

**CareerSource Heartland Board of Directors Meeting
April 17, 2019**

MINUTES

Prior to convening the meeting, David Royal, Chair, led the group in an invocation and the Pledge of Allegiance.

I. Call to order

- A. The meeting was called to order at 1:36 p.m. by David Royal, Chair of the Board of Directors.
- B. David Royal inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

David Royal, Chair of the Board of Directors, introduced himself and then called for introductions by board members and others, including those participating by phone. See end of minutes for all attendees.

III. Set/Amend Agenda

Before setting the agenda, David Royal announced a necessary addition under Section 5B to add discussion for the formulation of an ad hoc committee to oversee the appointment, or re-appointment, of officers for the seats of Board Chair and Chair-Elect. There were no objections and David Royal called for a motion to accept/approve the meeting agenda.

- A motion was made by Thomas Leitzel.
- Motion seconded by Stephanie Gonzales.
- Motion carried.

IV. Consent Items

David Royal inquired if there were any questions/corrections to any of the minutes presented. With none cited, David Royal called for a motion to accept the meeting minutes from the January 11, 2019 Finance and Operations Committee, the January 15, 2019 Business Enhancement Committee, the January 23, 2019 Joint Board and Executive Board, and the March 25, 2019 Youth Council meetings.

- A motion was made by Mary Dow to approve the minutes as presented.
- Motion was seconded by William Nielander.
- Motion carried.

V. Executive Board Chair Action

- A. David Royal presented a short biography for Debbie Meliti. Debbie Meliti's board membership approval will be voted on during the Executive Board Meeting scheduled for 4/18/19.
- B. David Royal announced that the terms for the offices of Board Chair and Chair-Elect will expire on 6/30/2019. Both officers are eligible to server an additional 2nd term but an ad hoc committee will be appointed to confirm the 2nd terms or consider other nominations. The ad hoc committee will be comprised of Board Chair, David Royal; Chair-Elect, William Nielander, Secretary/Treasurer, Lois Hilton; and fellow board members: Gary Ritter and Raymond Royce. No other Board members expressed interest in being appointed to this committee. Board members wishing to be considered for either Board Chair or Chair-Elect are to notify President/CEO, Donna Doubleday.

VI. Presentations

- A. Twice International LLC – Lou Melocchi, General Manager, presented an overview of a new industrial venture in Avon Park comprising 3 companies: Twice International, Plastirex, and Sunpure Holding. Their mission is to be the best eco-friendly plastic recycling facility in central Florida. Their vision is to extend the 30 years+ experience in recycling plastic in New York to the Northeast, Midwest, and West Coast. Their vision is to go

green. Their product line includes extruded plastic pellets, domestic and industrial garbage bags, recycled ag plastics to produce a variety of plastic films, and plastic covers for pallets and machinery. Lou Melocchi expressed appreciation for the partnership and services provided by CareerSource Heartland and Highlands County staff.

- B. Heartland Educational Consortium – Lisa Shin, Stem Coordinator, presented a PowerPoint overview of the consortium’s efforts in rural Florida to promote education in science, technology, engineering, and math. The Heartland Educational Consortium (HEC) is a regional, non-profit, educational service agency founded in 1996 to provide cooperative services to member districts in central, rural Florida. From their office in Lake Placid, the HEC provides a variety of educational services to the 6 surrounding member school districts of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee.

VII. Committee Reports/Actions

A. Youth Council: Gary Ritter, Chair

Gary Ritter began explaining that quorum for the 3/25/2019 Youth Council meeting was not achieved. However, members of the Youth Council present agreed with the continuation of South Florida State College’s (SFSC) Youth Workforce Services contract for 2019-20 with a notable change that there be 2 contracts for in-school and out-of-school youth respectively. The 1st contract, for in-school youth, is for an initial amount of \$100,000 with the ability to increase as needed to an amount not to exceed \$184,200. The 2nd contract, for out-of-school youth, is for an initial contract amount of \$400,000 with the ability to increase as needed to an amount not to exceed \$561,800. Gary Ritter explained that he was very impressed with the presentation from SFSC and felt they have done an excellent job running the program over the past year with a very high success rate while recognizing Indian River State College’s participation as a contributor to that success.

Actions Item: Approval of recommendation to contact with SFSC for the provision of Youth Services for PY 2019-20, allowing the CSH President/CEO to negotiate 2 contracts not to exceed the amounts indicated above.

- A motion was made by Gary Ritter to approve.
- Motion seconded by Kevin Cundiff.
- Motion carried.

Thomas Leitzel abstained from voting and signed a conflict of interest form due to his employment with SFSC.

B. Finance & Operations Committee: Lois Hilton, Chair

Michele Hilton reported that the Finance & Operations Committee met on 4/10/2019 to discuss the action items.

1. Action Item: Selection of Firm to Perform Auditing Services

Referring to the Action Item in the agenda packet, Donna Doubleday explained that a waiver to allow Clifton Larson Allen to perform auditing services for CSH was requested from CSF due to DEO’s auditor retention policy combined with the historical difficulty receiving proposals from firms familiar with auditing entities like CSH. CSF approved the requested waiver for 1 year. With this waiver, CSH would be able to utilize Clifton Larson Allen for another year but would then need to release a Request for Proposal come Fall.

A Request for Proposal for auditing services was released this past January. Out of the 4 responses received, Clifton Larson Allen was ranked first by all 3 proposal raters.

The F&O Committee unanimously voted to recommend Clifton Larson Allen as the firm to perform this year’s audit.

- A motion was made by Lois Hilton to approve contracting with Clifton Larson Allen for this year’s audit with the understanding that a new Request for Proposal will be made in the Fall.
- Motion seconded by Mary Dow.
- Motion carried.

2. Action Item: Negotiate Lease for CSH Highlands Center

Referring to the Action Item in the agenda packet, Donna Doubleday explained that, built into CSH's current lease with C M Payne & Son is an annual 2% or CPI increase. This is problematic because it results in the appearance of a negative fund balance due to the way CSH must accrue and report the increases. The appearance of a negative fund balance makes working with insurance providers difficult.

Of additional concern is the current cost per square foot. CSH is currently paying \$15.23/sq.ft. with an upcoming September increase to \$15.54/sq.ft. However, a preliminary review of the square foot costs for commercial rentals in Sebring revealed an average cost between \$11-\$13/sq.ft.

Lastly, the current lease, set to expire 9/16/2020, was initially negotiated for a 10-year period. The concern is that such a length of time does not consider changes to the economy.

The action requested is to approve the recommendation to maintain the current occupancy of CSH at 5901 US Hwy 27 S, Ste 1 in Sebring and allow the President/CEO to negotiate a renewal lease for the current location for a 3 to 5-year term, with the possibility of longer if the 2% or CPI increases are removed.

The F&O Committee unanimously voted to approve the recommendation to maintain the current occupancy of CSH at 5901 US Hwy 27 S, Ste 1 in Sebring and allow the President/CEO to negotiate a renewal lease for the current location for a 3 to 5-year term, with the possibility of longer if the 2% or CPI increases are removed.

- A motion was made by Gary Ritter to approve this action item.
- Motion seconded by Mary Dow.
- Motion carried.

3. Action Item: Contract with Sunshine Staffing

Referring to the Action Item in the agenda packet, Donna Doubleday explained that the Sunshine Staffing contract to serve as Employer of Record for WIOA job seekers enrolled in Work Experience training is currently in year 1 of 3. The initial contract amount for this current year is not to exceed \$150,000 issued in \$25,000 increments.

CSH has been successful in the implementation of the Work Experience initiative and intends to carry the program forward into 2019-20.

The F&O Committee unanimously voted to approve the renewal of the Sunshine Staffing Employer of Record Work Experience Training contract for year 2 of 3 in an amount not to exceed \$150,000 and obligated in increments of \$25,000 based upon program needs.

- A motion was made by Mary Dow to approve this action item.
- Motion seconded by Kevin Cundiff.
- Motion carried.

Yessenia Irizarry abstained from voting and signed a conflict of interest form due to her employment with Sunshine Staffing.

4. Action Item: Addition to CSH Procurement Policy

Referring to the Action Item in the agenda packet, Donna Doubleday explained that CSH's current procurement policy and Uniform Guidance allow for purchases based upon procurement by another unit of local government or public entity established by law. Such purchases do not require further procurement actions since these bodies are subject to the same, or similar, procurement requirements as CSH.

However, CareerSource Florida, operating as a nonprofit board, is not included under the current procurement policy.

The F&O Committee unanimously voted to approve the entity identified as the State Policy and Investment Board for Florida's workforce services (currently CareerSource Florida) to be included among the organizations listed in the current policy.

- A motion was made by Bill Lambert to approve this action item.
- Motion seconded by Mary Dow.
- Motion carried.

C. Vision Mission Review Committee: David Royal, Chair

David Royal began by commending Michele Heston, the Vision Mission Review Committee Facilitator, on her efforts to ensure the participation of all members of the review committee, as well as the efforts of individual committee members.

David Royal then read aloud the current Vision and Mission statements followed by the proposed statements below.

Proposed Vision Statement:

CareerSource Heartland: The innovative leader in identifying and developing a skilled talent force in our community!

Proposed Mission Statement:

Careers begin and grow with the heart of hope. CareerSource Heartland connects employers with skilled talent to promote and enhance career development opportunities to achieve economic prosperity in our community!

After a period of further discussion, the proposed statements were revised as follows.

Final Vision Statement:

CareerSource Heartland will become an innovative leader in identifying and developing a skilled talent force in our community.

Final Mission Statement:

CareerSource Heartland connects employers with skilled talent to promote and enhance career development opportunities to achieve economic prosperity in our community.

- Motion was made by Thomas Leitzel to approve the final version of the Vision Statement above.
- Motion was seconded by Mary Dow.
- Motion carried unanimously.

- Motion was made by Benjamin Dunn to approve the final version of the Mission Statement above.
- Motion was seconded by Gary Ritter.
- Motion carried unanimously.

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

Referring to the report, Donna Doubleday specifically commented on the following items:

1. Sector Strategy Initiatives are gaining momentum despite cancellations resulting in the decision to reschedule the 2/21/2019 meeting. This meeting has been rescheduled for 5/8/2019. Those who cancelled for 2/21/2019 have committed to the 5/8/2019 meeting.
2. If the action to confirm Advent Health representative, Debbie Meliti, as a Board member is approved, there will be no Board vacancies.
3. The value-added workshops for businesses provided by the Wells Fargo TIPS grant have undergone a modification resulting from the cancellation of one of the workshops conducted by SFSC due to low enrollment. In response, SFSC has offered Cyber Security, Customer Service, and Microsoft Excel as additional workshops at no additional cost. IRSC’s workshops have been completed.

4. The 2nd required reconciliation of the Infrastructure Cost Sharing Agreement covering July through December are almost complete.
5. Still waiting for the final report on the DEO Programmatic and One Stop Monitoring that occurred in December.
6. We received approval of our grant application for the Soft Skills program with South Florida State College (SFSC) and now have a signed contract with SFSC. Concerning the soft skills curricula purchased for three area school districts, DeSoto County is up and running. Feedback is good. The adults taking that curriculum are really enjoying it. The high school students have not yet decided how it impacts them.
7. The Pharmacy Tech Apprenticeship through CVS is awaiting DOE approval.
8. Proposed changes to the Demand Occupations list have been sent out. Responses are due back by 4/25/2019.
9. The Ready-to-Work Curriculum is back with an added Soft Skills component and credential. CSH looks forward to establishing an agreement with Ready-to-Work to, again, be an assessment provider.
10. The CareerSource Florida Communications Grant is assisting us this year with website development and the production of 2 videos, manufacturing and healthcare, to assist with marketing for those 2 industries. More updates on the website to follow.

IX. Time for Board Members/Other

- A. Economic Development updates were reported on by Bill Lambert for Hardee County, Meghan DiGiacomo for Highlands County, and Gary Ritter for Okeechobee County.
- B. Other items of interest by/for Board Members
In Lenora White's absence, David Royal read an update on DeSoto and Hardee One-Stop Center activities. Shannon Kuen presented an update on Highlands County One-Stop Center activities.

VIII. Next Board Meeting

David Royal thanked members for their commitment and announced the next board meeting will be held on June 19, 2019 at CSH office in Sebring.

IX. Adjourn

As there were no other matters brought before the Board of Directors and/or the Executive Board, the meeting was adjourned at 3:34 p.m.

Board members present/participating: David Royal-Chair, Bill Nielander-Chair Elect, Lois Hilton-Secretary/Treasurer, Russell Brown, Adrian Cline, Kevin Cundiff, Mary Dow, Benjamin Dunn, Joshua Exendine, Stefanie Gonzalez del Real, Vanessa Hernandez, Yessenia Irizarry, Bill Lambert, Thomas Leitzel, Gary Ritter, Donald Samuels, Sherry Sapp, Sandy Swanson, Amanda Wilson

Board members absent: Mary Kay Burns, Dan Graham, Wayne Olson, Raymond Royce

Executive Board members present/participating:

CareerSource Heartland staff present: Donna Doubleday, Ann Martin, Sheryl Elliott, Zachary Johns, Keith Hayden, Brian Mercurio, Shannon Kuen, Kimberly Asselin

Public attendance: Sidney Valentine, Lou Melocchi, Lisa Shin, Erik Christensen, Kamille Manalo, Donna Garcia, Julie Fowler, Meghan DiGiacomo, Freida Houston