

**CareerSource Heartland Board of Directors Meeting
Wednesday, June 17, 2020**

MINUTES

Technical difficulties delayed convening the meeting. In the interest of time, the invocation and the Pledge of Allegiance did not occur.

I. Call to order

- A. The meeting was jointly called to order at 2:08 p.m. by David Royal, Chair of the Board of Directors and Commissioner Mike Thompson, Chair of the Executive Board.
- 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 roll was called to identify board members and others 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 Megan Smith to approve the agenda as presented.
- Motion seconded by board member Tom Leitzel.
- Motion carried.
- LEO 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 April 13, 2020 Youth Council, April 20, 2020 Finance and Operations Committee, and April 22, 2020 Joint Board meetings.

- A motion was made by board member Gary Ritter to approve the presented minutes.
- Motion was seconded by board member Sherry Sapp.
- Motion carried.
- LEO approved.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Mike Thompson, Chair

Action Item(s):

None

B. Board of Directors: David Royal, Chair

1. Certificates of appreciation for departing Board members will be mailed.
2. **Action Item:** Review and approval of FY 2020-2021 CSH Holiday and Office Closures
Referring to the Action Item, Board Chair David Royal presented the proposed Holiday and Office Closure Schedule for Fiscal Year (FY) 2020-2021.
 - A motion was made by board member Bill Nielander to approve the FY 2020-2021 Holiday and Office Closure Schedule as presented.
 - Motion was seconded by board member Sherry Sapp.
 - Motion carried.
 - LEO approved.

VI. PRESENTATIONS

- A. Cindy Roberts – CareerSource Heartland Customer
Cindy Roberts discussed her positive experiences with CareerSource Heartland and thanked the Board for making these services available.
- B. Keith Hayden, Director of IT – CareerSource Heartland
Keith Hayden provided a brief overview of the new CSH website being developed by Moore Communications through a grant from CareerSource Florida (CSF). Accessibility and the accessibility button were discussed. Commissioner Elwell asked about Search Engine Optimization (SEO) and was advised that it was understood that is part of the project, and that our current website ranked high when reviewed for accessibility and SEO.

VII. COMMITTEE REPORTS/ACTIONS

A. Business Enhancement Committee: Raymond Royce, Chair

Committee Chair Raymond Royce reported that the Business Enhancement Committee met on 6/9/2020 to review/discuss the action item below.

1. **Action Item:** Review and approval of the PY 2020-2021 Demand Occupations List
Referring to the action item in the agenda packet, Committee Chair Raymond Royce informed the Board that, after discussion, the Business Enhancement Committee voted unanimously to approve the PY 2020-2021 Demand Occupations List as presented with the addition of the occupations requested.
 - A motion was made by board member Raymond Royce to approve the PY 2020-2021 Demand Occupations list as presented with the inclusion of Automotive Body and Related Repairers, Automotive Service Technicians and Mechanics, Correctional Officers and Jailers, Electrical Power-Line Installers and Repairers, Electro-Mechanical Technicians, Emergency Medical Technicians and Paramedics, Machinists, Nursing Assistants, Police, Fire, and Ambulance Dispatchers and, specific only to the CVS Apprenticeship Grant, Pharmacy Technician.
 - Motion seconded by board member Sherry Sapp.
 - Motion carried.
 - LEO approved.

B. Finance & Operations Committee: Yessenia Irizarry, Chair

Committee Chair Yessenia Irizarry reported that the Finance & Operations Committee met on 6/15/2020 to review/discuss the financial reports, President/CEO travel/credit card charges, various information items, and two action items.

The financial reports indicting expenditures through April 2020 were reviewed. No concerns were expressed by the committee. The committee reviewed the President/CEO's credit card and travel check expenses. Her credit card had no charges. Her travel expenses from April 1 through June 15, 2020 consisted of 1 check totaling \$24.92.

She reported the following information items:

- CSH's approval to serve as One-Stop Operator expires on June 30, 2021. To allow enough time for proper procurement and board action, CSH will be releasing a Request for Proposals for One-Stop Operator Services.
- CSH received \$38,724 for meeting/exceeding 2019-20 performance measures, and \$12,500 from CSF for personal protective equipment, supplies, and needs related to COVID-19.
- The lease for the Highlands facility has been signed and becomes effective July 1.
- The Auditing Services contract and engagement letter have been signed with James Moore & Co.
- The agreement with Ward Damon, Attorneys at Law has been established.

The providers for auditing and legal services were approved at the April 2020 Board meeting.

1. Action Item: FY 2020-2021 Budget Review

Referring to the Action Item in the Board packet, Committee Chair Jessy Irizarry reported:

- The proposed budget reflects a 2.5% cost of living increase for all CSH employees who have been with the company for one year or longer, and including the Chief Financial Officer, the Chief Programs Officer, the Director of Information Technology, and the Chief Executive Officer.
- The budget adds one Business Representative position to strengthen outreach to all area businesses, particularly in the wake of Covid-19.
- CSH's Center Branch Manager in Okeechobee unexpectedly resigned from her position. After review of that position's responsibilities compared to the same position in Highlands, the recommendation was made to downgrade that position from Center Branch Manager to Center Branch Coordinator to provide a more equitable solution for the organization.
- Since there was no pay grade level for a Center Branch Coordinator on the Salary Range matrix that had been previously approved by the Board, staff recommended revising the matrix to add a level, which is shown as level 4 on the draft matrix. The wage was determined at mid-salary between pay grade levels 3 and 5. No other changes were made to the matrix.
- A review of the Budget's Recurring and Non-recurring Revenues indicates that the organization can meet the proposed budget with Recurring Revenues.
- The net increase in the FY 2020-21 total operational budget is approximately \$12,500. The increase in personnel costs is mitigated by several cost reduction actions that have occurred, the greatest being the \$32,000 reduction in rent for the Highlands facility. Preliminary allocations suggest a \$59,000 increase in WIOA funds and \$235,000 increase in TANF.

She added that after discussion, the committee voted unanimously to approve the budget as proposed inclusive of all items presented.

- A motion was made by board member, Yessenia Irizarry, to approve the budget as presented to include the 2.5 % cost of living increase, the addition of the Business Representative position, and the change to the Okeechobee leadership position with the addition of the pay grade level to the matrix, as indicated.
- Motion seconded by board member Megan Smith.
- Motion carried.
- LEO approved.

2. Action Item: Annual Performance Incentive Plan Update

Referring to the Action Item in the Board packet, Yessenia Irizarry explained that prior to 2008, this Board approved an Annual Performance Incentive Plan to reward workforce staff efforts for meeting annual goals and for the organization's accomplishments. Sometime between 2008 and 2009, the Board approved a method for approving and determining an amount for the President/CEO's incentive award. The process has been followed since that time, but the Plan was not updated to include those details. To ensure full transparency and accountability, the committee voted unanimously to add the proposed verbiage as presented to the plan.

- A motion was made by board member, Yessenia Irizarry, to add the proposed verbiage to the Annual Performance Incentive Plan. ("Obtain Board Chair's approval for the President/CEO's incentive, based upon the same methodology below. Evaluation percentage for the President/CEO will be equal to the percentage determined for highest rated employee within the organization.")
- Motion seconded by board member Sherry Sapp.
- Motion carried.
- LEO approved.

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

The report is as presented in the packet with additional items commented on by Ms. Doubleday below.

- CSH has been functioning under a grantee/subgrantee agreement with DEO since 2012. DEO has presented an updated agreement that imposes increased administrative workload requirements, as well as Level 2 Background Screenings for LWDB employees who are filling positions of Special Trust. Concerns were discussed.
- Information not included in the written report:
 - i) CSF approved the proposed WIOA Youth contracts with South Florida State College. CSH is awaiting budget details for contract finalization.
 - ii) Contracts with Sunshine Staffing to serve as employer of record for the National Dislocated Worker Grant and WIOA Work Experience were approved by CSF and have been executed.
 - iii) CSH is discussing contracts with Early Learning Coalitions to fund childcare costs for WIOA eligible individuals enrolled in training, to enhance training opportunities for individuals whose employment was impacted by covid-19.

B. Programs Report:

The report is as presented in the packet; no items of note; no questions were asked.

C. Finance Report:

The Financial reports through April 2020 are as presented. No concerns were expressed by the Board.

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 Megan Smith for Okeechobee County.

B. Other items of interest by/for board members

- Regional Branch Manager Lenora White presented updates for the Highlands, Okeechobee, and DeSoto/Hardee One-Stop Centers respectively.

VI. Next Board Meeting

Board Chair David Royal announced the next board meeting will be held on October 28, 2020 at the CSH office in Sebring. He reminded members to complete Form 1 and indicated that the 2021 Board Meeting calendar was included in today's packet.

VII. Adjourn

As there were no other matters to bring before the board of directors and/or the executive board, the meeting was adjourned at 3:14 p.m.

Board members present/participating: David Royal – Chair, William Nielander – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, Elizabeth Densmore, Marivel Garza, Lois Hilton, Thomas Leitzel, Wayne Olson, Tara Poulton, Gary Ritter, Raymond Royce, Sherry Sapp, Megan Smith, Lisa Thomas, Amanda Wilson

Board members absent: Russell Brown, Mary Kay Burns, Kevin Cundiff, Mary Dow, Joshua Exendine, Stephanie Gonzales, Brenda Longshore, Donald Samuels, 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 Hayden, Caleb Henderson, Lenora White

Public attendance: Jeff King, Cindy Roberts