

**CareerSource Heartland Joint Board of Directors Meeting
Wednesday, October 19, 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 called to order at 1:33 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 Chair-Elect, David Royal, to approve the agenda.
- Motion seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

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 May 31, 2022 Business Enhancement Committee, June 2, 2022 Executive Committee, June 10, 2022 Finance and Operations Committee, June 15, 2022 Joint Board, and September 15, 2022 Executive Committee meetings.

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

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kelly Owens, Chair

Action Item(s):

- 1. None

B. Board of Directors: Raymond Royce, Chair

Action Item(s):

- 1. Annual Performance Incentives

Referring to the action item, Donna Doubleday (CSH President/CEO) explained that, in June 2020, the Board added verbiage to the Plan, formalizing in writing the method for establishing

incentive amounts and the process for obtaining approval. The Board approved incentive policy recognizes individuals as contributing members of the team, acknowledging and rewarding their efforts. The policy considers the employee's position, length of service, level of responsibility within the organization, and the employee's performance as expressed by the score achieved on his/her annual performance evaluation. Incentives are based on performance for the prior fiscal year and will be distributed in early December. CSH met all performance measures for PY 2021-22.

When this year's budget was approved, the Board approved a maximum of \$65,000 as the base for potential incentive awards. Because the exact funding amounts for this year are unknown and because funding has yet to be released, staff suggests setting the incentive base at \$55,000. This includes an incentive for the CSH President/CEO in an amount not to exceed \$4,000 based upon the determination of the Board as outlined in the incentive policy.

- A motion was made by Chair-Elect, David Royal, to approve incentive awards as outlined in CareerSource Heartland's Annual Performance Incentive Plan using the methodology outlined in the plan, using the base of \$55,000, to include an incentive for the President/CEO in an amount not to exceed \$4000.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

Information Item(s):

1. None

VI. Presentations

A. Florida Sunshine Law (video)

Passed in 1967, the Florida Sunshine Law requires all meetings of any state, county, or municipal board or commission in Florida to maintain transparency and disclose their activities to the public. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

VII. Committee Reports/Actions

A. Executive C: Commissioner Owens, Committee Chair

Commissioner Owens reported that the Executive Committee met on 9/15/2022 to review/discuss CareerSource Heartland's Two-Year Local Plan Update.

1. Acknowledgement of CareerSource Heartland's Two-Year Local Plan Update

The plan update approved by the Executive Committee is informed by feedback provided by CSH Board and Executive Board members, the four county economic development boards, CSH's community partners, and the various advisory committee meetings and additional activities engaged in as part of CSH's community involvement.

The two-year plan modification contains revisions made to reflect current labor market information; workforce education levels, skill gaps, and skill needs; an explanation of current actions being taken; an analysis of the strengths and weaknesses of current services; and the effectiveness of CSH community partner relationships to provide a comprehensive workforce.

As Ms. Doubleday explained, the plan is tentatively approved and effective 1/1/2023 unless CSH is contacted by DEO with plan recommendations if they deem necessary.

The Board acknowledged the of the Two-Year Local Plan Update which was submitted on 9/27/2022 as presented.

B. Finance & Operations Committee: Yessenia Irizarry, Committee Chair

Yessenia Irizarry reported that the Finance & Operations Committee met on 10/17/2022 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 2021-22 year-end June 30, 2022 and financial reports for FY 2022-23 July through August 31, 2022 were presented. No expenditure concerns or questions were noted.

The committee reviewed the President/CEO's travel expenses and credit card charges since the last F&O Committee meeting. Since the last meeting, Ms. Doubleday had \$2,625 in credit card charges. These charges were for workforce summit registrations for 6 employees, and registration for 1 employee to attend the Florida Agriculture Forum. Ms. Doubleday's travel expenses totaled \$1,080.74, which included travel to Tallahassee for FWDA and CareerSource Florida meetings, travel to Orlando for the Workforce Summit, FWDA and CareerSource Florida meetings, and some local travel.

Information Items:

- **PY 2021-22 Performance**
Looking at the 4th quarter performance, CSH met all goals. CSH is 1 of only 3 regions to have met, or exceeded, all annual goals.
The performance goals for 2022-23 were established based on a new format implemented by the state that actually resulted in the lowering of a few of CSH's goals (e.g. decreased goals in the dislocated worker category) for the next 2 years.
- **2020-21 Single Independent Audit**
The audit is almost complete. No findings have been uncovered. The final audit report will be presented at the 1/25/23 Board meeting. The 990 has not been completed yet.
- **Taylor Hall Miller Parker (THMP) Monitoring**
THMP monitoring is scheduled 11/1/22 – 11/3/22. THMP are independent monitors contracted by CSH to evaluate current policies/procedures and how CSH is implementing those procedures to identify potential weaknesses before any potential weakness becomes an issue. THMP may also make procedural or policy recommendations for improvement.
- **DEO Monitoring**
DEO Monitoring is scheduled 12/5/22 – 12/9/22.
- **Community Collaboration on State Disaster Recovery Efforts**
CSH has been working with local communities on state disaster recovery efforts and has applied for the national dislocated worker funding to provide temporary workers for humanitarian, cleanup, and restoration activities following Hurricane Ian.

1. Action Item: Review and Acknowledge of the 2022-23 Internal Control Questionnaire and Assessment

Referring to the Action Item in the Board packet, Ms. Irizarry explained that the Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO) as a self-assessment tool to ensure the presence of proper internal controls. The ICQ was completed, signed by the CSH Chair, and submitted to DEO on 10/14/2022.

The committee reviewed the ICQ. No questions or concerns were noted.

- A motion was made by Committee Chair, Yessenia Irizarry, to acknowledge the PY 2021-22 Internal Control Questionnaire and Assessment as presented.
- Motion seconded by Board member, Mary Dow.

- Motion carried.
- LEO approved.

2. Action Item: CSH President/CEO Request to Sign Renewal Lease for CSH Hardee Center

Referring to the Action Item in the Board packet, Ms. Irizarry explained that the committee voted unanimously to allow the President/CEO to sign a Hardee Center renewal, 5-year lease with the Hardee Fruit Company with an effective date of July 1, 2022 and end date of June 30, 2027.

The new lease will be at a rate of \$9.75 per square foot for four thousand (4,000) square feet totaling an annual rental cost of \$39,000.

- A motion was made by Committee Chair, Yessenia Irizarry, to approve staff's recommendation to maintain occupancy of the CareerSource Heartland Hardee Center at 324 6th Avenue North in Wauchula and allow the President/CEO to sign a 5-year lease with the Hardee Fruit Company with effective dates of July 1, 2022, through June 30, 2027, at a rate of \$9.75 per square foot for four thousand (4000) square feet, or \$39,000 annually.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

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 27, 2022. Florida Makes gave a presentation on their Industrial Manufacturing Technician program, a draft of the Manufacturing Career Pathway Guide was reviewed during discussion, and issues impacting the manufacturing industry were debated. Ms. Doubleday gave special thanks to the Highlands Citrus Growers Association and Publix for their sponsorship of this Sector Strategies Roundtable. The next meeting is anticipated to be held in March, 2023.
- Infrastructure (IFA) Cost Sharing Agreements
The IFA reconciliations for 1/1/2021 through 12/31/2021 have been completed. The IFA reconciliations for 1/1/2022 through 6/30/2022 will be initiated once all financial data reporting for fiscal year 2021-22 has been completed.
- Hurricane Ian
CSH just received a notice of funding for \$210,000 for humanitarian cleanup and recovery. The CSH business team is working with local municipalities and non-profits to identify community needs. DEO has a contract with a staffing agency that allows use of chainsaws and heavy equipment. CSH plans to use this agreement to support local efforts.
- No-cost Soft Skills Training
CSH is encouraging businesses and job seekers to take advantage of available, no-cost soft skills courses (Coursera, Florida Ready to Work, LearnKey)
- Coordinated Joint Grant Between CSH and CSFV
The grant jointly applied for in partnership with CareerSource Flagler Volusia (CSFV) county offers online digital literacy, leadership, and foundational skills courses to eligible individuals through Coursera (<https://www.coursera.org/>). The second year of the grant, beginning now, provides entrepreneurial skills training opportunities through Train the Trainer and use of The Ice-House Curriculum- 8 foundational skills. Train-the-Trainer sessions will begin 11/2/2022.

- **REACH Act**

The Credentials Review Committee's final recommendations have been delayed, awaiting results of the Florida Labor Market Estimating Conference. In the meantime, the Ernst & Young, Phase I report is up for review on CSF's website.

Regarding Phase II, Ms. Doubleday thanked Board members who participated in the realignment studies, especially considering the hardships imposed by continuing issues resulting from Hurricane Ian which did prohibit some from attending. Ms. Doubleday commented on the productive feedback generated.

Ms. Doubleday announced that the next session will be in-person on 11/3/22 at the CareerSource Suncoast office encouraging all who are interested in attending to communicate their intent.

Lastly, Ms. Doubleday directed Board members to the information for the calculation of the LWDB's baseline grades included in the Board packet.

B. Programs Report:

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

C. Finance Report:

Financial reports for FY 2021-22 year-end June 30, 2022 and financial reports for FY 2022-23 July through August 31, 2022 were presented as explained by Ms. Irizarry in her report on the activities of the F&O Committee.

IX. Time for Board Members/Other

- A. Economic Development updates were reported by Commissioner Gross for DeSoto County, Senator Grimsley for Hardee County, Jeff King for Highlands County, and Commissioner Owens & Gary Ritter for Okeechobee County.
- B. Other items of interest by/for board members
Regional Branch Managers Lenora White, Shannon Kuen, and Mary Smith presented updates for the DeSoto/Hardee, Highlands, and Okeechobee, One-Stop Centers respectively.

VIII. Next Board Meeting

Mr. Royce announced the next board meeting will be held on January 25, 2023 at the 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 2:47 p.m.

Board members present/participating: Raymond Royce – Chair, David Royal – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, William Allbritton, Leigh Ann Bellamy, Bobby Bennett, Andrea Broomfield, Russell Brown, Mary Dow, Denise Grimsley, Skylar Harrison, Christen Johnson, Jeff King, Jacquelyn Lockhart, Wayne Olson, Gary Ritter, Donald Samuels, Angel Wiggins, Amanda Wilson

Board members absent: Kevin Cundiff, Elizabeth Densmore, Joshua Exendine, Terri Hemings, Lois Hilton, Thomas Leitzel, Allen Moore

Executive Board members present/participating: Kelly Owens – Executive Chair, Judith George, Jerod Gross

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

Public attendance: Deborah Manzo