

**CareerSource Heartland Executive Board of Directors Meeting
Wednesday, October 27, 2021****MINUTES**

Prior to convening the meeting, Commissioner Owens (Executive Board Chair) led the group in the Pledge of Allegiance.

I. Call to order

- A. The meeting was called to order at 10 a.m. by Commissioner Owens (Chair of the Executive Board).
- B. Commissioner Owens inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

Commissioner Owens introduced herself and the other Executive Board members participating in-person and by phone. See end of minutes for all attendees.

III. Set/Amend Agenda

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

- A motion was made by Executive Board member, Commissioner Gross, to approve the agenda.
- Motion seconded by Executive Board member, Commissioner Roberts.
- Motion carried.

IV. Consent Items

Commissioner Owens inquired if there were any questions/corrections to any of the minutes presented. No corrections were noted. She 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 Executive Board member, Commissioner Roberts, to approve the presented minutes.
- Motion was seconded by Executive Board member, Commissioner Gross.
- Motion carried.

V. Executive Board/ Board of Directors Chair Actions**A. Executive Board: Commissioner Kelly Owens, Chair****Action Item(s):****1. Potential Board Member – Emily Miller – Miller Dynamics**

Commissioner Owens explained the responsibility of the Executive Board in the appointment of new Board members and announced the intent of Emily Miller to join the CSH Board representing Highlands private business as well as joining as a private training provider. Ms. Miller is the Program Director of Miller Dynamics Emergency Services Training. Commissioner Owens informed the Board that Donna Doubleday (CSH President/CEO) completed the vetting process and presents Ms. Miller for nomination. Commissioner Owens proceeded with reading aloud a brief biography of Ms. Miller.

- A motion was made by Executive Board member, Commissioner Roberts, to approve nomination of Emily Miller to the CSH Board.
- Motion seconded by Executive Board member, Commissioner Gross.
- Motion carried.

B. Board of Directors: Raymond Royce, Chair

Action Item(s):

1. None

VI. Presentations

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

Commissioner Owens informed the Board that the Job Seeker Services presentation is in the Board packet as presented. No questions or concerns were noted.

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

Ms. Doubleday reviewed the PowerPoint presentation slides included in the Board packet. Her review highlighted the pursuits of CSF/DEO to obtain a waiver allowing the state board to fulfill the roles and responsibilities of LWDBs or reduce the number of LWDBs based on population and community patterns. Ms. Doubleday expressed her concern that smaller LWDBs, if absorbed by larger neighboring counties, may see reduced representation and services. Discussion ensued, with Executive Board members requesting that Ms. Doubleday keep them informed of developments, and offering assistance as deemed necessary and appropriate.

VII. Committee Reports/Actions

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

Ms. Doubleday 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. Quorum had been established at this meeting.

Ms. Doubleday 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. Doubleday, two questions were asked regarding the use and monitoring of incentive expenditures. Ms. Doubleday explained that Incentive funds are restricted but can be spent on anything allowed by the specified funding source. Close to \$100,000 was used on marketing. The use of incentive funds helps 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 was 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 is included in the Board packet. Following guidance, staff 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 just completed the Administrative/Fiscal, Programmatic, and One-Stop monitoring. The process went smoothly but the final report is not yet available.

- **Monitoring by DEO is 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, Commissioner Owens explained that, the Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board. An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. CSH completed the PY2021-22 self-assessment and submitted the completed document to DEO on 9/23/2021.

In addition, Ms. Doubleday informed the Board that CSH does have an approved formal succession plan in place for the President/CEO. An informal plan exists for the Chief Finance Office and the Programs Officer. Both the CFO and Programs Office have been training staff in case of an emergency.

- A motion was made by Executive Board member, Commissioner Gross, to acknowledge the PY2021-22 Internal Control Questionnaire and Assessment as presented.
- Motion seconded by Executive Board member, Commissioner Roberts.
- 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 15th 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.

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. Doubleday in her report on the activities of the F&O Committee.

IX. Time for Board Members/Other

Specific Economic Development updates and CSH branch manager updates were not presented.

VIII. Next Board Meeting

Commissioner Owens 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 Executive Board, the meeting was adjourned at 10:42 a.m.

Board members present/participating: None

Board members absent: None

Executive Board members present/participating: Commissioner Owens – Executive Chair, Commissioner Roberts – Executive Chair Elect, Commissioner George, Commissioner Gross

CareerSource Heartland staff present/participating: Donna Doubleday, Brian Mercurio

Public attendance: Emily Miller