

**Business Enhancement Committee Meeting**  
**Wednesday, October 7, 2020 – 10:00 a.m.**  
**MINUTES**

**I. Call to order**

The meeting was called to order at 10:07 a.m. by Raymond Royce, Committee Chair. Mr. Royce inquired if any Requests for Public Comment had been made and was advised that none had been received.

**II. Introductions**

Roll was called to identify and confirm committee members participating. Staff and others present were identified (see end of meeting minutes for attendees). It was determined that quorum was not established. The meeting proceeded by consensus.

**III. Topic**

**Action Items:**

**A. Request to Exempt Approved Training Providers from Board Contracting Conflict of Interest Policy**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that CareerSource Florida (CSF) adopted procedures for approving contracts with a potential conflict of interest. CareerSource Heartland's (CSH) own Conflict of Interest Policy follows CSF guidelines and requires quorum with a two-thirds majority vote of board members present to approve proposed actions.

Wording from CSF's policy states:

*At a board's discretion, the following may be exempt from the policy:*

- 1) *Contracts with an "agency" as defined in section 112.312(2), Florida Statutes;*  
*"Agency" means any state, regional, county, local, or municipal government entity of this state, whether executive, judicial, or legislative; any department, division, bureau, commission, authority, or political subdivision of this state therein; any public school, community college, or state university; or any special district as defined in s. 189.012.*
- 2) *Contracts relating to a board member's appointment to the board under section 101(a)(2), Public Law 113-128, Workforce Innovation and Opportunity Act (2014);*
- 3) *Contracts with a board member receiving a grant for workforce services; or*
- 4) *Contracts not exempt but in which the board documents exceptional circumstances – all of which is stated in greater detail in the State and Local Workforce Development Board Contracting Conflict of Interest policy.*

A rigorous process is already in place to evaluate the approval of Training Providers and their programs. As such, under phrases 1 and 2, CSH staff requested Training Providers be determined exempt from the Conflict of Interest Policy.

During discussion, William Lambert (CSH Board member) commented that some private sector Training Provider employees may have ownership, or stock, in the company which should be considered. This will be added to the review/vetting processes for both the Training Provider and Board Member approvals.

Committee Chair, Raymond Royce, asked if there were additional questions or concerns. None were noted.

- By consensus, the committee agreed to recommend the action to exempt approved training providers from the *Contracting Conflict of Interest Policy* to the Joint Board for consideration.

**B. Request to Increase Individual Training Account Caps**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that Individual Training Accounts (ITAs) are used to provide financial assistance for training expenses for eligible WIOA Adults and Dislocated Workers to obtain the job skills necessary for employment leading to self-sufficiency.

CareerSource Heartland's (CSH) current thresholds for ITAs are \$5,000 per customer entering training in a Targeted Industry, \$4,000 for training in a Non-Targeted Industry, and \$7,500 specific to training related to the Sector Strategies Advanced Manufacturing Initiative.

CSH staff recommended increasing the caps to \$6,000 for training in a Targeted Industry, and \$5,000 for training in a Non-Targeted Industry, with no change in the \$7,500 cap for training related to the Sector Strategies Advanced Manufacturing Initiative. These increases will benefit customers by decreasing related out-of-pocket costs.

Committee Chair, Raymond Royce, asked if there were any questions or concerns. None were noted.

- By consensus, the committee agreed to recommend the action to increase the individual training account caps as identified to the Joint Board for consideration.

**IV. Other**

No other matters were brought before the committee.

**V. Adjourn**

Committee Chair, Raymond Royce, adjourned the meeting at 10:20 a.m.

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**Committee members present and participating:** Ray Royce (Chair), Russell Brown, Meghan DiGiacomo, Yessenia Irizarry, William Lambert, Thomas Leitzel, Selvin McGahee, Tara Poulton, Megan Smith, John Varady, Laurel White

**Committee members absent:** Mary Kay Burns, Kevin Cundiff, Elizabeth Densmore, Marivel Garza, Stefanie Gonzalez, Ken Kenworthy, William Nielander, David Royal, Sherry Sapp, Sandra Swanson, Mike Willingham

**Public attendance:**

**CSH staff present:** Donna Doubleday, Ann Martin, Keith Hayden, Brian Mercurio