General Hospital in Crystal River is working closely with the Citrus County School District to engage students in medical career paths.

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 six vacancies on the board; three private sector in Levy, one private sector in each Citrus and Marion, and one economic development in Citrus.

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 Star Lazu was selected by the Executive Committee as the CLM Workforce Champion. Kathy Judkins made a motion to confirm Charles as the 2026 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

2026/2027 Budget

Dale French reviewed the proposed preliminary budget. Deb Stanley made a motion to approve the preliminary 2026-2027 budget. Kathy Judkins seconded the motion. Motion carried.

Penn Foster Agreement
Arno Proctor made a motion to approve the Penn Foster Agreement. Mark Paugh seconded the motion. Motion carried.

Powell and Jones Agreement
Dale French explained the renewal terms of the agreement and recognized the finance team for consistently performing well in monitoring. Arno Proctor made a motion to accept the Powell and Jones Agreement. Theresa Flick seconded the motion. Motion carried.

HBI Contract
Deb Stanley made a motion to approve the HBI contract. Arno Proctor seconded the motion. Motion carried.

State Action on PIP/Action Steps
Rusty Skinner explained the outcomes of the action items that were voted on at the recent CareerSource Florida meeting and the impact it will have on the CLM region. Deb Stanley made a motion to engage with CareerSource Northeast Florida to manage the procurement of a dislocated worker operator and to allow the contract amount be brought to the executive committee. Arno Proctor seconded the motion. Motion carried.

Annual Indicator of Performance Goal Setting
Charles Harris made a motion to allow management to develop regional planning and local performance goals for the 2026-2027 program year and present the goals to the executive committee. Mark Paugh seconded the motion. Motion carried.

CONSENT AGENDA

CEO Contract Review- 5/12/2026, 5/27/2026
CEO Contract Renewal

Committee Chair Carl Flanagan provided a summary of the committee activities. Discussion centered on incentive pay and life insurance challenges.

Kent Guinn made a motion to approve Rusty Skinner's contract as is with the exception of a life insurance policy revision to allow for multiple life insurance policies to attain the goal amount of $250,000 or less if he cannot qualify. Deb Stanley seconded the motion. Motion carried.

Nominating Committee – 5/20/2026
Affirmation of Chair
Nomination of Vice-Chair
Nomination of Treasurer

Committee Chair Pat Reddish provided a summary of the committee activities.

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

Performance and Monitoring – 5/5/2026
No Action Items

Business and Economic Development – 5/6/2026
No Action Items

Career Center – 5/7/2026
No Action Items

Education and Industry Consortium - 5/14/2026
No Action Items
Minutes attached

Rusty Skinner provided a summary of the committee activities.

Marketing and Outreach – 5/13/2026
No Action Items

Executive Committee – 4/29/2026, 5/27/2026
By-Laws Amendment
Workforce Summit Sponsorship
Benefits Annual Renewal
Schedule of Operations
Decision Steps: Self Insurance
CD Staffing Contract

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

Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

PROJECT UPDATES
None

MATTERS FROM THE FLOOR

ADJOURNMENT
There being no further business, the meeting adjourned at 1:07 p.m.

APPROVED:_____

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Committee, Wednesday, May 27, 2026

TOPIC/ISSUE:
2026 Workforce Champion Nomination

BACKGROUND:

POINTS OF CONSIDERATION:
Our management team has narrowed the possible selection to one staff member.

STAFF RECOMMENDATIONS:
Executive Committee members are asked to approve the nominee.

COMMITTEE ACTION:
Arno Proctor made a motion to accept the nominee. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:
Kathy Judkins made a motion to confirm Star Lazu as the 2026 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Committee, Wednesday, May 27, 2026

TOPIC/ISSUE:

Preliminary 2026-2027 Budget

BACKGROUND:

Attached is the proposed budget for the 2026-2027 program year.

POINTS OF CONSIDERATION:

This budget is based on the following:

- Estimated carry forward funds from current year grants.

STAFF RECOMMENDATIONS:

Approve preliminary 2026-2027 budget

COMMITTEE ACTION:

Dale French reviewed the forecasted budget. Pete Beasley approved the 2026-2027 budget. Jeff Chang seconded the motion. Motion carried.

BOARD ACTION:

Deb Stanley made a motion to accept the 2026-2027 preliminary budget. Kathy Judkins seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, June 10, 2026

TOPIC/ISSUE:

Penn Foster High School Diploma Program

BACKGROUND:

The Penn Foster High School program is currently used by our Youth program provider – Eckerd Connects. The Penn Foster program is used for Out of School Youth as well as our YouthBuild grant program. The Penn Foster program differs from local GED programs in that it is an actual high school diploma. As we pull Youth services in-house we wish to continue this program.

POINTS OF CONSIDERATION:

Pricing for the program is set in two categories:

1. A reduced rate of $845.00 per enrollment is offered if we commit to a minimum of 30 enrollments.
2. A per-enrollment rate of $1420.00 if we do not commit to 30 enrollments

STAFF RECOMMENDATIONS:

Approve staff to proceed with contracting with Penn Foster (Carrus, LLC) for $25,350 covering a minimum of 30 enrollments.

COMMITTEE ACTION:

BOARD ACTION:

Arno Proctor made a motion to approve the Penn Foster Agreement. Mark Paugh seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, June 10, 2026

TOPIC/ISSUE:

Audit Engagement Letter for year ending June 30, 2026.

BACKGROUND:

Annual Audit will be conducted by Powell and Jones CPA.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve Audit Engagement Letter for Powell and Jones CPA to conduct program year 2025 Audit.

COMMITTEE ACTION:

BOARD ACTION:

Arno Proctor made a motion to accept the Powell and Jones Agreement. Theresa Flick seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, June 10, 2026

TOPIC/ISSUE:

Home Builders Institute (HBI) Program

BACKGROUND:

The HBI Pact License is currently used by our Youth Provider-Eckerd Connects. The program is used for our YouthBuild Grant Program to train youth in various crafts in the construction industry. As we pull Youth Services in house we wish to continue this program.

POINTS OF CONSIDERATION:

Pricing for the program is set at $1000.00 for the program year.

STAFF RECOMMENDATIONS:

Approve staff to proceed with contracting with Home Builders Institute (HBI)

COMMITTEE ACTION:

BOARD ACTION:

Deb Stanley made a motion to approve the HBI contract. Arno Proctor seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, June 10, 2026

TOPIC/ISSUE:

State action on PIP/Action Steps

BACKGROUND:

Attached is Item 7 from the CareerSource Florida Board agenda of June 3.

Despite approving our PIP on January 14, they have added the requirement that we "reprocure" the activities in the agenda item. With Chair Zalak's approval I presented his comments but to no avail. I also mentioned our performance improvement for the 3rd quarter Indicators of Performance (attached)

POINTS OF CONSIDERATION:

We are very concerned on the potential for a negative impact on staff that have worked so hard to improve our statistics.

Our staff cannot participate in drafting the solicitation or making a recommendation because we will have to submit a response.

Because of this we are recommending our Board (meeting June 10) take the following actions with a goal of completing this requirement so that our Board can act at its September meeting.

- Engage our One Stop Operator and CareerSource Northeast Florida to manage the procurement and make a recommendation to our Board

STAFF RECOMMENDATIONS:

Consider whether a further response as elected officials is appropriate.

COMMITTEE ACTION:

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting
Wednesday, June 10, 2026

TOPIC/ISSUE:
Annual Indicator of Performance Goal Setting

BACKGROUND:
Will be discussed during meeting.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:
Charles Harris made a motion to allow management to develop regional planning and local performance goals for the 2026-2027 program year and present the goals to the executive committee. Mark Paugh seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
CEO Review Committee, Wednesday, May 27, 2026
CEO Review Committee, Tuesday, May 12, 2026

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2026 – 2027

BACKGROUND:

CEO Salary History		
Year	**Salary**	**Increase Over Previous Year**
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%
2025 - 26	$151,067.28	5%
2026 - 27	$151,067.28	0%

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

5/12/2026 - Al Jones made a motion to table the approval of the contract until budgetary reviews have been completed and potential salary adjustments have been determined. Arno Proctor seconded the motion. Motion carried.

5/27/2026- Arno Proctor made a motion to approve Rusty Skinner's 2026-2027 contract and table salary discussions until after the 2026-2027 budget is finalized. Carl Flanagan seconded the motion. Motion carried.

BOARD ACTION:

Kent Guinn made a motion to approve Rusty Skinner's contract as is with the exception of a life insurance policy revision to allow for multiple life insurance policies to attain the goal amount of $250,000 or less if he cannot qualify. Deb Stanley seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Nominating Committee, Wednesday, May 20, 2026

TOPIC/ISSUE:

Affirmation of Chair – Arno Proctor
Program years: July 2026 – June 2027 and July 2027 – June 2028

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

John Murphy made a motion to affirm Arno Proctor as Chair for the 2026-2027 and 2027-2028 program years. Edward Suor seconded the motion. Motion Carried.

BOARD ACTION:

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Nominating Committee, Wednesday, May 20, 2026

TOPIC/ISSUE:

Nomination of Vice Chair

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

John Murphy made a motion to nominate Al Jones for Vice-Chair for the 2026-2027 and 2027-2028 program years. Edward Suor seconded the motion. Motion carried.

BOARD ACTION:

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Nominating Committee, Wednesday, May 20, 2026

TOPIC/ISSUE:

Nomination of Treasurer

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

John Murphy made a motion to nominate Fred Morgan as the Treasurer. Edward Suor seconded the motion. Motion carried.

BOARD ACTION:

Ed Suor made a motion to accept the affirmation of Arno Proctor as the Chair, and the nominations of Al Jones as the Vice Chair and Fred Morgan as the Treasurer for 2026 through 2028. Theresa Flick seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Meeting, Wednesday, May 27, 2026

TOPIC/ISSUE:

By-Laws Amendment – Reduction in membership and removal of Audit Committee

BACKGROUND:

It was noted that broader representation in decision making can be obtained using "community or committee membership" rather than by expanding board members, staff noted that our board membership can be reduced in the non-private sector area by reducing a community board member seat that is being vacated because of term limits. This amendment removes that seat. Thereby increasing the percentage of private sector members.

Reviewing duties and functions it was determined that the "Audit Committee" rarely met, rather those functions, in practice, were assumed by the Executive Committee. The proposed change eliminates the Audit Committee and transfers its functions to the Executive Committee.

POINTS OF CONSIDERATION:

The changes increase private sector member percentage, aligns By-Laws with practice.

STAFF RECOMMENDATIONS:

Approve amendments and recommend approval by the Cosortium.

COMMITTEE ACTION:

Arno Proctor made a motion to eliminate the Audit Committee. Pete Beasley seconded the motion. There was discussion on clarifying the elimination of the committee. Arno amended his motion to approve all changes to the By-laws as recommended by staff. Pete Beasley's seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

CONSORTIUM ACTION:

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Committee, Wednesday, May 27, 2026

TOPIC/ISSUE:
2026 Workforce Champion Nomination

BACKGROUND:

POINTS OF CONSIDERATION:
Our management team has narrowed the possible selection to one staff member.

STAFF RECOMMENDATIONS:
Executive Committee members are asked to approve the nominee.

COMMITTEE ACTION:
Arno Proctor made a motion to accept the nominee. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:
Kathy Judkins made a motion to confirm Star Lazu as the 2026 Workforce Champion. Staci Bertrand seconded the motion. Motion carried.

CareerSource
CITRUS | LEVY | MARION

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Meeting, Wednesday, May 27, 2026

TOPIC/ISSUE:

Annual benefits renewal.

BACKGROUND:

The annual health insurance renewal is July 1, 2026. Renewal rates were received through Apex Insurance Advisors. Initial Florida Blue rates represented a 27% increase over last year. Apex has worked with us to provided alternative plans to reduce these rates. These plans do include higher deductibles and prescription costs and represent an overall rate increase of 7.8%.

The base contribution toward each employee's benefits will remain at the same level as 2025 at a rate of $666.47.

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 company paid ancillary plans (dental, life, disability) with Florida Blue were proposed at an average 5% increase. Principal (previous carrier) has quoted rates at 11.16% less than Florida Blue's proposed rates (6% savings over last year). This switch does not impact our medical plan rates.
- The switch back to principal will result in an overall savings: $7,753.44
- Cost breakdown attached

STAFF RECOMMENDATIONS:

1. Our recommendation is that we contract with Florida Blue for the five (5) options listed below for program year 2026-2027. Current employee census per plan is provided to illustrate plan usage.
   a) BlueCare 123 HSA –An HMO plan that experienced a rate **decrease** of 6% with a new premium rate of $622.64 and will remain a 100% company paid plan **(4 employees)**
   b) BlueCare 78 (new) – An HMO plan with a monthly rate of $679.81. Monthly employee contribution will be $13.34 **(28 employees)**
   c) BlueOptions 05302 (new) – A PPO plan with a monthly premium of $798.26. We recommend the company pay the baseline amount of $666.47. Monthly employee contribution will be $131.79 **(12 employees)**
   d) BlueOptions 05906 (new) – A PPO plan with a monthly premium or $1053.20. We recommend the company pay the baseline amount of $666.47. Monthly employee contribution will be $386.73 **(7 employees)**
   e) Blue Care 60 – An HMO plan with a monthly premium of $1155.31. We recommend the company pay the baseline amount of $666.47. Monthly employee contribution will be $488.84 **(7 employees)**
2. Switch ancillary plans to Principal

COMMITTEE ACTION:

Fred Morgan made a motion to approve the 2026-2027 benefits package. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Meeting, Wednesday, May 27, 2026

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:

The Board is required to set hours of operation and official dates of closure. Holiday schedules should be either federal, state or county schedules. 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.
CLM's normal hours of operation are Monday through Friday, 8:00am until 5:00 pm.

The Chiefland location on the campus of the College of Central Florida (CF) at 15390 NW Highway 19 adheres to CF's schedule. Staff will work at neighboring locations in Bronson, Lecanto or Ocala during closures that do not align with our normal schedule of operations.

- Monday thru Friday 8:00am-4:30pm
- Closed Fridays during the summer

CF Chiefland Closures:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Week of Spring Break
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Seven (7) to nine (9) days for Winter Break

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 the 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 with deviation for the Chiefland college campus location to match the college's schedule.

COMMITTEE ACTION:

Arno Proctor made a motion to accept the 2026-2027 Schedule of Operations. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Meeting, Wednesday, May 27, 2026

TOPIC/ISSUE:

Decision Steps: Self-Insurance

BACKGROUND:

At the March Board meeting there was considerable discussion about exploring the potential savings and improved employee benefit of moving from a traditional health insurance model to one where CLM would be self-insured.

POINTS OF CONSIDERATION:

Since that meeting staff has reviewed an approach for fact finding and, if then desired, to formally procure the assistance needed to move to a self-insured program.

The approach needs to comply with procurement policy and would therefore call for a 2-step approach. First, staff will develop a Request for Information (RFI). Firms interested in discussing the various approaches and options that should be part of a self-insurance program would respond and one or more would be selected to be part of an information session held for the Board members, convened by the Executive Committee.
This session would allow staff to develop an RFP for Board approval and issuance. The Board will then be able to review the proposal(s) submitted by firms seeking to develop and implement a self-insurance health plan for CLM.

At any point in the process, the procurement document will state that the Board may at its discretion, not make an award.

The staff suggested timeline is:

June 2026- Board approves an RFI for issuance

July 2026- Executive Committee meets and selects one or more firms to provide and educational session for board members.

August 2026- Educational Sessions held

September 2026- Staff presents an RFP for Board approval and issuance.

October-November 2026- RFP responses reviewed by Executive Committee

December 2026- Board makes decision on Self-Insured Health Plan.

STAFF RECOMMENDATIONS:

Approve approach and timeline in “Points of Consideration.
Approve staff issuing RFI

COMMITTEE ACTION:

Arno Proctor made a motion to approve the approach, timeline, and issue the RFI. Charles Harris seconded the motion. Motion carried.

Attorney Bob Stermer presented potential legalities and a variety of considerations for structuring a program where employees may voluntarily opt out of employer sponsored health coverage when they have personal alternatives available. Arno Proctor made a motion to table the discussion. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.

RECORD OF ACTION/APPROVAL

Board Meeting, Wednesday, June 10, 2026
Executive Meeting, Wednesday, May 27, 2026

TOPIC/ISSUE:

Payroll Services Quote Acceptance

BACKGROUND:

The board approved the procurement of a Payroll Services company to process payroll activities for our Paid Internship and Work Experience agreements on 03/04/2026. A Request for Quote (RFQ) was released on 03/10/2026.

POINTS OF CONSIDERATION:

Two responses were received on the RFQ, Quality Labor Management and CD Staffing.

Service quotes:
Quality Labor Management –33.0% markup
CD Staffing – 30.0% markup

CD Staffing has extensive knowledge of CareerSource payroll services as it relates to both Paid Internship and Work Experience programs.

STAFF RECOMMENDATIONS:

Staff are seeking approval for the selection of CD Staffing to provide payroll services for CareerSource CLM for the period of July 1, 2026 through June 30, 2027. The contract would be renewable up to three additional program years (four years total) upon committee and board approval.

COMMITTEE ACTION:

Arno Proctor made a motion to approve the CD Staffing contract. Charles Harris seconded the motion. Motion carried.

BOARD ACTION:

This item appeared on the board consent agenda. Charles Harris made a motion to approve the Executive committee consent agenda items. Deb Stanley seconded the motion. Motion carried.