

**CareerSource Heartland Board of Directors Meeting**

Wednesday, January 22, 2020

**MINUTES**

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

**I. Call to order**

- A. The meeting was jointly called to order at 1:34 p.m. by David Royal, Chair of the Board of Directors and Commissioner Mike Thompson, Executive Board Chair.
- B. David Royal inquired if any requests for public comment had been made and was advised that none had.

**II. Introductions**

David Royal introduced himself and then called for introductions by board members and others, including those participating by phone. It was determined that quorum had been established. See end of minutes for all attendees.

**III. Set/Amend Agenda**

With no changes proposed, David Royal called for a motion to accept/approve the meeting agenda.

- A motion was made by board member, Raymond Royce, to approve the agenda as presented.
- Motion seconded by board member, Thomas Leitzel.
- Motion carried.
- LEO unanimously approved.

**IV. Consent Items**

David Royal inquired if there were any questions/corrections to any of the minutes presented. No corrections were noted. He called for a motion to accept the minutes from the October 9, 2019 Finance and Operations Committee and the October 23, 2019 Board of Directors meetings.

- A motion was made by board member, Lois Hilton, to approve the presented minutes.
- Motion was seconded by board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

**V. Executive Board/ Board of Directors Chair Actions****A. Executive Board: Commissioner Mike Thompson, Chair****Action Item(s):**

1. Potential Board Member – Lisa Thomas (MIDFLORIDA Credit Union)

Commissioner Mike Thompson presented the biography for Lisa Thomas. He asked if there were any questions regarding Ms. Thomas; there were none.

- A motion was made by executive board member, Commissioner Kelly Owens, to appoint Lisa Thomas to the board.
- Motion was seconded by executive board member, Commissioner Don Elwell.
- Motion carried
- Motion carried unanimously by LEO.

**B. Board of Directors: David Royal, Chair**

**Action Item(s):**

1. Board review of the *“Multi-Use Corridors of Economic Significance”*

The Multi-use Corridors of Regional Economic Significance (M-CORES) program is intended to revitalize rural communities, encourage job creation, and provide regional connectivity while leveraging technology, enhancing the quality of life and public safety, and protecting the environment and natural resources. Board Chair David Royal related staff’s request for direction and discussion concerning suggested workforce-related guiding principles for DOT consideration.

Discussion ensued, with some members promoting the project and others preferring not to commit until additional information is available. Concern was expressed that the funding mandate could potentially disrupt funding needed for other development projects.

To clarify, Ms. Doubleday (CSH President/CEO), explained her understanding that the goal of the current M-CORES taskforce is to develop guiding principles DOT will use to determine whether to build, and where to build. For now, CSH is being asked to contribute discussion toward the formulation of those principals. Counties, and other entities, will have the ability to endorse, or not endorse, at a future date.

In summary of the discussion, Ms. Doubleday verbalized the board’s wishes to maximize impacts to job creation and economic development in rural areas and to avoid or minimize impact to the funding of other DOT projects.

2. Workforce Services Contract – DeSoto Memorial Hospital

Referring to the Action Item, Board Chair David Royal, announced the request of DeSoto Memorial Hospital for a Workforce Services Contract for \$7,500 in work-based training funds for approximately 8 medical staff members to access various medical-related training opportunities between now and June 30<sup>th</sup>.

- A motion was made by board member, Raymond Royce, to approve the presented Workforce Services Contract with DeSoto Memorial Hospital in the amount of \$7,500.00 to provide training opportunities to approximately 8 medical staff members to access various medical-related training opportunities with a completion date of June 30, 2020.
- Motion was seconded by board member, Donald Samuels.
- Motion carried.
- LEO unanimously approved.

Lois Hilton abstained from voting and signed a conflict of interest form due to her employment with DeSoto Memorial Hospital.

**VI. Presentations**

A. Clifton Larson Allen – Julie Fowler, Signing Director

Referencing the audit handout, Ms. Fowler reviewed the highlights from the 2018-19 Single Independent Audit.

The audit was performed in accordance with government auditing standards. There were no significant estimates in the financial statements. During the performance of the audit, no difficulties or disagreements were encountered, no audit adjustments were proposed, no uncorrected misstatements were present, and no findings to report. The audit report documented no internal control deficiencies and no instances of noncompliance. A Management Representation Letter was signed to close out the audit.

There were no questions with the audit as presented.

B. Department of Economic Opportunity – Daniel Harper and Maureen Castaño

Mr. Harper presented an overview of Florida’s Workforce System and explained the roles and responsibilities of LEOs and the CSH Board of Directors as well as the primary indicators of WIOA program performance. In 2018, CSH exceeded all WIOA performance measures that were assessed.

The discussion of financial monitoring was presented by Maureen Castaño.

Mr. Harper concluded the presentation discussing apprenticeship programs.

## VII. Committee Reports/Actions

### A. Business Enhancement Committee: Raymond Royce, Chair

Raymond Royce reported that the Business Enhancement Committee met on 1/13/2020 to review/discuss the action items below.

1. **Action Item:** Review and approval of addition to the local Demand Occupations List

Referring to the Action Item in the board packet, Raymond Royce and Donna Doubleday explained our collaboration with CVS and request to add Pharmacy Technician to the local Demand Occupations List.

In March 2019, CSH partnered with CareerSource Research Coast and applied for, and received, a grant from CareerSource Florida to provide Pharmacy Technician training opportunities to CVS employees, through apprenticeships.

During the grant application, CSH staff verified CVS’s need for Pharmacy Technicians in their stores throughout our four-county area. Staff was not able to verify this demand in other pharmaceutical distribution centers.

To ensure CSH remains in compliance with the Workforce Innovation and Opportunity Act (WIOA) requirements for the provision of training, and to allow CSH to proceed with the provisions of the grant, staff requests the addition of Pharmacy Technician, specific only to the CVS Apprenticeship opportunities, to our local Demand Occupations List.

During discussion, David Royal requested more information why the addition of Pharmacy Tech was limited to CVS apprenticeships only. Ms. Doubleday explained that unlimited addition of Pharmacy Technician would require documentation of a minimum of 10 openings that could not be verified.

Reviewing the Demand Occupations List, Commissioner Owens had a further question if it was possible to differentiate between Firefighter, EMT, and Paramedic based upon the differences in need she has observed. Ms. Doubleday responded that it would be possible if the need could be documented. The documentation required would be at least 10 openings in our 4-county area with a minimum entry level wage of \$11.67. If that can be demonstrated, the matter can be brought before the Business Enhancement Committee and then back before the board.

- A motion was made by board member, Raymond Royce, to add Pharmacy Technician, specific only to the CVS Apprenticeship opportunities, to our local Demand Occupations List.
- Motion seconded by board member, William Nielander.
- Motion carried.
- LEO unanimously approved.

**2. Action Item: Approval of a new 4-year Local Plan**

Referring to the Action Item in the board packet, Donna Doubleday explained the WIOA requirement for LWDBs to develop a local plan for the delivery of a Workforce Development System within their area. The last full plan was done in April 2016. The current plan expires in June 2020 requiring the submission of a new 4-year plan.

The new proposed plan (provided to board members for their review) is a compilation of past board, committee and community meetings, guidance provided by the board, the actions of CSH, and the agreements in place with CSH partners.

The deadline for submission to the state is March 16, 2020.

The plan has been posted in local papers and the CSH website for public comment. If any public comment is received after board approval, those comments will be brought before the board at the April 22 meeting. The plan would then be updated accordingly and sent back to the state as a modification.

Of note, on page 72, there is a proposed change to the definition for youth eligibility. This proposed wording will be incorporated if the board approves the recommended action of the Youth Council, to be heard later today. If the wording change is not approved, the wording will revert to the originally approved definition.

**Original Wording:**

*Basic Skills Deficient in English, Language, or Math, as determined by [TABE \(Test of Adult Basic Education\)](#) scores at or below the 8th grade level in any one of these three areas.*

**Proposed Wording:**

*Basic Skills Deficient in English, Language, or Math, as determined by [a test of adult education \(e.g. TABE \[Test of Adult Basic Education\] or CASAS \[Comprehensive Adult Student Assessment Systems\]\)](#) scores at or below the 8th grade level in any one of these three areas.*

- A motion was made by board member, Raymond Royce, to approve the new 4-year local plan as presented to include the proposed definition for youth eligibility as outlined above if approved, or to revert to the original definition for youth eligibility if not approved.
- Motion seconded by board member, Thomas Leitzel.
- Motion carried.
- LEO unanimously approved.

**B. Finance & Operations Committee: Yessenia Irizarry, Chair**

Donna Doubleday reported that the Finance & Operations Committee met on 1/15/2020 to review/discuss the financial reports, President/CEO travel/credit card charges, various information items, and action items below.

The Financial reports were reviewed through November 2019. No concerns were expressed by the committee. It was noted that the ITA expenditure rate remains high due to the timing of several tuition payments. It is expected that this will normalize before end of June.

There were no credit card charges on behalf of the President/CEO. A review of travel expenses was added for enhanced board oversight and transparency. As presented in the board packet, 8 checks were issued totaling \$990.96 as of 7/1/2019. The CSH Secretary/Treasurer has reviewed the details of these expenses.

DEO has completed their programmatic and fiscal monitoring and final reports are expected soon. There were no known major programmatic findings and no fiscal concerns.

**Information Items:**

- The October 2019 THMP monitoring was reviewed. The THMP report is as presented. No concerns were noted.
- The completed 2018-19 Audit, as presented by Clifton Larson Allen, was filed on time.
- The 2018 Form 990 was completed and filed with the IRS. In November, prior to submittal, the 990 was emailed to board members for review.

**1. Action Item:** Review, and approval to submit to CSF, a request for extension to operate as a Direct Service Provider

Referring to the Action Item in the board packet, Donna Doubleday explained that the law allows LWDBs to act as Direct Service Providers of intake, assessment, and eligibility. CSH cannot provide training. With approval, CSH has served as a Direct Service Provider since 2008. The current approval expires June 30, 2020. CSH needs to either procure an outside provider or submit an application to continue as a Direct Service Provider of workforce services.

Ms. Doubleday recounted past issues with procured service providers including poor employee morale, funding issues, and the lack of follow-through on unfunded mandates. Acting as a direct services provider, CSH has been able to streamline service delivery and save money by eliminating the administrative costs paid to an outside provider.

CSH Staff respectfully requests board review/approval of committee recommendation to submit to CareerSource Florida a request for extension to continue to operate as a Direct Service Provider.

- A motion was made by board member, Mary Dow, to approve application to continue to operate as a Direct Service Provider of authorized workforce services.
- Motion seconded by board member, Raymond Royce.
- Motion carried.
- LEO unanimously approved.

**2. Action Item:** Review and approval to dispose of/donate electronic equipment that is outmoded, unusable, or not worthy of upgrade

Referring to the Action Item in the board packet, Donna Doubleday explained that CSH has been replacing outdated computer equipment that no longer fulfills our needs. Although insufficient for our purposes, the condition of some of this equipment is such that it may still be utilized. For items that are usable, CSH is required to donate those to any nonprofit entity that may be interested.

CSH Staff respectfully requests board review/approval of committee recommendation to dispose of items having condition ratings indicated as “bad/poor”, approval to donate items to non-profit entities having condition ratings indicated as “fair/good”, and approval to dispose of any remaining items (regardless of indicated condition rating) which have not been requested by a non-profit entity by February 14, 2020.

- A motion was made by board member, Mary Dow, to approve.
- Motion seconded by board member, Thomas Leitzel.
- Motion carried.
- LEO unanimously approved.

**C. Youth Council: Gary, Ritter, Chair**

Donna Doubleday reported that the Youth Council met on 1/15/2020 to review/discuss the action items below.

- 1. Action Item:** Referring to the action item in the agenda packet, Donna Doubleday explained that, as part of eligibility for WIOA Youth Services, the workforce board is required to explain how they define eligibility for “a youth who is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.”

In 2016, the below definition was approved.

Original Wording:

*Basic Skills Deficient in English, Language, or Math, as determined by [TABE \(Test of Adult Basic Education\)](#) scores at or below the 8th grade level in any one of these three areas.*

Since the implementation of this wording, the TABE test has been updated. Changes to the TABE have made it longer, more difficult to administer, and have altered interpretations that affect the identification of grade-level scores. Additionally, some CSH partners have begun using other tools, such as CASAS, in place of the TABE.

For these reasons, new wording has been proposed to redefine acceptable evaluation criteria to determine program eligibility.

Proposed Wording:

*Basic Skills Deficient in English, Language, or Math, as determined by [a test of adult education \(e.g. TABE \[Test of Adult Basic Education\] or CASAS \[Comprehensive Adult Student Assessment Systems\]\)](#) scores at or below the 8th grade level in any one of these three areas.*

During discussion, Commissioner Elwell questioned if the proposed wording should say, “state approved test of adult education.” In response, Dr. Leitzel (board member) expressed his feeling that the statement is more national in scope and is appropriate to read, “a test of adult education”, as proposed. All agreed.

- A motion was made by board member, Thomas Leitzel, to approve the proposed youth eligibility definition change as presented.
- Motion seconded by board member, Mary Dow
- Motion carried.
- LEO unanimously approved.

**VIII. Executive Reports**

**A. President/CEO Report: Donna Doubleday**

Donna Doubleday specifically commented on the items in her report as presented in the packet.

**B. Programs Report:**

As presented in the packet, no items of note, no questions were asked.

**C. Finance Report:**

As presented, but of note, as of August 31, the ITA Expenditure Rate was approximately 62% above the required percentage. This is a timing issue. This percentage will naturally decrease throughout the year.

**IX. Time for Board Members/Other**

- A. Economic Development updates were reported on by Tara Poulton for DeSoto County, Commissioner Thompson for Hardee County, Meghan DiGiacomo for Highlands County, and Commissioner Owens for Okeechobee County.
- B. Other items of interest by/for board members
  - Branch Managers Shannon Kuen, Kimberly Asselin, and Regional Branch Manager Lenora White presented updates for the Highlands, Okeechobee, and DeSoto/Hardee One-Stop Centers respectively.

**VIII. Next Board Meeting**

Board Chair David Royal announced the next board meeting will be held on April 22, 2020 at the CSH office in Sebring.

**IX. Adjourn**

As there were no other matters to bring before the board of directors and/or the executive board, the meeting was adjourned at 3:07 p.m.

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**Board members present/participating:** David Royal – Chair, William Nielander – Chair Elect, Russell Brown, Mary Kay Burns, Kevin Cundiff, Elizabeth Densmore, Mary Dow, Marivel Garza, Lois Hilton, Thomas Leitzel, Wayne Olson, Tara Poulton, Raymond Royce, Donald Samuels, Sherry Sapp, Lisa Thomas, Amanda Wilson

**Board members absent:** Yessenia Irizarry – Secretary/Treasurer, Joshua Exendine, Stephanie Gonzales, Brenda Longshore, Gary Ritter, Megan Smith, Sandy Swanson

**Executive board members present/participating:** Commissioner Thompson, Commissioner Owens, Commissioner Elwell, Commissioner Hill

**CareerSource Heartland staff present/participating:** Donna Doubleday, Ann Martin, Sheryl Elliott, Keith Haydon, Caleb Henderson, Brian Mercurio

**Public attendance:** Maureen Castaño – DEO, Daniel Harper – Deo, Julie Fowler – CLA, Vicky Pate