



CareerSource CLM  
2703 NE 14<sup>th</sup> Street  
Ocala, FL 34470

## Executive Committee Meeting

Wednesday, May 27, 2026 – 9:00 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/82912753120>

Phone No: 1-646-558-8656 (EST) Meeting ID: 829 1275 3120

Call to Order		C. Flanagan
Roll Call		C. Schnettler
Approval of Minutes, April 29, 2026	Pages 2 - 3	C. Flanagan

### DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues Important to Our Community		R. Skinner
PIP Update	Pages 4 - 8	R. Skinner/D. French

### PUBLIC COMMENT

### ACTION ITEMS

By-Laws Amendment	Pages 9 – 31	R. Skinner
Workforce Summit Sponsorship	Page 32	R. Skinner
2026-2027 Budget	Pages 33 - 36	D. French
Benefits Annual Renewal	Pages 37 – 39	D. French
Schedule of Operations	Pages 40 – 43	D. French
Decision Steps: Self Insurance	Pages 44- 47	D. French
CD Staffing Contract	Page 48	D. French

### PROJECT UPDATES

None

### MATTERS FROM THE FLOOR

### ADJOURNMENT

2025 – 2026 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 14 <sup>th</sup> 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	
8/5/2025	8/6/2025	8/7/2025	8/13/2025	8/14/2025	8/27/2025	9/3/2025	CF Levy
11/4/2025	11/5/2025	10/30/2025	11/12/2025	11/13/2025	11/19/2025	12/10/2025	CF Ocala
					1/30/2026		
2/3/2026	2/4/2026	2/5/2026	2/11/2026	2/12/2026	2/25/2026	3/4/2026	CF Lecanto
5/5/2026	5/6/2026	5/7/2026	5/13/2026	5/14/2026	5/27/2026	6/10/2026	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**

**MINUTES**

DATE: April 29, 2026  
PLACE: 2703 NE 14<sup>th</sup> Street, Ocala, FL 34470  
TIME: 9:00 a.m.

**MEMBERS PRESENT**

Al Jones  
Arno Proctor  
Carl Flanagan  
Charles Harris  
Fred Morgan  
Jeff Chang

**MEMBERS ABSENT**

Pete Beasley

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Iris Pozo, CSCLM

Cira Schnettler, CSCLM  
Bob Stermer, Board Attorney

**CALL TO ORDER**

The meeting was called to order by Carl Flanagan, Chair, at 9:02 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the February 25, 2026, meeting. Arno Proctor seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update**

Rusty Skinner provided the following update:

- We are awaiting the preliminary budget allocations from the State.

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

Carl Flanagan shared that affordable housing and childcare continue to be challenges

for Citrus County residents. He also shared that he invited the Lecanto office center manager and business services representative to attend local business networking meetings to promote the variety of services that CLM offers.

**PUBLIC COMMENT**

None

**ACTION ITEMS**

Health Benefits

Rusty Skinner and Dale French shared the potential health insurance rate increases and the options available to staff. The committee members discussed options and the impact on staff.

Arno Proctor made a motion to keep the company contribution at last year's level and to allow staff to explore legally permissible options to encourage Medicare-eligible or other staff with non-company healthcare options to transition their coverage; the latter item will be brought before the Board in September. Al Jones seconded the motion. Motion carried.

Youth Services Provision

Dale French explained the impact of ITA requirements and the budgetary benefits of providing youth services in-house.

Al Jones made a motion to not renew the current Eckerd youth services contract as of June 30, 2026, and bring youth services in-house starting July 1, 2026. Charles Harris seconded the motion. Motion carried.

Reduction in Force

Dale French presented potential budgetary shortfalls expected in the upcoming program year and explained how the reduction in staff will help address those shortfalls.

Al Jones made a motion to approve the recommended voluntary layoff provisions. Fred Morgan seconded the motion. Motion carried.

**PROJECT UPDATES**

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:44 a.m.

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



**INDICATORS OF PERFORMANCE**  
 CareerSource Citrus Levy Marion  
 October 1<sup>st</sup>, 2024 – December 31<sup>st</sup>, 2025

LWDB 10

Measures	PY2024-2025 2nd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q2	PY2024-2025 3rd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q3	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 Performance Goals
<b>Adults:</b>												
Employed 2nd Qtr After Exit	82.4	95.81	88.3	102.67	87.9	102.21	86	88.6	100.68	87.4	99.32	88
Median Wage 2nd Quarter After Exit	\$10,920	113.16	\$11,320	117.31	\$10,898	112.93	\$9,650	\$9,730	98.28	\$9,583	96.79	\$9,900
Employed 4th Qtr After Exit	78.5	92.35	80.2	94.35	84.8	99.76	85	86.7	100.81	87.9	102.21	86
Credential Attainment Rate	61.8	87.17	51.3	72.36	59.4	83.78	70.9	63.6	89.70	75.8	106.91	70.9
Measurable Skill Gains	70	115.89	74.8	123.84	89.1	147.52	60.4	78.5	129.97	79.9	132.28	60.4
<b>Dislocated Workers:</b>												
Employed 2nd Qtr After Exit	0	0.00	50	60.98	66.7	81.34	82	75	89.29	75	89.29	84
Median Wage 2nd Quarter After Exit	\$0	0.00	\$7,577	93.89	\$14,224	176.25	\$8,070	\$9,285	115.06	\$9,285	115.06	\$8,070
Employed 4th Qtr After Exit	0	0.00	0	0.00	0	0.00	77.4	50	64.60	66.7	86.18	77.4
Credential Attainment Rate	0	0.00	0	0.00	0	0.00	75.1	0	0.00	50	66.58	75.1
Measurable Skill Gains	50	66.67	80	106.67	100	133.33	75	100	133.33	100	133.33	75
<b>Youth:</b>												
Employed 2nd Qtr After Exit	72.1	90.92	75.6	95.33	81.3	102.52	79.3	77.3	97.48	76.9	96.97	79.3
Median Wage 2nd Quarter After Exit	\$4,106	109.23	\$4,015.5	106.82	\$4,767.8	126.84	\$3,759	\$5,077.0	135.06	\$5,473.3	145.61	\$3,759
Employed 4th Qtr After Exit	71.3	92.48	67.1	87.03	67.4	87.42	77.1	64.4	83.53	68.1	88.33	77.1
Credential Attainment Rate	93.9	108.30	91.9	106.00	86.8	100.12	86.7	85	98.04	76.6	88.35	86.7
Measurable Skill Gains	81.8	89.20	73.8	80.48	94.3	102.84	91.7	89.8	97.93	79.7	86.91	91.7
<b>Wagner Peyser:</b>												
Employed 2nd Qtr After Exit	66.1	93.76	67.5	95.74	66.2	93.90	70.5	66.6	94.47	66.6	94.47	70.5
Median Wage 2nd Quarter After Exit	\$6,742	112.75	\$6,694	111.96	\$7,090	118.57	\$5,979	\$6,961	116.42	\$7,165	119.84	\$5,979
Employed 4th Qtr After Exit	65.3	97.32	64.4	95.98	66.6	99.25	67.1	66.2	98.66	66.5	99.11	67.1

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



### Measure 1 - Participants with Increased Earnings

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
514	1119	45.93	50	91.86	25	22.965

### Measure 2 - Reduction in Public Assistance

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
615	1,309	46.98	50	93.96	25	23.49

### Measure 3 - Employment and Training Outcomes

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
12	18	66.67	100	66.67	20	13.334

### Measure 4 - Participants in Work-Related Training

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
1,090	2,495	43.69	25	100	10	10

### Measure 5 - Continued Repeat Business

Numerator	Denominator	Rate	Target	Target Met	Weight	Weighted Performance
502	2,156	23.28	35	66.51	5	3.3255

### Measure 6 - Year-Over-Year Business Penetration

PreviousNum	PreviousDen	PreviousRate	CurrentNum	CurrentDen	CurrentRate	YOY	Target	TargetMet	Weight	WeightedPerf
884	11,200	7.89	708	11,325	6.25	-1.64	100	70	5	3.5

### Measure 7 - Completion-to-Funding Ratio

Exiters_LWDB	Exiters_State	Num	Budget_LWDB	Budget_State	Den	Rate	Target	TargetMet	Weight	WeightedPerf
1,092	72,394	1.51	3,724,797	129,718,302	2.87	52.61	100	52.61	5	2.63

### Measure 8 - Serving Individuals on Public Assistance

Numerator	Denominator	Rate	Weighted Performance
1,634	2,664	61.34	5

### Total Office Letter Grade

Weighted Grade	Letter Grade
84.25	B

Local Workforce Development Board	Final Score 2025Q2	Letter Grade 2025Q2	Final Score 2025Q1	Letter Grade 2025Q1
01 - CareerSource Escarosa	73.46	C	73.34	C
02 - CareerSource Okaloosa Walton	84.02	B	85.2	B
03 - CareerSource Chipola	83.34	B	82.86	B-
04 - CareerSource Gulf Coast	73.96	C	74.83	C
05 - CareerSource Capital Region	79.13	C+	79.68	C+
06 - CareerSource North Florida	78.16	C+	78.28	C+
08 - CareerSource Northeast Florida	87.02	B+	88.86	B+
10 - CareerSource Citrus Levy Marion	84.25	B	84	B
12 - CareerSource Central Florida	85.59	B	85.49	B
16 - CareerSource Pasco Hernando	82.52	B-	82.11	B-
17 - CareerSource Polk	79.6	C+	78.38	C+
18 - CareerSource Suncoast	90.59	A-	91.22	A-
19 - CareerSource Heartland	82.53	B-	85.27	B
20 - CareerSource Research Coast	84.36	B	86.3	B
21 - CareerSource Palm Beach County	79.94	C+	80.46	B-
22 - CareerSource Broward	93.32	A	92.91	A-
23 - CareerSource South Florida	93.25	A	97.34	A+
24 - CareerSource Southwest Florida	91.91	A-	93.15	A
26 - CareerSource North Central Florida	82.92	B-	84.77	B
27 - CareerSource Brevard Flager Volusia	83.83	B	84.34	B
28 - CareerSource Hillsborough Pinellas	87.09	B+	87.43	B+

Letter Grade changed from previous quarter:

Decreased      Same      Increased

Metric	Weight
<p><b>1. Participants With Increased Earnings</b></p> <p>The percentage of participants who earned more in the second quarter after exit than before their participation with the local workforce development board.</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The number of exiters from the denominator with higher earnings two quarters after exiting the program than in the earliest of the two quarters prior to participation.</li> <li>• <b>Denominator:</b> The number of distinct exiters from WIOA* (Adult and Dislocated Worker) and Wagner-Peyser programs included in the local workforce development board's federal Employment Rate – 2nd Quarter After Exit metric during the previous program year.</li> </ul> <p><b>Category:</b> Employment and Training Services, Self-Sufficiency  <b>Target:</b> 50%  <b>Data Source:</b> ETA 9173 Program Performance Reports  * Includes WIOA-funded grants</p>	0.25
<p><b>Reduction in Public Assistance</b></p> <p>The percentage of exiters who received Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) benefits during their active participation with the local workforce development board but were no longer receiving SNAP or TANF benefits in the fourth quarter after exit.</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The number of individuals from the denominator who were no longer receiving SNAP or TANF benefits in the fourth quarter after exiting the workforce development program.</li> <li>• <b>Denominator:</b> The number of exiters from WIOA* (Adult, Dislocated Worker and Youth), Wagner-Peyser, SNAP Employment and Training (SNAP E&amp;T), and Welfare Transition programs who received SNAP or TANF cash assistance at any time during their participation with the local workforce development board.</li> </ul> <p><b>Category:</b> Employment and Training Services, Self-Sufficiency  <b>Target:</b> 50%  <b>Data Source:</b> Employ Florida, One-Stop Service Tracking (OSST) and DCF Recipient Data  * Includes WIOA-funded grants</p>	0.25
<p><b>3. Employment and Training Outcomes</b></p> <p>Comprises the existing 18 federal accountability measures for local workforce development boards within the WIOA Primary Indicators of Performance (Employment Rate – 2nd Quarter After Exit, Employment Rate – 4th Quarter After Exit, Median Earnings – 2nd Quarter After Exit, Credential Attainment, and Measurable Skill Gains) for Adult, Dislocated Workers, Youth and Wagner-Peyser programs.</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The number of federal metrics from the denominator for which the local workforce development board reached at least 90% of its negotiated target.</li> <li>• <b>Denominator:</b> The number of federal WIOA Primary Indicators of Performance metrics in the current program year for WIOA (Adult, Dislocated Worker and Youth) and Wagner-Peyser programs.</li> </ul> <p><b>Category:</b> Employment and Training Services  <b>Target:</b> 100%  <b>Data Source:</b> ETA 9173 Program Performance Reports</p>	0.20
<p><b>4. Participants in Work-Related Training</b></p> <p>The percentage of all job seekers who received work-related training including occupational skills training, on-the-job training and other work-based learning models, registered apprenticeships, and customized training for employers.</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The number of participants from the denominator who received work-related training services.</li> <li>• <b>Denominator:</b> The number of participants served in the current program year by a local workforce development board within the following programs: SNAP E&amp;T, Welfare Transition, WIOA* (Adult, Dislocated Worker and Youth), National Dislocated Worker Grant, Wagner-Peyser and Trade Adjustment Assistance (TAA).</li> </ul> <p><b>Category:</b> Training Services  <b>Target:</b> 25%  <b>Data Source:</b> ETA 9173 Program Performance Reports, One-Stop Service Tracking (OSST)  <b>Cohort Used:</b> July 2021-June 2022  * Includes WIOA-funded grants.</p>	0.10

<p><b>5. Continued Repeat Business</b>  Percentage of business establishments served in prior three years that continued to be served in the current program year.</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The number of employer worksites from the denominator that received a core business service in the current program year.</li> <li>• <b>Denominator:</b> The number of employer worksites that received a core business service from the local workforce development board in the previous three program years.</li> </ul> <p><b>Category:</b> Business Services  <b>Target:</b> 35%  <b>Data Source:</b> Employ Florida</p>	0.05
<p><b>6. Year-Over-Year Business Penetration</b>  The percentage point difference in the number of business establishments served in the current program year compared to the prior year. Each local workforce development board is assigned a percentage as the percent target met based on the year-over-year business penetration rate difference, as follows:</p> <ul style="list-style-type: none"> <li>• <math>\geq 4 = 100\%</math></li> <li>• <math>2 \text{ to } &lt; 4 = 90\%</math></li> <li>• <math>0 \text{ to } &lt; 2 = 80\%</math></li> <li>• <math>-2 \text{ to } &lt; 0 = 70\%</math></li> <li>• <math>-4 \text{ to } &lt; -2 = 60\%</math></li> <li>• <math>-6 \text{ to } &lt; -4 = 40\%</math></li> <li>• <math>-8 \text{ to } &lt; -6 = 20\%</math></li> <li>• <math>&lt; -8 = 0\%</math></li> </ul> <p>Local workforce development boards achieving greater than 90% overall business penetration will not be penalized for maintaining year-over-year comparable business penetration.</p> <p>Annual Business Penetration Calculation:</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The number of employer worksites from the denominator that received a core business service from the local workforce development board during the program year.</li> <li>• <b>Denominator:</b> The number of active employer worksites in Employ Florida for each local workforce development board during the program year.</li> </ul> <p><b>Category:</b> Business Services  <b>Target:</b> 100%  <b>Data Source:</b> Employ Florida</p>	0.05
<p><b>7. Completion-to-Funding Ratio</b>  Compares a local workforce development board's share of statewide WIOA and Wagner-Peyser exiters with the local workforce development board's share of statewide funding allocations.</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The percentage of distinct exiters from WIOA* (Adult, Dislocated Worker and Youth) and Wagner-Peyser programs.</li> <li>• <b>Denominator:</b> The percentage of the local workforce development board's share of statewide WIOA*, Supplemental WIOA Dislocated Worker, Wagner-Peyser, Reemployment Services and Eligibility Assessment (RESEA), and Veteran annual funding allocation for the current program year.</li> </ul> <p><b>Category:</b> Employment and Training Services  <b>Target:</b> 100%  <b>Data Source:</b> DEO Finance and Accounting, ETA 9173 Program Performance Reports  * Includes WIOA-funded grants</p>	0.05
<p><b>8. Serving Individuals in SNAP, TANF, Adult Education, Blind Services or Vocational Rehabilitation</b> The percentage of individuals served who are on SNAP or TANF or those in Adult Education, Blind Services, or Vocational Rehabilitation programs. This metric is calculated as follows:</p> <ul style="list-style-type: none"> <li>• <b>Numerator:</b> The number of individuals from the denominator who received SNAP or TANF benefits, received services from Vocational Rehabilitation or Blind Services, or were enrolled in Adult General Education programs during their participation period. Individuals who received SNAP or TANF services AND Adult Education, Blind Services, or Vocational Rehabilitation services will be weighted with a value of 1.5 in the numerator.</li> <li>• <b>Denominator:</b> The number of distinct participants served in the current program year by a local workforce development board within the following programs: SNAP E&amp;T, Welfare Transition, WIOA (Adult, Dislocated Worker and Youth) and Wagner-Peyser.</li> </ul> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• <math>\geq 55\% = 5 \text{ points}</math></li> <li>• <math>51\% \text{ to } &lt; 55\% = 4 \text{ points}</math></li> <li>• <math>49\% \text{ to } &lt; 51\% = 3 \text{ points}</math></li> <li>• <math>47\% \text{ to } &lt; 49\% = 2 \text{ points}</math></li> <li>• <math>45\% \text{ to } &lt; 47\% = 1 \text{ point}</math></li> </ul> <p><b>Category:</b> Employment and Training Services, Self-Sufficiency  <b>Data Source:</b> ETA 9173 Program Performance Reports, OSST, DCF Recipient Data, Florida Education Training Placement Information Program</p>	0.05



## **RECORD OF ACTION/APPROVAL**

### **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 Consortium.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

#### **CONSORTIUM ACTION:**

**BY-LAWS OF THE CITRUS LEVY MARION REGIONAL WORKFORCE  
DEVELOPMENT BOARD, INC. (CLMRWDB)**

**A FLORIDA CORPORATION, NOT FOR PROFIT**

**THESE BY-LAWS ARE AMENDED AS APPROVED ON**  
**6/10/2026**

Deleted: 12/13/2023

**ARTICLE I: NAME, OFFICE AUTHORITY, AND RESPONSIBILITIES:**

Section A: The name of the Corporation shall be the Citrus Levy Marion Regional Workforce Development Board, Inc. hereinafter referred to as “the CLMRWDB.”

Section B: The Principal office of the CLMRWDB shall be located at 3003 SW College Rd, Suite 205, Ocala, FL 34474. The CLMRWDB may have such other offices as the Board of Directors may designate or as the business of the CLMRWDB may require from time to time.

Section C: The registered office of the CLMRWDB, required by Florida Corporation Laws to be maintained in the State of Florida may be, but need not be, identical with principal offices in the State of Florida. The registered office of the CLMRWDB shall be in care of Robert A. Stermer, 7480 SW Highway 200, Ocala, FL 34476. The address of the registered office may be changed from time to time by the CLMRWDB.

Section D: The CLMRWDB exists as a result of the passage of the Workforce Innovation and Opportunity Act, Public Law 113-128, the Interlocal Agreement establishing the Citrus Levy Marion Workforce Development Consortium (“Consortium”), the Memorandum of Agreement between itself and the Consortium, and the Articles of Incorporation of the CLMRWDB. As such, CLMRWDB has been determined to be a Special District of the State of Florida, a unit of state government, and has all the rights granted by such status including, but not limited to, sovereign immunity.

Section E: The CLMRWDB shall have those duties and responsibilities provided for by the WIOA, other related laws of the United States, Florida Statutes (F.S.) Chapter 445, and other applicable laws, rules and policies of the State of Florida, its Articles of Incorporation and any agreements or contracts it may enter into with any third party and such other duties as are consistent with its non-profit status and with the provision of job training, job placement and benefit services to the citizens of Citrus, Levy and Marion Counties, Florida and its status as a unit of state government.

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Section F: The CLMRWDB shall actively participate in the development of policies and programs for planning and implementing the activities of the Workforce Development Plan for Workforce Area Ten (Area 10).

Section G: The CLMRWDB shall maintain with the Consortium that relationship specified in the Memorandum of Agreement (“Memorandum”) between the two bodies.

**ARTICLE II: COMPOSITION OF MEMBERSHIP; LENGTH OF SERVICE; ATTENDANCE ON THE CLMRWDB:**

Section A: The CLMRWDB shall be comprised of not more than thirty-~~two~~ (32) members who are appointed as set forth in the Agreement to Establish the CLMRWDB. A member may represent more than one federally mandated membership category. The number of the members on the CLMRWDB shall be determined by the Consortium. CLMRWDB membership shall be maintained pursuant to the Memorandum provisions. Replacement of members who resign voluntarily, who are asked to resign or are removed because of unsatisfactory attendance records or other justifiable reason(s) will be in accordance with the Memorandum and any procedures required by the State of Florida or the United States Government.

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Section B: It shall be the policy of the CLMRWDB that three (3) absences annually from regularly scheduled CLMRWDB Board or Committee meetings shall constitute just cause for recommendation for removal. A recommendation for removal shall only be made after review by the Executive Committee of the circumstances surrounding the absences. The following procedures shall be followed: The Executive Committee shall meet, discuss the circumstances, and make their determination to remove or not remove the member(s). In the event removal is recommended, the Executive Committee shall make a recommendation for removal of the member(s) to the CLMRWDB at its next meeting. A majority vote of those CLMRWDB members present shall be required for removal. Upon removal, the Consortium will be notified and seek nominations to replace that member.

Section C: The Consortium will be notified of member attendance annually and any members with three (3) unexcused absences or other justifiable reasons for removal and of any action taken by the CLMRWDB. The Consortium may, at its discretion, remove any member. It shall immediately seek nominations for a replacement.

Section D: Any member who no longer meets the criteria under which appointed to the CLMRWDB shall notify the Executive Committee in writing within 30 days of that status change, i.e., a private sector representative no longer owns his/her own business, retires from that business, or is no longer an officer, chief executive or chief operating officer of the business concerns under which he/she was appointed to the board. The Executive Committee will review all status changes and make a recommendation to the CLMRWDB. The CLMRWDB shall recommend to the Consortium that any member whose status has changed so as to affect the member's eligibility for continued membership be replaced on the CLMRWDB.

Section E: Effective July 1, 2021, no board member is eligible to serve more than eight consecutive (8) years as a board member.

Section F: Board Member Nominations and Selection Process:

Board membership requirements, are detailed in both WIOA and in Florida Statutes, Section 445

For private sector business representation, nominations must be made by general purpose business organizations. These include chambers of commerce, economic development agencies and business groups such as the Mid-Florida Regional Manufacturers Association (MRMA). Those nominations are provided to the Local Elected official (LEO) for consideration and selection.

Public sector membership will generally be “agency based” and therefore requests for nominees are directed to the agency head for either self - nomination or a designee. These nominations will be submitted to the Consortium for selection.

Recruitment:

Private sector membership is “balanced” by county whenever possible. Letters will be sent to key business organizations in each county soliciting nominations. CLMRWDB members from the county where a vacancy will occur/has occurred will be asked to contact business leaders in their county (in targeted membership sector), explain our Board’s duties as a follow to the letters.

Board member must be:

- Owners
- Key executives; or
- Top-level policy executives

#### Nomination Process:

- As part of the recruitment/nomination process:
- A nomination form will be completed by each nominee. The form will be transmitted to the CLMRWDB CEO or COO who will submit the form for nomination to the Consortium for consideration and selection.
- If the CLMRWDB board member is working with their county's EDC or a Chamber as part of the recruitment process, that organization should be asked to send an email to the CLMRWDB CEO nominating the prospective member.

Nominations of prospective members will be compiled by the CLM staff and prepared for consideration by the LEO Consortium at its next scheduled meeting. Nominations will be grouped by vacancy.

#### Appointment Process:

After selection/appointment by the LEO Consortium, staff will:

1. Advise the board members of the selection;
2. Prepare a letter of welcome to be signed by the Chair that will include:
  - a. Information of the next Board meeting, including an invitation to the New Member Reception that will be scheduled one hour prior to the meeting.
  - b. Information of electronic access to the Board – Member Orientation
  - c. Financial Disclosure Form 1 (including information on timeframe for filing and contacts for assistance, if needed;
  - d. Hard copy of a Board Member Handbook
    - i. Committee information for committee selection

New members will be asked to review the electronic Orientation prior to

the New Member Reception so that any questions can be answered at that time, or they can contact staff prior to the Reception if they desire.

### **ARTICLE III: OFFICERS AND THEIR DUTIES:**

#### **Section A: General:**

The officers of the CLMRWDB shall be the Chair, Vice-Chair and Treasurer. The Vice-Chair and Treasurer shall be elected every two years. The Vice-Chair shall ascend to the office of Chair every two years and shall replace the outgoing Chair. The new Vice-Chair shall be elected from among the business and industry (private sector) representatives and shall rotate among the three counties' representatives every two years. The Treasurer shall be elected from the CLMRWDB public sector representatives. Treasurer shall not be eligible to ascend to the position of Chair because of the requirement that the Chair be a private sector representative. Officers shall serve two-year terms.

The Executive Assistant to the Chief Executive Officer shall serve as the Secretary to the Board and have the responsibilities of maintaining minutes of the actions of the Board and other such duties that support the Board.

#### **Removal of Officer(s):**

Any officer of the Board may be removed with or without cause by an affirmative vote of a majority of the Board of Directors at a called meeting in which a quorum is present. A motion to remove an officer may be made by any board member.

#### **Section B: Chair:**

The Chair shall have the responsibility of presiding over CLMRWDB meetings, authority for appointing Committee membership and the Chair

for each Committee subject to approval by the Executive Committee. The Chair shall serve as an ex-officio member of all Operational and Ad Hoc Committees but will not be assigned to any Committee other than the Executive Committee.

Section C: Vice-Chair:

The Vice-Chair shall preside over the CLMRWDB meetings in the absence of or at the request of the Chair. The Vice-Chair shall also serve as an ex-officio member of all Operational and Ad Hoc Committees but will not be assigned to any Committee other than the Executive.

Section D: The Treasurer or designee shall receive and deposit all funds in the name of the CLMRWDB in a bank approved by the Board. All checks shall be signed by either the Chief Executive Officer or Chief Operating Officer. Current financial records shall be kept at all times and reports on the financial status of the CLMRWDB shall be submitted at all meetings of the Board and membership, with copies to be attached to original minutes.

**Deleted:** The Treasurer shall chair the Audit Committee of the Board.

**ARTICLE IV: MEETINGS OF THE CLMRWDB:**

Section A: Regular Meetings:

The CLMRWDB shall meet quarterly or as determined by the Executive Committee and/or the CLMRWDB from meeting to meeting. All members of the CLMRWDB shall be notified in writing of the date, time, and place of the meetings at least five (5) days in advance. An agenda will be transmitted whenever possible.

Section B: Called Meetings:

The Chair may convene the Board at times other than the regular meetings, provided the CLMRWDB members are notified in writing at least five (5) days in advance of the date, time, and place of the meeting.

An agenda will be transmitted with this notification. If the Chair determines that an emergency situation necessitates that a special meeting be called, the requirements for notice may be waived.

Section C: Quorum of Meetings:

A quorum for all meetings of the CLMRWDB shall be declared when one-third (1/3) of the voting members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section D: Decision on Questions:

The decision on all questions with the exception of amendments to the By-Laws provided for under ARTICLE VIII, shall be determined by a majority vote of the members voting on the question.

Section E: Waiver of Notice:

Whenever, under the laws of the State of Florida, or provisions of these By-laws, a waiver in writing is signed by persons entitled to such notice, whether before or after the time stated therein, it shall be deemed equivalent to the giving of such notice.

Section F: Robert's Rules of Order:

In matters not covered by these By-laws, Robert's Rules of Order, Revised (latest edition), shall govern the procedure of the meetings of the CLMRWDB and its Committees.

Section G: Proxy Voting:

To ensure meaningful discussion and determinations, vote by proxy will not be accepted.

Section H: Use of Technology:

Understanding the business requirements of Board members, CLMRWDB may use any form of technology to conduct the business of its committees and board meetings. If used, the technology must be accessible to the public for attendance. The use of such technology should be included on all meeting notices when used.

Section I: Engagement of Stakeholders

CLMRWDB shall work to ensure engagement by the workforce system's stakeholders and employers by developing a list of Interested Parties. This list will include key business organizations and other groups, such as local SHRM organizations, and community groups that express an interest in workforce activities or services.

Notices of all meetings and agendas will be made available to those on the Interested Parties list. In addition, social media will be used to notify persons and organizations of the meetings of the Board and its committees.

At each meeting of the committees or Board a time for public comment and input will be placed on the agenda, and at the discretion of the Chair of the Board or committee, public input may be sought on any item coming before the body.

**ARTICLE V: COMMITTEES OF THE CLMRWDB:**

Section A: The CLMRWDB may establish such Operational Committees as are deemed necessary to perform the specific functions of the CLMRWDB. These Committees shall be advisory to the CLMRWDB, except that they

may, with specific authorization, act on behalf of the CLMRWDB. The following will be the Committees of the CLMRWDB:

**Executive Committee:**

This Committee shall be comprised of the Chair, Vice-Chair and Treasurer of the CLMRWDB, the immediate past Chair of the CLMRWDB, and the Chairs of the four Operational Committees, for a total of eight (8) members, at least two (2) members shall be selected from among the private sector representatives. This Committee shall be responsible for administrative matters of the CLMRWDB, shall serve as the CLMRWDB finance and personnel committee, and as such, shall handle all finance and personnel matters, if any; shall be responsible for all issues, duties and responsibilities dedicated to and by vote of the full CLMRWDB, shall be authorized to act on an emergency basis on behalf of the full CLMRWDB between CLMRWDB meetings, shall recommend and approve formal procurement actions, and shall serve as the grievance/protest committee for all procurement actions.

~~The committee shall serve as the Audit Committee.~~The following ad hoc committees shall report to the Executive Committee: Member Recruitment; and Nominating.

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Deleted: Audit

**Operational Committees:**

CLMRWDB shall have committees aligned with its goals, objectives, and management needs. These include: Marketing Outreach and Community Relations; Career Center Services; Performance and Monitoring; and Business and Economic Development

**Marketing Outreach and Community Relations:**

The Marketing Outreach and Community Relations Committee shall plan

and oversee the staff and Board efforts to improve the community awareness of Workforce; establish partnerships with community organizations that have missions similar to or supportive of the goals of the Board; inform the business community and the larger resident community of the region on the services and benefits available through the local workforce system; and, approve the staff marketing and outreach plan to business and applicant customers. It shall oversee the recruitment and orientation of new board members and strengthen board member engagement.

**Career Center:**

The Center Committee shall provide oversight and input regarding the services offered to both business and applicant customers; the development of partnerships to improve the efficiency and effectiveness of services and otherwise review and plan the partnerships, staffing and services offered through the local one stop system.

**Performance and Monitoring:**

The Performance and Monitoring Committee is charged with reviewing the performance of our one stop system and contractors against established goals. Additionally, it is charged with receiving and reviewing all internal monitoring, programmatic and fiscal as well as similar monitoring performed by the State. The Committee is also charged with establishing performance goals for the system and reviewing performance comparisons with other workforce boards based upon state performance reports and metrics.

**Business and Economic Development:**

The Business and Economic Development Committee is charged with aligning the resources of Workforce Connection with the economic

development efforts of the three counties. It is also charged with reviewing staff and economic development coordination and collaborative efforts at business outreach and development. The Committee will serve to plan and coordinate the development of career paths, training, and other services to support the needs of the business sectors targeted by the Board. It is responsible for the review and approval of demand occupations within the workforce area and, where feasible, coordinate with other workforce areas to develop regional strategies to serve these targeted sectors and provide coordinated workforce services.

Section B: The Chair of the CLMRWDB shall have authority to appoint members of the CLMRWDB to serve on all Operational Committees subject to the approval of the Executive Committee. Membership on all Operational Committees shall be for one year. Members of the CLMRWDB who are also employees of public sector organizations may delegate other employees of the public sector organization to attend Committee meetings and cast advisory votes. The preceding sentence shall not apply to meetings of the Executive Committee.

In accordance with the above, representatives from key partners not appointed to CLMRWDB will be asked to serve on committees. These partners include but are not limited to the following: School boards, economic development; private and public higher educational partners; trade associations, social and customer-focused agencies and, organized labor.

The Chair may appoint such other members to the Operational Committees as is necessary to gain broad industry input into the deliberations of the committees. Such members shall be ex-officio and have voting privileges.

Section C: Ad Hoc Committees:

Ad Hoc Committees may be established by the Chair autonomously to deal with matters of particular or immediate concern. Ad Hoc Committees shall be composed of members of the CLMRWDB with their number and representation determined by the Chair subject to approval by the Executive Committee. An Ad Hoc Committee shall be advisory to the CLMRWDB and shall terminate upon satisfactory completion of the task for which it was originally appointed. Non-CLMRWDB members may serve as voting members of Ad-hoc Committees.

Section D: Special Committees:

Nominating Committee:

The Committee shall be composed of members of the CLMRWDB, appointed by the Chair with appropriate representation from each County of the Area 10. The Committee will meet every other year by the end of May, so that the Committee shall have sufficient time to bring forth a slate of nominees for Vice-Chair and Treasurer to be considered at the June meeting of the CLMRWDB. Should any Officer not be able to complete the officer's term of office, the most recently appointed Nominating Committee shall be convened to draw up a slate of nominees for filling the vacancy or vacancies except in the case of a vacancy in the Chair in which case the Vice-Chair shall ascend to the office of Chair. Nominations to fill such other vacancies shall be presented to the CLMRWDB for election as soon as possible following the occurrence of the vacancy or vacancies. Those officers selected by CLMRWDB, shall be recommended for selection by the Consortium.

Educational and Industry Consortium:

The Education and Industry Consortium is charged with aligning the skill needs of business with the training provided by our educational

**Deleted:** Audit.¶

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The Audit Committee shall be chaired by the Treasurer and assume responsibility for recommending the selection of the Board's audit firm; and reviewing each annual audit prior to presentation to the Board.¶

partners.

The local consortium is comprised of the following members:

- One representative nominated by each respective school superintendents to represent their district;
- One representative nominated by the President of the College of Central Florida to represent the College;
- Business members should represent the targeted industry sectors in our Plan;
- One representative from private educational institutions that offer certifications or degrees;
- Each school district should nominate a representative from their programs that align with our targeted sectors;
  - Manufacturing
  - Logistics
  - Information Technology
  - Healthcare
  - Construction
  - Agriculture
- The CLM Chair will appoint up to three representatives from each sector to represent industry in each county.
- The Chair will appoint a chair of the Consortium.
- Members are appointed to a two-year term, and may be reappointed.
- CLM staff will serve as official consortium staff.

The various representatives will meet quarterly, as required, in conjunction with the normal CLM committee meeting schedule. The chair of the consortium will be asked to attend the CLM Board meeting and report any recommendations of the consortium. These, if necessary, will be actionable items for the next scheduled CLM committee as appropriate.

The Consortium will review all local requests submitted to the Credentials Review Committee

Section E: Quorum:

A quorum for all Committee meetings of the CLMRWDB shall be declared when one-third (1/3) of the members are present. Once a quorum is declared at any CLMRWDB meeting, the quorum is not lost until the meeting is adjourned.

Section F: Chair for Operational Committees and Ad Hoc Committees:

The Chair of the CLMRWDB shall appoint the Chair for Operational Committees and Youth Council and of any Ad Hoc Committees subject to the approval of the Executive Committee.

Section G: Appointment of Committee Vice-Chairs:

The Chair for any Operational Committees or of an Ad Hoc Committee may appoint the Committee Vice-Chair from among the other members of the Committee.

Section H: Replacement of Committee Members:

The Chair of the CLMRWDB may replace any Committee member, after consultation with the committee member, and after considering the recommendations of the Chair of the Committee and subject to the approval of the Executive Committee.

**ARTICLE VI: RIGHTS OF MEMBERS TO MOTION, SECOND AND VOTE:**

Section A: All members of the CLMRWDB, including Committee Vice-Chairs presiding over Committee meetings, shall have the right to make and second motions, discuss and vote on any matter, notwithstanding the provisions of ARTICLE VIII, that is in order for CLMRWDB or Committee

consideration, excepting that the CLMRWDB Chair when presiding over meetings of the CLMRWDB, shall only have the rights of discussion and of voting to break a tie vote of the CLMRWDB.

**ARTICLE VII: CONFLICT OF INTEREST:**

Section A: The CLMRWDB shall not, either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which any CLMRWDB member, the member's spouse or child is an officer, partner, director, or proprietor or in which they have any material interest.

Section B: There is hereby declared to be an exemption from Section "A" hereof, in accordance with Section 112.313(12) Florida Statutes, 1995, if:

- a. The business with the CLMRWDB is transacted under a rotation system whereby the business transactions are rotated among all qualified suppliers of the goods and services within the Workforce Area 10 service delivery area;
- b. The business is awarded under a system of sealed competitive bidding to the lowest or best bidder;
- c. The CLMRWDB member, the member's spouse, or child, has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;
- d. The CLMRWDB member, the member's spouse, or child, has in no way used or attempted to use their influence to persuade the CLMRWDB or any personnel thereof to enter into such a contract other than by the mere submission of the bid; and
- e. The CLMRWDB member, prior to or at the time of the submission of the bid, has filed Contractor Disclosure Form and Conflict of Interest

Forms disclosing the member's interest, or the interest of the member's spouse or child, and the nature of the intended business; and

- f. If CLMRWDB enters into a contract with an organization or individual represented on the Board of Directors, the contract must be approved by a 2/3 vote of the quorum of the Board, with the benefiting member abstaining from the vote (Florida Statutes 445.007(1)).
- g. If any other exemption created under Section 112.313(12) Florida Statutes or any other applicable Florida or United States statutes applies.

**ARTICLE VIII: AMENDMENTS:**

Section A: These By-laws may be amended or repealed by a two-thirds (2/3) vote of the CLMRWDB members voting on the question provided notice of the Amendment or request for repeal has been transmitted to members at least five (5) days in advance of the meeting in which the vote is to be taken.

**ARTICLE IX: EXEMPT ACTIVITIES:**

Section A: Notwithstanding any other provisions of these By-laws, no Member, Director, Officer, Employee or Representative of this Corporation shall take any action or carry on any activities by or on behalf of the Corporation, not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or may hereafter be amended or by an organization, contributions to which are deductible under Section 170(c)(2) of such code and regulations as they now exist or as they may hereafter be amended.

**ARTICLE X: INDEMNIFICATION BY CORPORATION:**

Section A: Every Person who is or shall be or shall have been a Member or an Officer of the CLMRWDB and that person's Personal Representative shall be indemnified by the CLMRWDB against all costs and expenses reasonably incurred by or imposed upon that person in connection with or resulting from any actions, suit, or proceeding to which that person may be made a party by reason of being or having been a Member or Officer of the CLMRWDB, or of any subsidiary or affiliate thereof, except in relation to such matters as to which that person shall finally be adjudicated in such action, suit or proceeding to have acted in bad faith and to have been liable by a reason of willfulness of conduct in the performance of his duty as such Member or Officer. "Costs and Expenses" shall include, but without limiting the generality thereof, attorney's fees, damages and reasonable amounts paid in settlement.

**ARTICLE XI: CODE OF CONDUCT AND ETHICS:**

- A. CLMRWDB's Officers, Members, Employees or Agents shall not solicit gratuities nor accept favors or anything of monetary value in excess of \$25.00 from each other or from vendors, contractors or potential vendors or contractors. Violations of this standard will result in disciplinary action being taken. Appropriate disciplinary action will be determined by an Ad Hoc Committee of the CLMRWDB whose members will be free from any conflict of interest related to the party or parties involved.
  
- B. Except as allowed by applicable law, any Contractor or CLMRWDB Officer, Member, Employee or Agent who develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurement. Further, except as allowed by applicable law, Persons, Organizations, and Employees in any way associated with such Officer, Member, Employee or Agent shall be

excluded from competing for such procurement when a conflict-of-interest situation would be created by such competition.

- C. Except as allowed by applicable law no CLMRWDB Officer, Member, Employee or Agent shall participate in the selection, award, or administration of a contract where, to the best of the person's knowledge, the person or the person's immediate family, partners or organizations in which the person or the person's immediate family has a financial interest, or with whom the person is negotiating has any arrangement concerning prospective employment.
- D. No CLMRWDB Officer or Member shall discuss or vote on any proposal which is in competition with a proposal submitted by any party with whom the Officer or Member, or the Officer or Member's immediate family, has business, organizational or family ties.
- E. Arm's length relationships shall be maintained between contractors and CLMRWDB Officers, Members, Employees and Agents in the award and administration of contracts.
- F. Meetings of the CLMRWDB, its Committees, and between members, shall comply with the Florida Government in the Sunshine Act, Florida Statutes, Section 286.011.
- G. CLMRWDB Officers, Members and Employees shall complete a Disclosure of Potential Conflicts and Certification/Code of Conduct/Ethics Form (ADM-2) annually by July 1st, and a copy should be returned to CLMRWDB Administrative Office to be kept on file for the CLMRWDB.
- H. CLMRWDB Officers and Members shall complete a Financial Disclosure (Form 1) annually by July 1st and should be filed with the Supervisor of Elections of the county in which they permanently reside.
- I. Upon discovery of an actual or potential conflict of interest, a CLMRWDB Officer,

Member, Employee or Agent shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. The Officer, Member, Employee or Agent may, at the same time, apply to CLMRWDB's Legal Counsel for an advisory opinion as to what further participation, if any, the Officer, Member, Employee or Agent may have in the transaction.

a. No employee shall:

- i. Accept any direct or indirect financial benefit from any source other than the CLMRWDB as a result of the performance of official duties.
- ii. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- iii. Accept any position or engage in any business which will require disclosure of information that could provide a competitive advantage to one party over another in procurement matters.
- iv. Improperly disclose information acquired in the performance of official duties that could result in personal gain or provide a party a competitive advantage over another party in procurement matters.
- v. Use or attempt to use official position to secure unwarranted privileges or exemptions personally or on behalf of others or give the appearance of such action.
- vi. By conduct, give reasonable basis for the impression that any person or organization can improperly influence the performance of official duties.
- vii. Pursue a course of conduct which will raise suspicion among citizens that acts engaged in are in violation of public trust.

- viii. Pursue a course of conduct which will give rise to a violation of conflict-of-interest standards.
- ix. Take part in any prohibited political activities.
- x. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- xi. Promote or oppose unionization in the discharge of official duties.
- xii. Participate in any effort to violate any other applicable Federal, State or Local Law or Regulation.

Violations of any provision of this Code may be cause for immediate dismissal or other disciplinary actions provided for under the CLMRWDB's Personnel Rules and Policies.

**ARTICLE XII: NONDISCRIMINATION:**

Section A: All actions taken by the CLMRWDB shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, other prohibited bases under applicable law or handicap.

## SIGNATURE PAGE

**APPROVED:**

\_\_\_\_\_  
CLMRWDB Chair

\_\_\_\_\_  
CLMRWDB Vice-Chair

\_\_\_\_\_  
Board Attorney

**ATTEST:**

\_\_\_\_\_  
CLMRWDB Treasurer

|



**RECORD OF ACTION/APPROVAL**

**Executive Committee  
Wednesday, May 27, 2026**

**TOPIC/ISSUE:**

2026 Workforce Professional Development Summit

**BACKGROUND:**

FWDA has sponsored the Summit for over 10 years. The Summit is funded through registration fees and sponsorships. Traditionally CLM has sent staff and been a sponsor at the \$5,000 level.

**POINTS OF CONSIDERATION:**

CLM support will enhance the quality of the Summit

**STAFF RECOMMENDATIONS:**

Request approval of \$5,000 sponsorship from Unrestricted Funds.

**COMMITTEE ACTION:**

**BOARD ACTION:**



**RECORD OF ACTION/APPROVAL**

**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

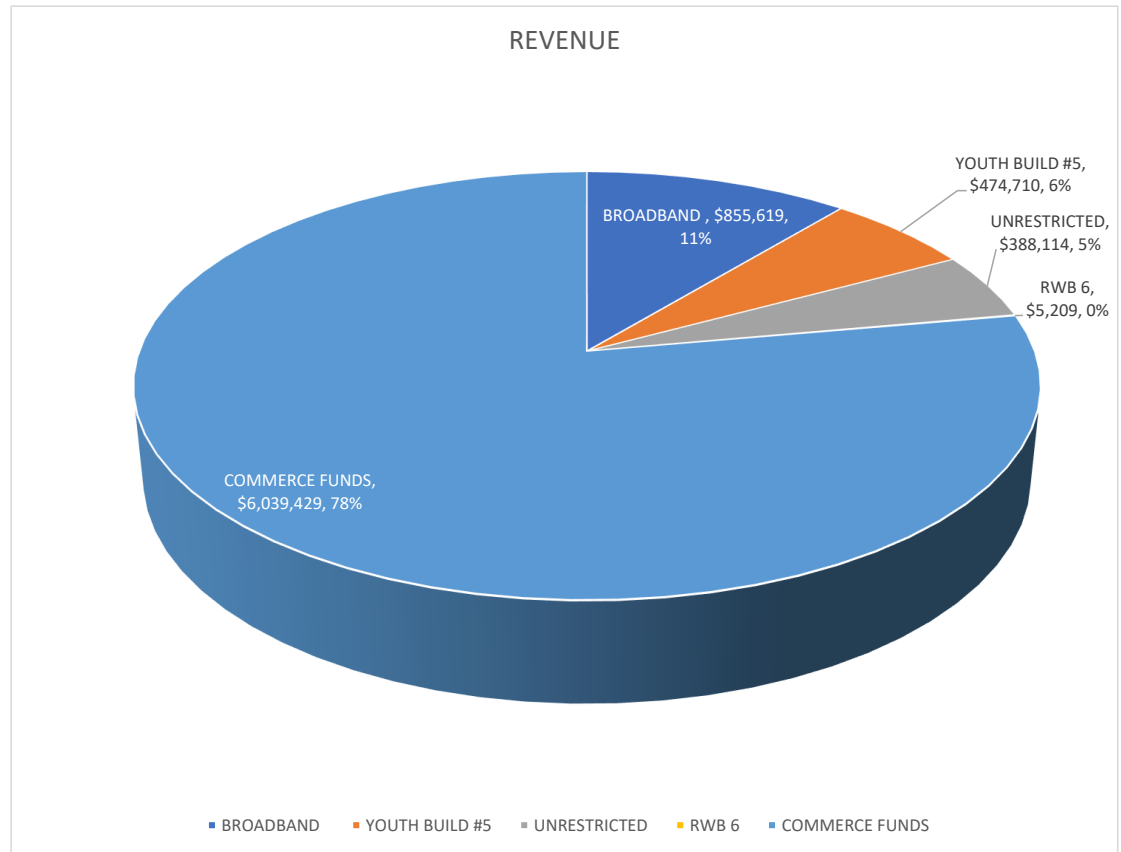
***COMMITTEE ACTION:***

***BOARD ACTION:***

## REVENUE RESOURCES

**\$7,763,081**

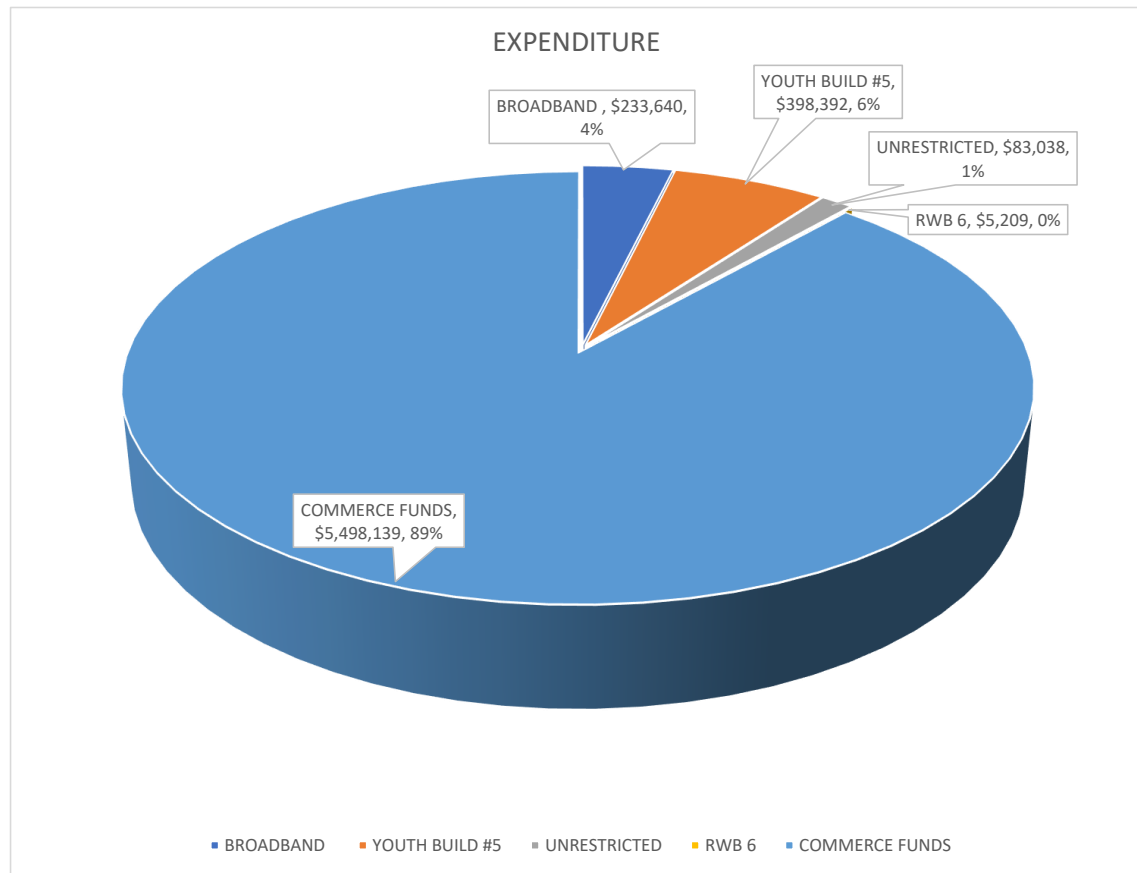
COMMERCE FUNDS	
ADULT	\$1,764,973
YOUTH	\$1,176,863
DISLOCATED WORKER	\$755,212
WAGNER PEYSER	\$282,347
WTP	\$1,506,476
SNAP	\$126,771
VETS	\$26,116
REA	\$99,600
OTHER	\$301,071
<b>TOTAL COMMERCE</b>	<b>\$6,039,429</b>



## BUDGET EXPENDITURES

**\$6,218,419**

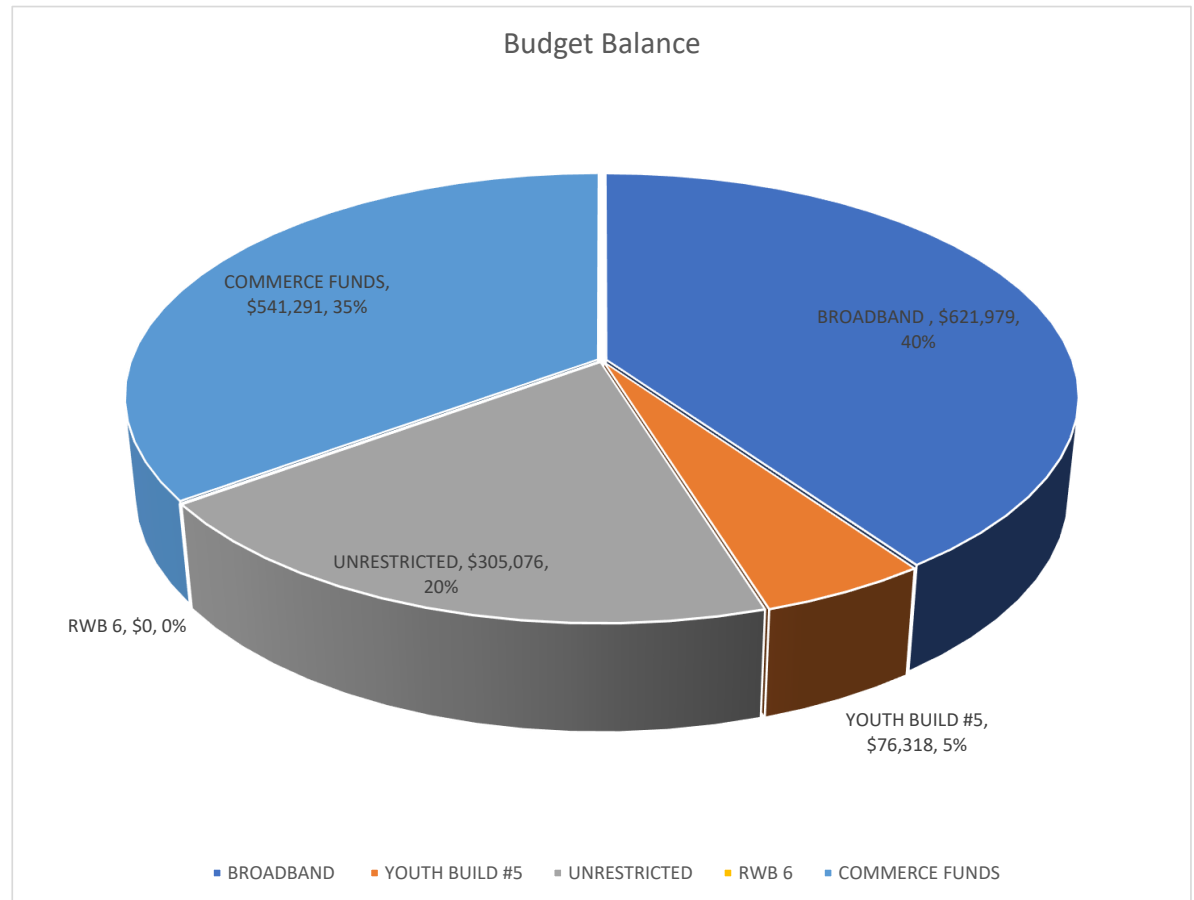
COMMERCE FUNDS EXPENDITURE	
ADULT	\$1,565,471
YOUTH	\$1,091,953
DISLOCATED WORKER	\$659,805
WAGNER PEYSER	\$136,007
WTP	\$1,499,167
SNAP	\$126,351
VETS	\$25,645
REA	\$98,735
OTHER	\$295,006
<b>TOTAL COMMERCE</b>	<b>\$5,498,139</b>



## BUDGET BALANCE

**\$1,544,664**

COMMERCE FUNDS BALANCE	
ADULT	\$199,502
YOUTH	\$84,910
DISLOCATED WORKER	\$95,407
WAGNER PEYSER	\$146,340
WTP	\$7,309
SNAP	\$420
VETS	\$471
REA	\$865
OTHER	\$6,065
<b>TOTAL COMMERCE</b>	<b>\$541,291</b>





## **RECORD OF ACTION/APPROVAL**

**Executive Committee  
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 provide 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:**

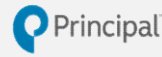
1. Our recommendation is that we contract with Florida Blue for the five (5) options listed below for program year 2026-2027. Current employee census per plan is provided to illustrate plan usage.
  - a) BlueCare 123 HSA –An HMO plan that experienced a rate **decrease** of 6% with a new premium rate 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 of \$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:**

### **BOARD ACTION:**

Carrier	Florida Blue Large Group	Florida Blue Large Group	Florida Blue Large Group	Florida Blue Large Group	Florida Blue Large Group
Plan Name	BlueCare 123 HSA Compatible with Rx Discount	BlueCare 78	BlueOptions 05302	BlueOptions 05906	BlueCare 60
Plan Type	HMO	HMO	PPO	PPO	HMO
Network Name	BlueCare	Florida Blue	BlueOptions	BlueOptions	Florida Blue
Deductible Type	Embedded	Embedded	Embedded	Embedded	Embedded
Ind. Deductible (In/Out)	\$5,000	\$500	\$5,000/\$10,000	\$5,000/\$10,000	\$500
Fam. Deductible (In/Out)	\$10,000	\$1,000	\$10,000/\$30,000	\$10,000/\$20,000	\$1,000
Coins - Carrier (In)	90%	50%	70%	80%	90%
Ind. OOP Max (In/Out)	\$6,850	\$8,700	\$6,350/\$20,000	\$7,900/\$20,000	\$3,500
Fam. OOP Max (In/Out)	\$13,100	\$17,400	\$12,700/\$40,000	\$15,800/\$40,000	\$7,000
PCP Copay (In)	Value Choice Provider: ded/S: ded+10%/Virtual: ded+10%	Value Choice: \$0 / PCP: \$35 / Virtual: \$0	\$0 (Value Choice Provider)/\$30 (Primary Care)/\$0 (Virtual Visit)	\$0 (Value Choice Provider)/\$10 (Primary Care)/\$0 (Virtual Visit)	\$0 / \$25 / \$0
Specialist Copay (In)	Value Choice Specialist: ded/S: ded+10%/Virtual: ded+10%	Value Choice Spec: \$20 / Spec: \$85 / Virtual: \$85	\$20 (Value Choice Specialist)/\$55 (Specialist)/\$55 (Virtual Visit)	\$20 (Value Choice Specialist)/\$100 (Specialist)/\$100 (Virtual Visit)	\$20 / \$45 / \$45
Telehealth (In)	ded+10%	PCP: \$0 / Specialist: \$85	\$0 (Primary)/\$55 (Specialist)	\$0 (Primary)/\$100	\$0 / \$45
Lab and X-Ray (In)	Labs: Deductible / X Ray Deductible	Labs: No Charge / X Ray \$85	Labs: No Charge / X Ray Deductible	Labs: No Charge / X Ray Deductible	Labs: No Charge / X Ray \$45
Advanced Imaging (In)	ded+10%	ded+50%	ded+30%	ded+20%	\$125 / \$80
Rx Drug Card (In)	<b>\$10 Generic Choices</b>	<b>\$10 Generic Choices</b>	<b>\$10 Generic Choices</b>	10/60/100/20%	10/60/100/20%
Urgent Care (In)	Value Choice Provider: ded/Urgent: ded+10%	Value Choice: \$0 (visits 1-2) / \$85 (remaining) / Urgent Care: \$85	\$0 (Value Choice Provider visits 1-2)/\$60 (after 2nd Value Choice or Urgent Care \$300 (Facility)/ded+30% (Physician)/\$300 (Facility)/ded+30%	\$0 (Value Choice Provider visits 1-2)/\$75 (after 2nd Value Choice or Urgent Care ded+20%/ \$250 (Facility)/ded+20%/ \$250 (Facility)	\$0 for Value Choice (first 2 visits) / \$45
ER (In/Out)	ded+10%/ded+10%	ded+50%/ded+50%	F: ded+30% / P: ded+30%	F: ded+20% / P: ded+20%	\$0 / \$100/\$0 / \$100
Inpatient Hosp. (In)	F: ded+10%/P: ded+10%	F: ded+50% / P: ded+50%	F: ded+30% / P: ded+30%	F: ded+20% / P: ded+20%	F: \$325 per day (\$1,625 max) in 30
Outpatient Surgery (In)	F: ded+10%/P: ded+10%	F: ded+50% / P: ASC: \$100 / Hospital: ded+50%	F: ded+30% / P: \$100 (ASC)/ded+30% (Hospital)	F: \$250 (ASC)/ded+20% (Hospital) / P: \$100	F: \$200/\$275 / P: \$45/\$0
Effective Market	01/01/26 - 12/31/26 51 - 150	01/01/26 - 12/31/26 51 - 150	01/01/26 - 12/31/26 51 - 150	01/01/26 - 12/31/26 51 - 150	01/01/26 - 12/31/26 51 - 150
Out-of-Network Benefits	See SBC	See SBC	See SBC	See SBC	See SBC
Tier	Enrolling				
EE	\$622.64	\$679.81	\$798.26	\$1,053.20	\$1,155.31
ES	\$1,419.63	\$1,549.94	\$1,820.03	\$2,401.29	\$2,634.10
EC	\$1,245.30	\$1,359.60	\$1,596.52	\$2,106.39	\$2,310.61
EF	\$2,042.28	\$2,229.75	\$2,618.29	\$3,454.49	\$3,789.40

# COST ANALYSIS



Renewal

Alternate

	Enrolled 65	
<b>Dental</b>		
Employee Only	\$ 37.15	\$ 31.77
Employee Spouse	\$ 78.89	\$ 67.45
Employee Children	\$ 94.67	\$ 80.95
Family	\$ 136.39	\$ 116.61
CSCLM Monthly Cost	\$ 2,414.75	\$ 2,065.05
Annual Cost	\$ 28,977.00	\$ 24,780.60
<b>Employer Paid Life-</b>		
Rate Per 1K	0.362	0.350
Monthly Cost	\$ 1,913.90	\$ 1,850.45
Annual Cost	\$ 22,966.80	\$ 22,205.40
<b>Employer Paid STD-</b>		
Rate Per \$10 of Benefit	0.357	0.300
Monthly Cost	\$ 1,459.13	\$ 1,226.16
Annual Cost	\$ 17,509.56	\$ 14,713.92
Annual Cost	\$ 69,453.36	\$ 61,699.92
	11.16% Decrease	

**\*\*Critical Illness and Accident will be voluntary, but will cost roughly 20% less than Colonial. Accident has a \$150 wellness benefit that will cover the entire employee only premium for the year.**



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee 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, 8:00 am 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 8:00 am-4:30 pm
- 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 FL Commerce 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:**

#### **BOARD ACTION:**



## **CareerSource CLM Schedule of Operations**

### **Program Year 2026-2027**

July 4<sup>th</sup> (Observed Friday, July 3rd)

Labor Day (Monday, September 7)

Veterans Day (Wednesday, November 11)

Thanksgiving Day (Thursday, November 26)

Friday after Thanksgiving (Friday, November 27)

Christmas Eve (Thursday, December 24)

Christmas Day (Friday, December 25)

New Year's Day (Thursday, January 1)

Martin Luther King Jr's Birthday (Monday, January 18)

Memorial Day (Monday, May 31)

Juneteenth (Observed Friday, June 19)



## ***Holidays***

**Faculty, Administrators, Professional, and Career Service employees currently enjoy the following paid holidays:**

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

**Your pay as a full-time employee is spread over these holidays.**



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee 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:***

***BOARD ACTION:***

# Request for Information: Self-Insurance Exploration

CareerSource Citrus Levy Marion (CLM) is evaluating strategies to more effectively manage employee healthcare costs. As part of this effort, CLM is exploring the feasibility of transitioning from its current fully insured health plan to a customized self-insured model. To support this assessment, CLM is seeking information from qualified consultants and providers with expertise in self-insurance program design, implementation, and administration.

The information gathered through this RFI will assist the CLM Board of Directors and management team in determining whether self-insurance is a viable option and, if so, in preparing a subsequent solicitation for professional services to support the transition.

## Scope of Requested Information

- **Self-Insurance Structure and Requirements**  
Explain the components, operational requirements, and governance considerations associated with establishing and maintaining a self-insured health plan for an organization of CLM's size.
- **Risk Mitigation Strategies**  
Provide information on risk-management approaches, including stop-loss coverage options, risk-pooling arrangements, and financial safeguards to ensure long-term plan stability.
- **Provider Network Continuity**  
Discuss strategies to maintain, to the greatest extent possible, the medical provider and facility networks currently utilized by CLM staff.
- **Third-Party Administrator (TPA) and Pharmacy Benefits Manager (PBM) Functions**  
Describe the roles, responsibilities, and selection considerations for TPAs and PBMs within a self-insured model, including claims processing, customer service, compliance, and cost-containment functions.
- **Data Requirements**  
Identify the data elements, historical claims information, and other documentation needed from CLM to conduct an accurate analysis and develop plan design recommendations.
- **Plan Design Options**  
Provide an overview of potential plan design structures, including benefit configurations, cost-sharing models, wellness incentives, and other customizable features available under a self-insured approach.

Sr. Management may ask to meet with respondents to further discuss the information provided to help us better develop a comprehensive Request for Proposals (RFP) to meet official procurement standards.

CLM anticipates scheduling at least two firms to present information regarding the movement from a traditional healthcare plan to one that is self-insured. Firms interested in assisting CLM by providing information should provide the following information to assist CLM in the selection process.

1. A brief history of the company and its principals.
2. A concise description of the firm's work with non-profits in developing self-insurance plans.
3. Information on the amount of time needed for the presentation;
4. Whether the firm would prefer an in-person venue for its presentation or plans to present via Zoom; and,
5. Copies of any printed materials developed by the company explaining or outlining self-insurance plans arranged by the firm(digital format preferred).

CLM anticipates scheduling information presentations during the latter part of July 2026 and the early part of August 2026.

CLM reserves the right to decide on whether or not to pursue a self-insurance program and assumes no responsibility or costs associated with this RFI and the presentations by the selected firms.



## **RECORD OF ACTION/APPROVAL**

**Executive Committee**  
**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:**

### **BOARD ACTION:**