

**CareerSource Heartland Executive Board Meeting
April 18, 2019**

MINUTES

I. Call to order

- A. The meeting was called to order at 1:34 p.m. by Commissioner Thompson, Executive Board Chair.
- B. Commissioner Thompson inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

Commissioner Thompson, Executive Board Chair, introduced himself as did the other members of the Executive Board present. CSH staff present also introduced themselves. See end of minutes for all attendees.

III. Set/Amend Agenda

There were no changes. Commissioner Thompson called for a motion to accept/approve the meeting agenda.

- A motion was made by Commissioner Hill.
- Motion seconded by Commissioner Owens.
- Motion carried.

IV. Consent Items

Commissioner Thompson made it known that the below listed minutes contained within the Board Meeting Packet needed approval. Commissioner Thompson inquired if there were any questions/corrections to any of the minutes presented. With none cited, Commissioner Thompson 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 Commissioner Owens to approve the minutes as presented.
- Motion was seconded by Commissioner Hill.
- Motion carried.

V. Executive Board Chair Action

A. Action Item: Potential Board Member – Debbie Meliti – AdventHealth

Commissioner Thompson read aloud a short biography for prospective Board member Debbie Meliti. Commissioner Thompson asked if there were any questions regarding Debbie Meliti; there were none.

- A motion was made by Commissioner Hill to approve Debbie Meliti's appointment to the CSH Board.
- Motion was seconded by Commissioner Owens.
- Motion carried.

VI. Committee Reports/Actions Action Items Requiring LEO Approval

A. Youth Council: Gary Ritter, Chair

Referring to the Action Item in the agenda packet, Donna Doubleday explained that the Youth Council met to review proposals received for WIOA Youth Services Provider PY 19-20. South Florida State College (SFSC) was the only organization to submit a proposal. Donna Doubleday explained that the proposal received was excellent. The Youth Council reviewed SFSC's performance to date and found SFSC to be meeting most, or exceeding most, of their required performance measures. No issues are anticipated that would prevent SFSC from meeting all their performance measures by the end of the program year.

The Youth Council by Consensus, and the Board by vote, approved 2 contracts, one for In-School youth and the other for Out-of-School youth. Historically, In and Out-of-School youth were combined in the same contract. However, for better accounting, the recommendation was made to separate In and Out-of-School youth into 2 distinct contracts in the amounts below.

- **In-school Youth** - Initial contract amount of one hundred thousand dollars (\$100,000), with the ability to increase as needed to the amount not to exceed one hundred eighty-four thousand two hundred dollars (\$184,200).
- **Out-of-school Youth** - Initial contract amount of four hundred thousand dollars (\$400,000), with the ability to increase as needed to the amount not to exceed five- hundred sixty-one thousand eight hundred dollars (\$561,800).

Action Item: Consider recommendation to contract with SFSC for the provision of Youth Services for PY 2019-2020, allowing the CSH President/CEO to negotiate two contracts not to exceed the amounts indicated above.

- A motion was made by Commissioner Owens to approve contracting with SFSC for the provision of Youth Services for PY 2019-20, allowing the CSH President/CEO to negotiate 2 separate contracts for “In” and “Out-of-School” youth.
- Motion seconded by Commissioner Hill.
- Motion carried.

B. Finance & Operations Committee: Lois Hilton, Chair

Donna Doubleday reported that the Finance & Operations Committee met to discuss the action items listed below. Both the Finance & Operations Committee and Board voted unanimously to approve all 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 admit Clifton Larson Allen to perform auditing services for CSH was requested from CSF due to DEO’s auditor retention policy limiting auditors to 5 years. CSH has experienced past 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.

- A motion was made by Commissioner Hill 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 Commissioner Owens.
- 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.

- A motion was made by Commissioner Owens to approve the action item as presented above.
- Motion seconded by Commissioner Hill.
- 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 action requested is to approve 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 Commissioner Hill to approve the action item as presented above.
- Motion seconded by Commissioner Owens.
- Motion carried.

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 action requested is 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 Commissioner Owens to approve the action item as presented above.
- Motion seconded by Commissioner Hill.
- Motion carried.

C. Vision Mission Review Committee: David Royal, Chair

Donna Doubleday explained that the current Vision and Mission statements, established many years ago, were based on the Workforce Investment Act. However, the law has since changed necessitating the importance of realigning the Vision and Mission statements to reflect the present focus.

Donna Doubleday read aloud the below Vision and Mission statements approved by the Board.

Proposed Vision Statement:

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

Proposed Mission Statement:

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

The action requested is to approve the above Vision and Mission statements.

- A motion was made by Commissioner Hill to approve the action item as presented above.
- Motion seconded by Commissioner Owens.
- Motion carried.

VII. 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. With the action confirming Advent Health representative, Debbie Meliti, as a Board member, there are 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 is 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.

VIII. Next Board Meeting

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 Executive Board, the meeting was adjourned at 2:08 p.m.

Board members present/participating: N/A

Board members absent: N/A

Executive Board members present/participating: Commissioner Thompson-Executive Chair, Commissioner Hill, Commissioner Owens

Executive Board members absent: Commissioner Elwell

CareerSource Heartland staff present: Donna Doubleday, Brian Mercurio

Public attendance: