

**CareerSource Heartland General Board of Directors Meeting
Wednesday, October 20, 2021**

MINUTES

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

I. Call to order

- A. The meeting was called to order at 1:35 p.m. by Raymond Royce (Chair of the Board of Directors).
- B. Mr. Royce inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

Mr. Royce 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

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

- A motion was made by Board member, David Royal, to approve the agenda.
- Motion seconded by Board member, Gary Ritter.
- Motion carried.

IV. Consent Items

Mr. Royce 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 June 8, 2021 Business Enhancement Committee, June 17, 2021 Finance and Operations Committee, and June 23, 2021 Joint Board meetings.

- A motion was made by Board member, Gary Ritter, to approve the presented minutes.
- Motion was seconded by Board member, David Royal.
- Motion carried.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kelly Owens, Chair

Action Item(s):

- 1. None

Executive Board meeting was rescheduled for October 27, 2021.

B. Board of Directors: Raymond Royce, Chair

Action Item(s):

- 1. None

Information Item(s):

- 1. Potential Board Member – Emily Miller – Miller Dynamics

Donna Doubleday (CSH President/CEO) informed the Board that Emily Miller, Program Director of Miller Dynamics Emergency Services Training is seeking approval to join the CSH Board representing Highlands private business/private training provider. Review/approval of Ms. Miller's nomination for appointment will occur at the upcoming Executive Board meeting on 10/27/2021.

VI. Presentations

A. Shannon Kuen, Center Branch Manager – CSH Job Seeker Services

Ms. Kuen, the Highlands Center Branch Manager provided a PowerPoint presentation walking through the steps a new job seeker would go through from the initial orientation through to job matching and employment follow up.

B. Donna Doubleday, CSH President / CEO – Reimagining Education and Career Help Act (REACH)

Ms. Doubleday, CSH President/CEO, provided a PowerPoint presentation highlighting the provisions in HB 1507 which was signed into law on June 24, 2021, effective July 1, 2021.

VII. Committee Reports/Actions

A. Finance & Operations Committee: Yessenia Irizarry, Board Chair

Yessenia Irizarry reported that the Finance & Operations Committee met on 10/15/2021 to review/discuss the financial reports, President/CEO credit card charges, various information items, and the action item below. A quorum was present at this meeting.

Ms. Irizarry announced that the financial reports for FY 2020-21 year-end June 30, 2021, and financial reports for FY 2021-22 July through August 31, 2021, were presented. As explained by Ms. Irizarry, two questions were posed regarding the incentive expenditures. During the F&O Committee meeting, staff explained that Incentive funds are restricted but can be spent on anything allowed by the specified funding source. Using incentive funds for the expenditures reported in that category helped to extend the life of other funding sources. Incentive expenditures are audited following the normal auditing procedures. The Board expressed no concerns with the information presented and no expenditure questions were noted.

The committee reviewed the President/CEO's expenses from 6/18/2021-9/30/2021 which consisted of 4 local travel reimbursement checks totaling \$420.52 and no credit card charges.

Information Items:

- **RFP for Youth Services Provider:**

This is year 3 of 3 possible for the Youth Services contract. A new RFP for Youth Services will be released on October 25, 2021 with responses due February 11, 2022.

- **PY 2020-21 Performance**

CSH did not meet 12 of the 72 required performance measures for program year 20-21. A copy of the performance results for the year was included in the Board packet. Following guidance, staff has requested technical assistance from DEO. DEO is in the process of analyzing the data and is working with the US Department of Labor using the regression model to determine how state (and local) performance compares statistically throughout the state and the nation. Staff is awaiting additional information but reported that:

1. PY20-21 performance was severely impacted locally, statewide, and nationally due to covid.
2. None of Florida's 24 workforce areas met all 72 performance measures.
3. 9 of the measures missed are in the Dislocated Worker (DW) program. Preliminary data suggests that there are just 3 closed cases that are impacting the DW measures.

- **SFSC / PYP Holdback Funds**

One of the measures missed was a youth measure that impacts SFSC's Panther Youth Program. CSH's contract with SFSC contains a performance holdback clause. Last year the Board voted to approve paying SFSC all funds held back since the missed measures appeared to be covid related and beyond their control. However, the WIOA law identifies program year 2020-2021 as the first year that sanctions should be imposed for contractors not meeting performance measures. DEO suggests waiting for regression model results and final DOL guidance before taking any action on this. This will be addressed once DOL's results are final. The total unpaid to SFSC is \$10,268.94.

- **Single Independent Audit**

James Moore has finalized and submitted the Single Independent Audit and will present results at the January 2022 Board meeting. There were no findings.

- **Monitoring by Taylor, Hall, Miller, Parker scheduled October 19th – 21st**

Taylor, Hall, Miller, Parker P.A is performing Administrative/Fiscal, Programmatic, and One-Stop monitoring October 19th – 21st.

- **Monitoring by DEO scheduled December 6th – 10th**

DEO is scheduled to perform Administrative/Fiscal, Programmatic, and One-Stop monitoring the week of December 6th.

1. Action Item: Review and Acknowledge Internal Control Questionnaire and Assessment

Referring to the Action Item in the Board packet, Ms. Irizarry explained that, using a form provided by DEO, CareerSource Heartland staff is required to conduct a self-assessment of internal controls to identify if there are areas where additional controls may be needed to minimize risk to the organization. Specifically, areas reviewed include effectiveness and efficiency, reliability of financial reporting, and compliance with laws and regulations. The form has been completed and submitted to DEO. Upon review of the document, the F&O Committee asked about succession planning and staff reported that there is a Board approved succession plan in place for the President/CEO. The Chief Finance and Programs Officers have been actively training the HR & Fiscal Coordinator and Quality Assurance/Compliance Coordinator respectively. The committee had no other questions or concerns and voted to recommend that the Board acknowledge the results of the 2021-22 Internal Control Questionnaire and Assessment.

- A motion was made by Board member, Yessenia Irizarry, to acknowledge the PY2021-22 Internal Control Questionnaire and Assessment as presented.
- Motion seconded by Board member, David Royal.
- Motion carried.

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

The report was as presented in the packet with specific mention made to the points below.

- **Sector Strategies Roundtable**

The Sector Strategies Roundtable was held on September 15, 2021. Businesses attending the roundtable reported the need for more marketing that spotlights manufacturing as a career. As part of that initiative, a draft Manufacturing Career Pathways Guide is currently under development. A survey conducted to determine the frequency of meetings resulted in a change from holding quarterly roundtables to meeting twice a year. The next meeting is anticipated to be held in March, 2022.

- **Board Vacancies**
Caune Bamberg has resigned. CSH is awaiting the new AARP nominee. As already discussed, Emily Miller intends to assume her husband's seat on the Board.
- **Panther Youth Program Coordinator Resignation**
Kamile Manalo, the Coordinator of the Panther Youth Program (South Florida State College) resigned to pursue other opportunities. Interviewing has taken place and a recommendation for Ms. Manalo's replacement is in process.
- **CSH as Hardee County IDA Administrative and Fiscal Entity**
We continue to await feedback from the Hardee County Industrial Authority concerning the process draft submitted regarding the possibility of CSH serving as the administrative and fiscal entity for job the IDA's job training for local businesses.
- **Staff Recruiting Efforts**
CSH Staff continues to contact self-registrants in Employ Florida to advise of services and jobs available. CSH is testing Indeed's recruiting option to ascertain our return on investment in locating candidates to fill open positions.
- **HB 1507**
HB 1507 is as presented in the REACH Act PowerPoint presentation. Additional bills to be aware of: 1) SB 514, which does have a companion house bill, allows government entities to substitute equivalent work experience for a post-secondary education requirement. 2) SB 382 allows workforce training to be paid at a rate less than the state minimum wage under certain conditions.
- **ITA 20% Expense Waiver**
CSH did submit a 20% ITA expense waiver but are still awaiting response.

B. Programs Report:

As presented in the packet with no items of note and no questions asked.

C. Finance Report:

Financial reports for FY 2020-21 year-end June 30, 2021 and financial reports for FY 2021-22 July through August 31, 2021 were presented as explained by Ms. Irizarry in her report on the activities of the F&O Committee.

IX. Time for Board Members/Other

- Economic Development updates were reported on by Kaylee King for Okeechobee County with information on additional county doings provided by Gary Ritter (CSH Board member & Okeechobee City Administrator). Meghan DiGiacomo presented updates for Highlands County. Representatives for DeSoto and Hardee counties were not present.
- Other items of interest by/for Board Members
 - Branch managers Shannon Kuen and Mary Smith presented updates for Highlands and Okeechobee counties. Ms. Smith also read a One-Stop Center update statement for the DeSoto and Hardee centers prepared by Regional Branch Manager, Lenora White.

VIII. Next Board Meeting

Mr. Royce announced the next board meeting will be held on January 26, 2022 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 3:02 p.m.

Board members present/participating: Raymond Royce – Chair, David Royal – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, Russell Brown, Meredith Durastanti, Denise Grimsley, Heather Harshman, Lois Hilton, Kaylee King, Wayne Olson, Gary Ritter, Angel Wiggins

Board members absent: Mary Kay Burns, Kevin Cundiff, Elizabeth Densmore, Mary Dow, Joshua Exendine, Sondra Guffey, Thomas Leitzel, Donald Samuels, Lisa Thomas, Amanda Wilson

Executive Board members present/participating: None

CareerSource Heartland staff present/participating: Donna Doubleday, Ann Martin, Shannon Kuen, Mary Smith, Brian Mercurio

Public attendance: Meghan DiGiacomo