

**CareerSource Heartland Board of Directors Meeting
Wednesday, June 15, 2022**

MINUTES

Prior to convening the meeting, Board Chair-Elect 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 1:32 p.m. by David Royal (Chair-Elect of the Board of Directors) and Commissioner Kelly Owens (Executive Board Chair).
- B. Mr. Royal inquired if any requests for public comment had been made and was advised that none had.

II. Introductions

Mr. Royal introduced himself. Roll was then called to identify and confirm Board members present in the room and those participating by phone. Staff and others present were identified (see end of meeting minutes for attendees). It was determined that quorum had been established.

III. Set/Amend Agenda

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

- A motion was made by Board member, Meredith Durastanti, to approve the agenda as presented.
- Motion seconded by Board member, Mary Dow.
- 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 11, 2022 Youth Council, April 25, 2022 Finance and Operations Committee, and the April 27, 2022 Joint Board meetings.

- A motion was made by Board member, Mary Dow, to approve the presented minutes.
- Motion was seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kelly Owens, Chair

Action Item(s):

1. Potential Board Member – William Allbritton (Mid-Florida Credit Union)

Referring to the Action Item, Executive Chair Commissioner Owens explained the Executive Board's role in approving CareerSource Heartland (CSH) Board member nominations.

Commissioner Owens then announced the resignation of Lisa Thomas and presented the biography for William Allbritton. Commissioner Owens asked if there were any questions regarding Mr. Allbritton's nomination. There were none.

Executive Chair, Commissioner Owens, initiated approval of the action calling for a motion.

- A motion was made by Executive Board member, Commissioner Gross, to appoint William Allbritton to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner George.
- Motion carried unanimously.

2. Potential Board Member – Christen Johnson (Advent Health Wauchula)

Referring to the Action Item, Executive Chair Commissioner Owens announced the employment change of Senator Grimsley who had been representing Advent Health as a private business member and presented the biography for Christen Johnson. Commissioner Owens asked if there were any questions regarding Ms. Johnson's nomination. There were none.

Executive Chair, Commissioner Owens, initiated approval of the action calling for a motion.

- A motion was made by Executive Board member, Commissioner George, to appoint Christen Johnson to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Gross.
- Motion carried unanimously.

3. Potential Board Member – Leigh Ann Bellamy (Division of Blind Services)

Referring to the Action Item, Executive Chair Commissioner Owens explained that the REACH Act requires LWDBs to include a representative from the Florida Department Education's Division of Blind Services and presented the biography for Leigh Ann Bellamy who will serve as a representative of a community-based organization representing individuals with disabilities. Commissioner Owens asked if there were any questions regarding Ms. Bellamy's nomination. There were none.

Executive Chair, Commissioner Owens, initiated approval of the action calling for a motion.

- A motion was made by Executive Board member, Commissioner Gross, to appoint Leigh Ann Bellamy to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner George.
- Motion carried unanimously.

B. Board of Directors: David Royal, Chair

Action Item(s):

1. Certificates of appreciation for departing Board members present were presented. Certificates for those who were not in attendance will be mailed.
2. Review and approval of FY 2022-2023 CSH Holiday and Office Closures

Referring to the Action Item, Board Chair-Elect David Royal, presented the proposed Holiday and Office Closure Schedule for Fiscal Year (FY) 2022-2023. CHS President/CEO, Donna Doubleday, explained the recent addition of June 19th as a federal holiday and

explained that its exclusion on the proposed 2022-23 Holiday and Office Closure Schedule is because Governor DeSantis has not, as of yet, declared it a state holiday. During discussion, the Board decided to amend the action to include June 19th if Governor DeSantis adopts it as a state holiday.

- A motion was made by Board member, Mary Dow, to approve the FY 2022-2023 Holiday and Office Closure Schedule as presented with an amendment to later add Sunday, June 19th (observed on the following Monday) if adopted by Governor DeSantis as a state holiday.
- Motion was seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

3. ITA Expenditure Requirement Waiver Request

Referring to the Action Item in the Board packet, Donna Doubleday explained that law requires a minimum of 50% of Title 1 funds for Adults and Dislocated Workers be expended on Individual Training Accounts (ITAs). CareerSource Florida (CSF) recognizes that workforce entities have fixed overhead costs that impact their ability to meet the 50% ITA expenditure requirement. CSF has approved a policy allowing workforce boards to request waivers as deemed appropriate. Since 2012, CSH has historically requested and received a waiver.

This year, CSH staff are requesting Board approval to apply for a 30% ITA expenditure rate waiver for 2022-23.

- A motion was made by Board member, Mary Dow, to approve applying for a 30% ITA expenditure rate waiver for 2022-23.
- Motion seconded by Board member, Allen Moore.
- Motion carried.
- LEO approved.

VI. PRESENTATIONS

A. Donna Doubleday, President/CEO – CareerSource Heartland

Ms. Doubleday presented the guidelines and criteria for LWDB grade assignment by DEO.

VII. COMMITTEE REPORTS/ACTIONS

A. Business Enhancement Committee: David Royal, Committee Chair / Board Chair-Elect

Committee Chair David Royal reported that the Business Enhancement Committee met on 5/31/2022 to review/discuss the action items below.

1. Action Item: Review of the Proposed 2022-23 Demand Occupations List

Referring to the action item in the agenda packet, CHS President/CEO, Donna Doubleday, informed the Board that CSH annually reviews the local Demand Occupations List (DOL) as identified by the state.

To qualify for inclusion on the Local DOL, an occupation must demonstrate at least 10 projected annual openings and anticipated growth. Training programs for DOL qualifying industries must not exceed 2 years and should result in the attainment of an industry recognized credential, certification, or associate degree. DOL occupations should have an entry level minimum of \$12.07/hr. To be considered high skill/high wage (HSHW), the minimum entry level wage must be \$14.78/hr.

After discussion, the Business Enhancement Committee voted unanimously to approve the PY 2022-2023 Demand Occupations List as presented with the addition of the occupations requested.

- A motion was made by Board member, Jacquelyn Lockhart, to approve the proposed 2022-23 Demand Occupations list as presented with the inclusion of *Automotive Service Technicians and Mechanics; Correctional Officers and Jailers; Electrical Power-Line Installers and Repairers; Electro-Mechanical and Mechatronics Technologists and Technicians; Emergency Medical Technicians and Paramedics; Police, Fire, and Ambulance Dispatchers; and Vocational Education Teachers (Postsecondary)* as presented.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

B. Executive Committee: Commissioner Owens, Committee Chair / Executive Board Chair

Committee Chair Commissioner Owens reported that the Executive Committee met on 6/2/2022 to review/discuss the action items below.

1. Action Item: Review/Approval of CSH's New/Updated Policies & Procedures

Referring to the action item in the agenda packet, Committee Chair, Commissioner Owens, informed the Board the committee met to review several updated, and new, policies.

Commissioner Owens informed the Board that the committee voted unanimously to approve all policies and procedures presented.

- A motion was made by Board member, Gary Ritter, to approve the current CSH policies and procedures as presented.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved

The Committee also discussed the development of CareerSource Heartland's 2-Year Local Plan Update. Ms. Doubleday informed the committee that WIOA requires LWDBs to submit comprehensive 4-year plans with a 2-year plan update to reflect changes in the market and local economic conditions. Ms. Doubleday explained that the 2-year update currently under development must be aligned with CareerSource Florida's plan, which has been shared with the Board.

The LWDB's Plan, vision, direction, and general strategic goals were discussed along with the Executive Committee's suggestions. All suggestions made will be incorporated into the Plan update. A draft of the update will be shared with the full board to allow for additional feedback prior to submittal. The Board was informed that since the Plan update must be submitted before the next full Board meeting, a meeting of the Executive Committee will be scheduled in September to obtain final approval of the document. All Board and Executive Board members were invited to attend that meeting.

C. Finance & Operations Committee: Yessenia Irizarry, Chair

Committee Chair Yessenia Irizarry reported that the Finance & Operations Committee met on 6/10/2022 to review/discuss the financial reports, President/CEO travel/credit card charges, and the below action items.

The financial reports indicating expenditures through April 2022 were reviewed. No concerns were expressed by the committee. The committee also reviewed the President/CEO's credit card and travel check expenses. Ms. Doubleday's credit card had no charges. Her travel expenses since the last meeting totaled \$103.23.

1. Action Item: FY 2022-23 Budget Review

Referring to the Action Item in the Board packet, Committee Chair Yessenia Irizarry explained that all state employees are to receive pay increases to \$15/hr or 5.38% (whichever is greater). Ms. Irizarry reminded the Board that they similarly approved updates to the CSH salary structure to stay ahead of mandated minimum wage requirements but that a reevaluation of the proposed matrix found that it benefited new and recent employees better than those who have been with CSH longer.

In response, the proposed budget includes the implementation of the salary matrix or a 4% wage increase (whichever is greater). Based on this, the president/CEO, as well as the Chief Programs Officer, will receive a 4% increase. The Chief Financial Officer and Director of IT will both receive increases following the matrix.

Ms. Irizarry pointed out that the increases will actually result in a \$16,098 decrease in the personnel budget. This is due to restructuring and the departure of a few higher-paid, long-term employees. The restructuring will result in one position being eliminated, a position being created in a different department, and one open position not being filled, but instead being covered by a reassigned staff member. Ms. Irizarry informed the Board that the Attorney had been consulted and expressed no concerns with planned actions.

- A motion was made by Board member, Yessenia Irizarry, to approve the FY 2022-23 Budget as presented.
- Motion seconded by Board member, Mary Dow.
- Motion carried unanimously.
- LEO approved.

2. Action Item: DEO Programmatic and Financial Monitoring Report for PY 2021-22

Referring to the Action Item in the Board packet, Ms. Irizarry advised the Board that a copy of the DEO report was included in the Board packet for review and informed the Board that the F&O Committee expressed no concerns and voted to acknowledge the report as presented.

- A motion was made by Board member, Yessenia Irizarry, to acknowledge the DEO Programmatic and Financial Monitoring Report for PY 2021-22 as presented.
- Motion seconded by Board member, Mary Dow.
- 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.

- Regarding Board vacancies... As stated earlier, Leigh Ann Bellamy joins CSH representing the Division of Blind Services. As part of the Board rotation, Meredith Durastanti, Sondra Guffey, and Kaylee King left, but have agreed to continue to

participate as BEC community partners. Also part of this rotation, DeSoto County school superintendent, Bobby Bennett, joins CSH. Senator Denise Grimsley and Jeff King join the Board representing Hardee and Highlands Economic Development.

Senator Grimsley will continue to serve in a dual role, also filling our 2nd labor union/employee association member board seat.

CSH partnered with the local school districts on their Comprehensive Local Needs Assessments. The CSH Business Team interviewed numerous local employers in all four counties to help identify strengths and gaps in curricula.

- Regarding Board vacancies Realignment Study... It was revealed at the CareerSource Florida meeting that phase 2 of the Realignment Study is hoped to begin July 1st. Phase 1 was a very high-level interview of workforce board presidents/CEOs, directors, local employers, and Tallahassee board members. Phase 2 will expand to include other board members, employers, and community partners with a deeper analysis of needs, the current LWDB structure, and development toward an organizational concept for the future. It is hoped that Phase 2 will be completed and ready to present realignment recommendations by the end of the year.

B. Programs Report:

The report is as presented in the packet; no items of note; no concerns noted.

C. Finance Report:

The Financial reports through April 2022 are as presented. No concerns were expressed by the Board.

IX. Time for Board Members/Other

A. Economic Development updates were reported by Sondra Guffey for DeSoto County, Commissioner George for Hardee County, and Commissioner Owens & Gary Ritter for Okeechobee County.

B. Other items of interest by/for board members

Regional Branch Managers Lenora White, Mary Smith, and Shannon Kuen presented updates for the DeSoto/Hardee, Okeechobee, and Highlands One-Stop Centers respectively.

IX. Next Board Meeting

Board Chair David Royal announced the next board meeting will be held on October 19, 2022 at the CSH office in Sebring. He reminded members to complete Form 1 and indicated that the proposed 2023 Board Meeting calendar was included in today's packet.

X. Adjourn

As there were no other matters to bring before the Board of Directors and/or the Executive Board, the meeting was adjourned at 2:59 p.m.

Board members present/participating: David Royal – Chair-Elect, Yessenia Irizarry – Secretary/Treasurer, Leigh Ann Bellamy (New), Andrea Broomfield, Russell Brown, Elizabeth Densmore, Mary Dow, Meredith Durastanti, Joshua Exendine, Sondra Guffey, Terri Hemings, Lois Hilton, Jacquelyn Lockhart, Allen Moore, Wayne Olson, Gary Ritter, Donald Samuels, Amanda Wilson

Board members absent: William Allbritton (New), Kevin Cundiff, Denise Grimsley, Skylar Harrison, Christen Johnson (New), Kaylee King, Thomas Leitzel, Raymond Royce, Angel Wiggins

Executive board members present/participating: Commissioner Owens – Executive Chair, Commissioner George, Commissioner Gross

CareerSource Heartland staff present/participating: Donna Doubleday, Ann Martin, Michele Arena, Lenora White, Shannon Kuen, Mary Smith, Brian Mercurio
Public attendance: Vicky Pate