CareerSource CLM
2703 NE 14th Street
Ocala, FL 34470

Executive Committee Meeting

Tuesday, September 29, 2026 – 9:30 a.m.

Join Zoom Meeting: https://us02web.zoom.us/j/86853259230

Phone No: 1-646-558-8656 (EST) Meeting ID: 868 5325 9230

Call to Order		A. Proctor
Roll Call		C. Schnettler
Approval of Minutes, July 20, 2026	Pages 2 - 3	A. Proctor

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues Important to Our Community		R. Skinner
Performance Negotiations	Pages 4 - 5	R. Skinner
Indicators of Performance	Page 6	R. Skinner
Letter Grade- 3rd Qtr		R. Skinner
PAC Discussion		R. Skinner

PUBLIC COMMENT

ACTION ITEMS

Letter Grades- New metrics	Pages 7 - 9	R. Skinner
CEO Contract Amendment	Pages 10 - 20	B.Stermer
Comcast	Page 21	D. French
Chiefland CF Lease Renewal	Page 22	D. French
Budget Update	Pages 23 - 26	D. French

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2026 – 2027 MEETING SCHEDULE

Performance/ Monitoring	Business and Economic Development	Career Center	Marketing / Outreach	Education and Industry Consortium	Executive	Full Board	
Unless noted otherwise all committee meetings are held at CareerSource CLM, 2703 NE 14th Street, Ocala, FL 34470							
Tuesday 9:00 am	Wednesday 9:00 am	Thursday 9:30 am	Wednesday 9:00 am	Thursday 9:00 am	Wednesday 9:30 am	Wednesday, 11:30 am	
8/4/2026	8/5/2026	8/6/2026	8/12/2026	8/13/2026	9/29/2026	9/30/2026	CF Levy
11/3/2026	11/4/2026	11/5/2026	10/28/2026	11/12/2026	11/18/2026	12/16/2026	CF Ocala
2/2/2027	2/3/2027	2/4/2027	2/10/2027	2/11/2027	2/24/2027	3/3/2027	CF Lecanto
5/4/2027	5/5/2027	5/6/2027	5/12/2027	5/13/2027	5/26/2027	6/9/2027	CF Ocala

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
Executive Committee
Monday, July 20, 2026

MINUTES

DATE: July 20, 2026
PLACE: 2703 NE 14th Street, Ocala, FL 34470
TIME: 10:00 a.m.

MEMBERS PRESENT
Al Jones
Arno Proctor
Fred Morgan
John Murphy

MEMBERS ABSENT
Jeff Chang
Pete Beasley
Staci Bertrand

OTHER ATTENDEES
Rusty Skinner, CSCLM
Dale French, CSCLM
Robert Stermer, Board Attorney
Cheryl Taylor, CSNEF
Rebecca Livingston, CSNEF

CALL TO ORDER
The meeting was called to order by Arno Proctor, Chair, at 10:00am

ROLL CALL
Dale French called roll and a quorum was declared present.

APPROVAL OF MINUTES
Al Jones made a motion to approve the minutes from the May 27, 2026, meeting. Fred Morgan seconded the motion. Motion carried.

DISCUSSION ITEMS
None

PUBLIC COMMENT
None

ACTION ITEMS
Required Positions
Dale French explained the required position designations required by Florida

Commerce as part of our sub-grantee agreement.

- Assign Cira Schnettler as the Equal Opportunity Officer and Ethics Officer

John Murphy made the motion to assign Cira Schnettler. Al Jones seconded. Motion carried

Dislocated Worker Invitation to Negotiate

Cheryl Taylor from CareerSource Northeast Florida explained that her team will be handling the release of the Invitation to Negotiate (ITN) for Dislocated Worker services. The ITN is expected to be released in the next week or two.

- Approval for release of Dislocated Worker services ITN.

All Jones made the motion to approve the ITN release. John Murphy seconded. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:08 a.m.

APPROVED:_______________________________

WIOA ADULT

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	LWDB Justification
Employment Rate Q2	Counter: 93.1%	Counter: 93.1%	88%	Accept: 88.0%
Employment Rate Q4	Counter: 90.5%	Counter: 90.5%	86%	Accept: 86.0%
Median Earnings Q2	Counter: $10,920	Counter: $10,920	$9900.00	Counter: $10,375
Credential Attainment	Counter: 88.0%	Counter: 88.0%	75%	Counter: 85.0%
MSG	Counter: 78.6%	Counter: 78.6%	Accept	Accept: 78.6%

WIOA DISLOCATED WORKER

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	LWDB Justification
Employment Rate Q2	Counter: 89.0%	Counter: 89.0%	Accept	Accept: 89.0%
Employment Rate Q4	Accept: 78.1%	Accept: 78.1%	Accept	Accept: 78.1%
Median Earnings Q2	Counter: $9,871	Counter: $9,871	Accept	Accept: $9,871
Credential Attainment	Accept: 75.0%	Accept: 75.0%	Accept	Accept: 75.0%
MSG	Accept: 73.0%	Accept: 73.0%	Accept	Accept: 73.0%

WIOA YOUTH

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	LWDB Justification
Employment Rate Q2	Counter: 80.5%	Counter: 80.5%	Accept	Accept: 80.5%
Employment Rate Q4	Counter: 78.9%	Counter: 78.9%	75%	Accept: 78.9%
Median Earnings Q2	Counter: $4,293	Counter: $4,293	$3999.00	Counter: $4,100
Credential Attainment	Counter: 91.6%	Counter: 91.6%	75%	Counter: 86.6%

MSG	Counter: 88.1%	Counter: 88.1%	80%	Accept: 80.0%

WAGNER–PEYSER

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	State Position
Employment Rate Q2	Accept: 66.3%	Accept: 66.3%	Accept	Accept: 66.3%
Employment Rate Q4	Counter: 64.0%	Counter: 64.0%	Accept	Accept: 64.0%
Median Earnings Q2	Counter: $6,393	Counter: $6,393	Accept	Accept: $6,393
Credential Attainment	N/A	N/A	N/A	N/A
MSG	N/A	N/A	N/A	N/A

WIOA TITLE I

Measure	PY26 – State Position	PY27 – State Position	LWDB Secondary Counter	State Position
Effectiveness in Serving Employers	Counter: 67.1%	Counter: 67.1%	62%	Accept: 62.0%

LWDB 10

Measures	PY2024-2025 4th Quarter Performance	PY2024-2025 % of Performance Goal Met For Q4	PY2024-2025 Performance Goals	PY2025-2026 1st Quarter Performance	PY2025-2026 % of Performance Goal Met For Q1	PY2025-2026 2nd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q2	PY2025-2026 3rd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q3	PY2025-2026 4th Quarter Performance	PY2025-2026 % of Performance Goal Met For Q4	PY2025-2026 Performance Goals
Adults:												
Employed 2nd Qtr After Exit	87.9	102.21	**86**	88.6	100.68	87.4	99.32	87.1	98.98	90.3	102.61	**88**
Median Wage 2nd Quarter After Exit	$10,898	112.93	**$9,650**	$9,730	98.28	$9,583	96.79	$9,579	96.76	$10,360	104.65	**$9,900**
Employed 4th Qtr After Exit	84.8	99.76	**85**	86.7	100.81	87.9	102.21	88	102.33	85.6	99.53	**86**
Credential Attainment Rate	59.4	83.78	**70.9**	63.6	89.70	75.8	106.91	83	117.07	84.9	119.75	**70.9**
Measurable Skill Gains	89.1	147.52	**60.4**	78.5	129.97	79.9	132.28	82.3	136.26	94.4	156.29	**60.4**
Dislocated Workers:												
Employed 2nd Qtr After Exit	66.7	81.34	**82**	75	89.29	75	89.29	100	119.05	100	119.05	**84**
Median Wage 2nd Quarter After Exit	$14,224	176.25	**$8,070**	$9,285	115.06	$9,285	115.06	$15,078	186.83	$11,012	136.46	**$8,070**
Employed 4th Qtr After Exit	0	0.00	**77.4**	50	64.60	66.7	86.18	75	96.90	75	96.90	**77.4**
Credential Attainment Rate	0	0.00	**75.1**	0	0.00	50	66.58	66.7	88.81	66.7	88.81	**75.1**
Measurable Skill Gains	100	133.33	**75**	100	133.33	100	133.33	78.6	104.80	100	133.33	**75**
Youth:												
Employed 2nd Qtr After Exit	81.3	102.52	**79.3**	77.3	97.48	76.9	96.97	66.7	84.11	62.1	78.31	**79.3**
Median Wage 2nd Quarter After Exit	$4,767.8	126.84	**$3,759**	$5,077.0	135.06	$5,473.3	145.61	$5,077.0	135.06	$4,112.0	109.39	**$3,759**
Employed 4th Qtr After Exit	67.4	87.42	**77.1**	64.4	83.53	68.1	88.33	68	88.20	65.9	85.47	**77.1**
Credential Attainment Rate	86.8	100.12	**86.7**	85	98.04	76.6	88.35	78.6	90.66	80.4	92.73	**86.7**
Measurable Skill Gains	94.3	102.84	**91.7**	89.8	97.93	79.7	86.91	82.1	89.53	98.4	107.31	**91.7**
Wagner Peyser:												
Employed 2nd Qtr After Exit	66.2	93.90	**70.5**	66.6	94.47	66.6	94.47	66.2	93.90	68.8	97.59	**70.5**
Median Wage 2nd Quarter After Exit	$7,090	118.57	**$5,979**	$6,961	116.42	$7,165	119.84	$7,167	119.87	$7,232	120.96	**$5,979**
Employed 4th Qtr After Exit	66.6	99.25	**67.1**	66.2	98.66	66.5	99.11	67.6	100.75	66.8	99.55	**67.1**

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

RECORD OF ACTION/APPROVAL

Executive Meeting
Tuesday, September 29, 2026

TOPIC/ISSUE:

Letter Grade – Increased Performance Metrics

BACKGROUND:

Over the past years, CareerSource Florida has adjusted the various metrics that determine the letter grade score for local workforce boards. Most recently, after adding the metric of public assistance recipients as a bonus point metric, they adjusted the value of one existing metric and added public assistance recipients as an 8th metric.

For the performance year beginning July 1, 2026, they are proposing the following adjustments to the goal which local boards must achieve.

1. Participants With Increased Earnings — 25 points. This looks at the percentage of WIOA Adult/Dislocated Worker and Wagner-Peyser exciter whose earnings in the second quarter after exit are higher than their earnings before participation. The current target is 50%; the new target will be 55%.

2. Reduction in Public Assistance — 25 points. This looks at participants who were receiving SNAP or TANF while participating and determines what percentage are no longer receiving SNAP or TANF in the fourth quarter after exit. This and increased earnings together account for 50% of the entire board grade, reflecting the REACH Act requirement that the majority of the grade emphasize long-term self-sufficiency. The target currently is 50%; the new target will be 55%.

3. NO CHANGE - Employment and Training Outcomes — 20 points. This is where the traditional federal WIOA performance measures enter the state letter grade. Florida evaluates whether the board achieved at least 90% of its negotiated target on each of the 18 applicable federal measures.

4. Participants in Work-Related Training — 10 points. This measures the percentage of participants receiving occupational skills training, OJT, work-based learning, registered apprenticeship, customized training, and similar work-related training. Current target is

25% of participants served; new target is 70% BUT non-training activities will not be included.

5. Continued Repeat Business — 5 points. This previously measured employers that received a core business service during the preceding three years and returned for services during the current year. Now, it looks at businesses that were served in the prior year and were served again in the current year. Target changing from 35% to 40%.

6. Business Penetration — 5 points. This previously looked at the number of businesses establishments (worksites) served in the current program year as a percentage of all establishments served in the last three program years. Now, this looks at the percentage of business establishments (worksites) served in the current program year out of those active in Employ Florida. Target: 15%

7. NO CHANGE - Completion-to-Funding Ratio — 5 points. This essentially measures output relative to the board's share of statewide funding. It compares the board's percentage of statewide WIOA/Wagner-Peyser exciters with its percentage of statewide workforce funding. Target: 100% — meaning its share of participants completing services should at least correspond to its share of statewide funding.

8. Serving Individuals in SNAP, TANF, Adult Education, Blind Services or Vocational Rehabilitation — 5 points. Current metric rewards boards for serving participants connected to these programs. A board receives the full 5 points at 55% or greater, four points at 51–55%, three at 49–51%, two at 47–49%, and one at 45–47%. Individuals receiving SNAP/TANF and Adult Education, Blind Services, or VR are weighted at 1.5 in the numerator. This became a core five-point metric for PY 2025–26, rather than extra credit. Change moves co-enrollment to a proportional scoring range and instead of a tiered target.

POINTS OF CONSIDERATION:

Our grade for PY2025 Quarter 2 was 84.25, a B. Applying the new conditions to the same Q2 data, our grade for that quarter would be estimated at around 77.59, a C+:

		Old Methodology			New Methodology		
Metric	**Weight**	**Target (%)**	**Target Met (%)**	**Weighted Performance (%)**	**New Target (%)**	**Target Met (%)**	**Weighted Performance (%)**
1. Participants with Increased Earnings	0.25	50	91.86	**22.965**	55	83.51%	**20.877**
2. Reduction in Public Assistance	0.25	50	93.96	**23.49**	55	85.42%	**21.35**
3. Employment and Training Outcomes	0.2	100	66.67	**13.334**	100	66.67%	**13.334**
4. Participants in Work-Related Training	0.1	25	100	**10**	70	94.03%	**9.403**
5. Continued Repeat Business	0.05	35	66.51	**3.3255**	40	58.20%	**2.91**
6. Year-Over-Year Business Penetration 1	0.05	100	70	**3.5**	15	41.67%	**2.083**
7. Completion-to-Funding Ratio	0.05	100	52.61	**2.63**	100	52.61%	**2.63**
8. Serving Individuals on Public Assistance 2	0.05	-	-	**5**	55	111.53%	**5**
TOTAL				**84.25 (B)**			**77.59 (C+)**

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Executive Meeting
Tuesday, September 29, 2026

TOPIC/ISSUE:

CEO Contract Amendment

BACKGROUND:

Until a few years ago, the CEO's contract called for twice his salary in life insurance. At that time, caps because of age reduced the coverage to less that twice his salary. The CEO agreed to reduce that term of his contract and a separate policy for $50,000 was purchased to provide $250,000 of coverage.

This year, when we switched group plans to Principal that coverage was reduced to $175,000. With the separate $50,000 policy, the coverage was $225,000. Through Principal a $25,000 policy was applied for and the CEO completed several medical questionnaires to gain that coverage. After reviewing his medical information, Principal stated that they would cover him for the full $250,000.

With the separate $50,000 policy, his coverage will be $300,000, which is below his original coverage of twice his salary. The $50,000 policy costs $170.01 per month or $2,040.12 annually.

The CEO is requesting that the company amend his contract to be adjusted annually based on coverage he would qualify for, not to exceed twice his annual salary. The cost reviewed annually. Salary

POINTS OF CONSIDERATION:

The amendment will

- Provide life insurance coverage of $300,000, which is less than twice the CEO's annual salary.
- The cost is $2,040.12 annually, which is in addition to the cost of the $250,000 group policy.
- The amendment allows for reconsideration annually, at his contract negotiation.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

EMPLOYMENT CONTRACT

This employment contract (hereinafter "Contract") is entered into the 10th day of June, 2026 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 Fifty-One Thousand and Sixty-Seven Dollars and Twenty-Eight Cents ($151,067.28) 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 Scrogham 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, 2026, and shall be in effect until midnight June 30, 2027.

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-Eight Thousand One Hundred Two Dollars ($58,102.00). 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

Carl Flanagan
Chair

Witnesses as to SKINNER:

Thomas Edward Skinner, Jr.

EMPLOYMENT CONTRACT

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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 Fifty-One Thousand and Sixty-Seven Dollars and Twenty-Eight Cents ($151,067.28) per year, effective July 1, 2026, 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 a policy or policies of term life insurance with a total death benefit amount of Three Hundred Thousand Dollars ($300,000.00) or as such lesser amount for which Skinner is able to qualify, with his wife, Susan M. Skinner, named as primary beneficiary and his children, Bridget May Scrogham 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.

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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-Eight Thousand One Hundred Two Dollars ($58,102.00). 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:________________________________

Arno Proctor
Chair

____

Witnesses as to SKINNER:

______________________________ ____

Thomas Edward Skinner, Jr.

____

CareerSource
CITRUS I LEVY I MARION

RECORD OF ACTION/APPROVAL

Executive Committee
Wednesday, September 29, 2026

TOPIC/ISSUE:
Comcast Grant 2026

BACKGROUND:
Staff applied for a grant with Comcast in August 2026. The purpose of the grant application was to offset additional costs associated with inclusion of Fiber Optics training in our current YouthBuild program as well as supporting additional trainees for our DOL Infrastructure grant. Our grant application was in the amount of $33,000.

POINTS OF CONSIDERATION:
We were notified on September 3, 2026, that we were awarded the grant for our full requested amount. This will cover the cost of one (of three) fiber optics certifications for 21 YouthBuild and Broadband grant participants for the Fiber Bootcamp.

STAFF RECOMMENDATIONS:
Approve acceptance of the Comcast grant in the amount of $33,000.00.

COMMITTEE ACTION:

BOARD ACTION:

CareerSource
CITRUS | LEVY | MARION

RECORD OF ACTION/APPROVAL

Executive Meeting
Tuesday, September 29, 2026

TOPIC/ISSUE:

Chiefland Lease Renewal

BACKGROUND:

We currently lease our Chiefland Office at College of Central Florida Levy Campus located at 15390 US-19, Room 102 Chiefland, FL 32626 under a one-year lease agreement which expires December 31,2026. We currently pay $1,685.33 per month.

Agreement extensions must be executed In October for the following year.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve renewing the Chiefland lease for the 2027 calendar year.

COMMITTEE ACTION:

BOARD ACTION:

RECORD OF ACTION/APPROVAL

Executive Committee

Tuesday, September 29, 2026

TOPIC/ISSUE:
2026-2027 Budget

BACKGROUND:
Attached is the final 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 the final 2026-2027 budget.

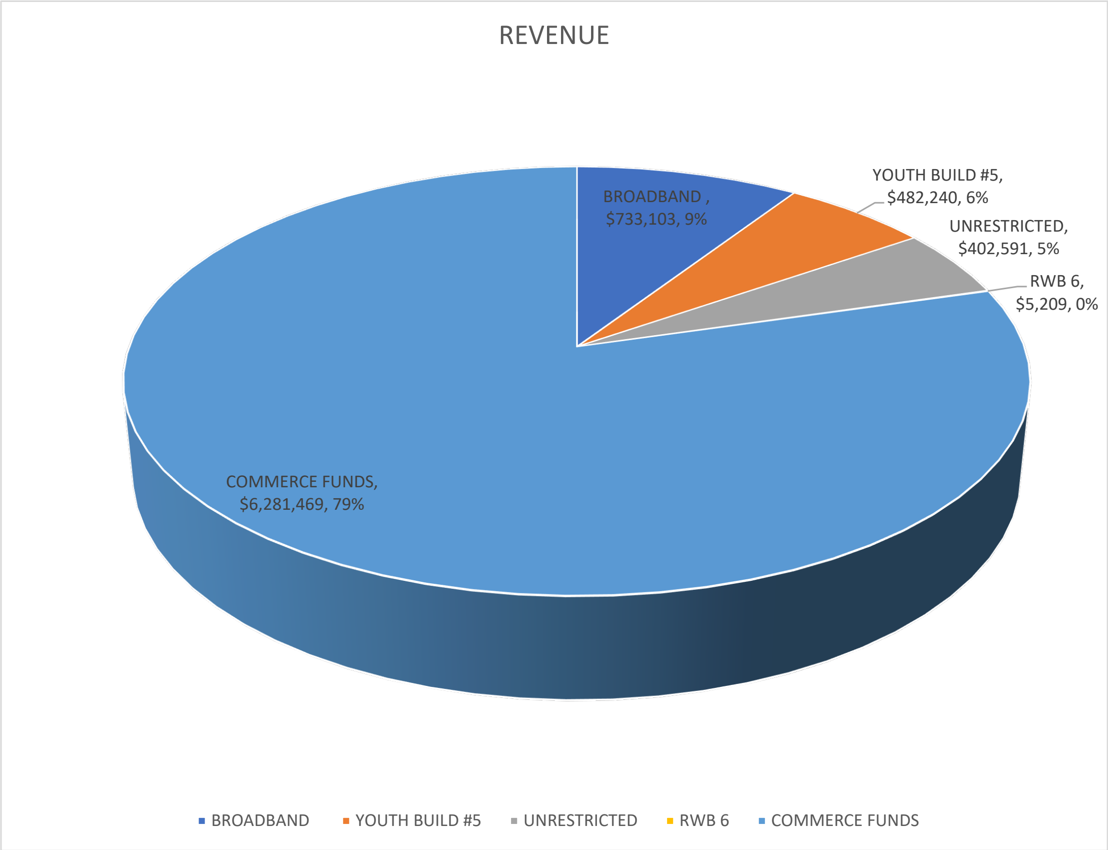
COMMITTEE ACTION:

BOARD ACTION:

REVENUE RESOURCES

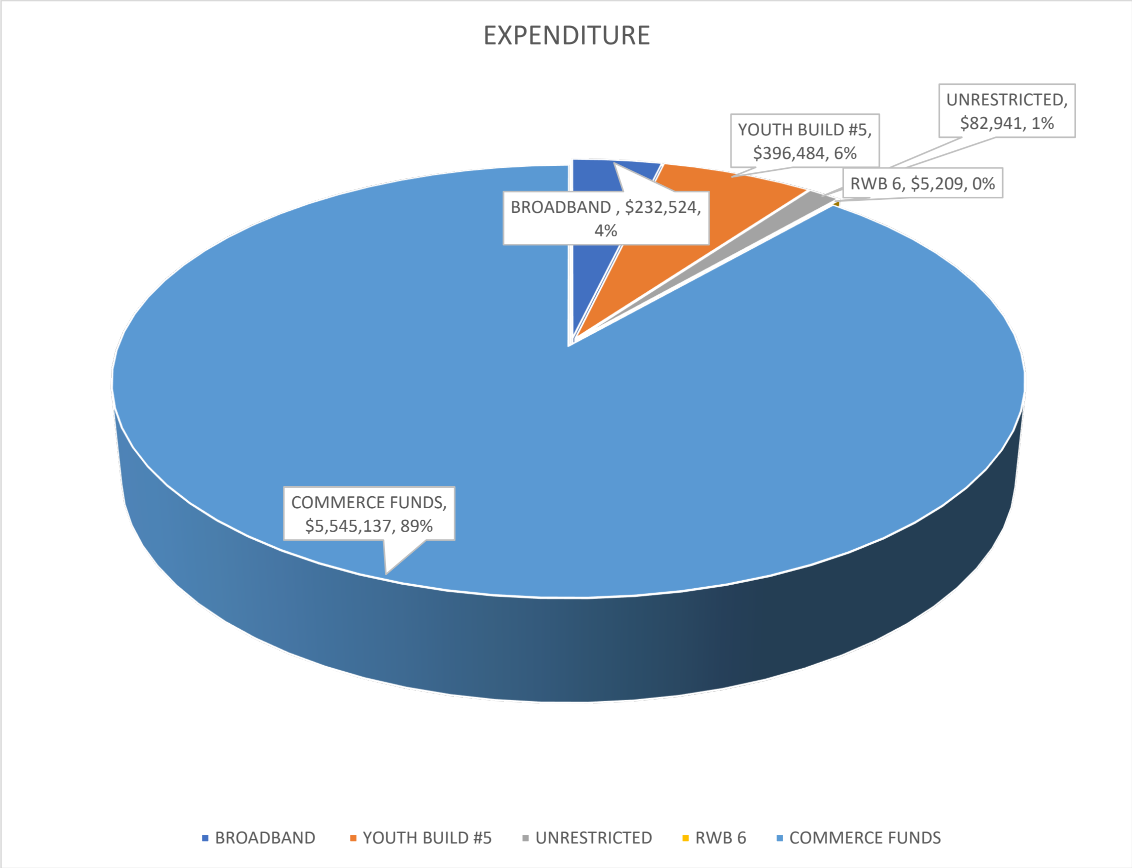
$7,904,612

COMMERCE FUNDS	
ADULT	$1,402,062
YOUTH	$1,292,481
DISLOCATED WORKER	$783,494
WAGNER PEYSER	$242,138
WTP	$1,788,011
SNAP	$125,582
VETS	$28,670
REA	$216,532
OTHER	$402,500
TOTAL COMMERCE	$6,281,469



BUDGET EXPENDITURES
6,262,296.00

COMMERCE FUNDS EXPENDITURE	
ADULT	$1,374,817
YOUTH	$1,176,577
DISLOCATED WORKER	$654,778
WAGNER PEYSER	$216,198
WTP	$1,487,631
SNAP	$125,395
VETS	$25,584
REA	$98,525
OTHER	$385,632
TOTAL COMMERCE	$5,545,137



BUDGET BALANCE

$1,642,316

COMMERCE FUNDS BALANCE	
ADULT	$27,245
YOUTH	$115,904
DISLOCATED WORKEI	$128,716
WAGNER PEYSER	$25,940
WTP	$300,380
SNAP	$187
VETS	$3,086
REA	$118,007
OTHER	$16,868
TOTAL COMMERCE	$736,332