

**CareerSource Heartland Executive Board of Directors Meeting
Monday, January 30, 2023**

MINUTES

I. Call to order

- A. The meeting was called to order at 1:30 p.m. by Commissioner Owens, Chair of the Executive Board of Directors.
- 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 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, 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 October 17, 2022 Finance and Operations Committee and the October 19, 2022 Joint Board meeting.

- A motion was made by Executive Board member, Commissioner George, to approve the presented minutes.
- Motion was seconded by Executive Board member, Commissioner Roberts.
- Motion carried.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kelly Owens, Chair

Action Item(s):

1. Local Workforce Development Board Process Forms 1 and 1F

Referring to the Action Item in the Board packet, Donna Doubleday (CSH President/CEO) explained that monitor findings revealed that 2 Board members did not file their Form 1, Statement of Financial Interests within 30 days of their appointment as required in Florida Statutes Section 112.3145(1)(a).

While it was clear that CSH notifies Board members of the requirements to file, DEO recommended that creation of a written process might assist with ensuring that all members file within the required reporting time limits.

To that end, staff requested approval of the proposed Form 1 and Form 1F notice for inclusion in Section 11 of the Board Member Resource Guide.

- A motion was made by Executive Board member, Commissioner Roberts, to approve the proposed procedure entitled *Local Workforce Development Board Form 1 and Form 1F* and its inclusion in the Board Member Resource Guide as presented.
- Motion was seconded by Executive Board member, Commissioner George.
- Motion carried.

2. Board Member Terms

Referring to the Action Item in the Board packet, Commissioner Owens explained that wording in the REACH Act sets staggered terms limited to not more than 8 consecutive years for members of a local workforce development board with the exception of board members representing a governmental entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation.

To meet these requirements, CareerSource Heartland (CSH) staff prepared a membership term schedule for the Board's consideration. In determining recommended end dates, actual years of service for longer term members and nomination dates for newer members were considered. It is intended, as current members resign and are replaced, that new members (other than those representing a governmental entity) will serve full 8-year terms.

- A motion was made by Executive Board member, Commissioner Gross, to approve the proposed schedule of current Board member terms, with the recommendation that as current members resign and are replaced, new members (other than those representing a governmental entity) will serve full 8-year terms.
- Motion was seconded by Executive Board member, Commissioner George.
- Motion carried.

Information Item(s):

B. Board of Directors: Raymond Royce, Chair (meeting held 1/25/23)

Action Item(s):

Information Item(s):

VI. Presentations

A. James Halleran, CPA – James Moore Certified Public Accountants & Consultants

The prerecorded presentation from James Halleran (originally presented at the 1/25/23 CSH General Board Meeting) was played for the Executive Board for an overall review of the 2021-22 Single Independent Audit. Documentation prepared by James Moore CPA summarizing the audit highlights was included in the Board packet.

The audit was performed in accordance with government auditing standards. There were no significant estimates in the financial statements. During the performance of the audit, no difficulties or disagreements were encountered, no audit adjustments were proposed, no uncorrected misstatements were present, and no findings to report. The audit report documented no internal control deficiencies and no instances of noncompliance. The full audit report was included in the packet for Board review.

The Executive Board had no concerns and expressed appreciation to staff.

- A motion was made by Executive Board member, Commissioner George, to acknowledge the James Moore 2021-22 Single Independent Audit as presented.
- Motion seconded by Executive Board member, Commissioner Gross.

- Motion carried.

VII. Committee Reports/Actions

A. Youth Council: Gary Ritter, Committee Chair

Mrs. Doubleday reported that the Youth Council met on 1/17/2023 to review/discuss the Panther Youth 2022-23 performance. A quorum was present at this meeting.

Summarizing the presentation delivered by Mike Davis (Panther Youth Coordinator) at the 1/25/23 General Board Meeting, Mrs. Doubleday explained that lower participation numbers are due to staffing issues which have since been resolved. Panther Youth was also working with a learning curve as their project specialists each had to train on the data entry requirements of Employ Florida. Originally, all data entry was handled by a designated Data Entry Specialist. However, that position was eliminated that the request of CSH because it was determined that an unfamiliarity of the recording requirements similarly translated into an incomplete understanding of all aspects of the youth program. In place of the Data Entry Specialist, Panther Youth added the position of Quality Assurance Specialist.

A copy of the full presentation was provided to the Executive Board in their packets.

- A motion was made by Executive Board member, Commissioner Gross, to acknowledge the Panther Youth 2022-23 performance as presented.
- Motion seconded by Executive Board member, Commissioner Roberts.
- Motion carried.

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

Mrs. Doubleday reported that the Finance & Operations Committee met on 1/23/2023 to review/discuss the financial reports, President/CEO credit card charges, various information items, and the action items below. A quorum was present at this meeting.

Mrs. Doubleday announced that the financial reports through November 30, 2022 are as presented. As explained by Mrs. Doubleday, the Board had no concerns. Similarly, the Executive Board also expressed no concerns with the expenditures presented.

The Executive Board reviewed the President/CEO's expenses since the last meeting which consisted of travel totaling \$375.57 and no credit card charges.

Information Items:

- **Taylor, Hall, Miller, Parker P.A. Monitoring Report**

Taylor, Hall, Miller, Parker (THMP) is the agency hired by CSH to perform an annual monitoring to identify any potential areas of concern related to compliance in all areas of operation. Like the General Board, the Executive Board reviewed the report (provided in their packet) and expressed no concerns.

- **AARP Back to Work 50+ Program**

CSH has received \$10,000 to implement AARP Foundation's Back to Work 50+ program, which is designed to help eligible individuals aged 50 and older return to work.

- **Governor Funding for Short-Term, Disaster-Related Training**

The Governor's office is awarding CSH \$200,000 for short-term, disaster-related training opportunities.

- **DEO Financial & Programmatic Monitoring Update**

The programmatic component has been conducted, and the fiscal component is ongoing. The preliminary report has not yet been released. Ms. Doubleday expressed concerns about this year's process, provided a few examples, informed the Executive Board of the guidance the General Board provided at the 1/25/23 meeting, and requested the Executive Board's

feedback. In kind, the Executive Board directed staff to continue to effectively and efficiently serve our customers, while remaining in compliance with the intent and parameters of the law.

1. Request Transfer of Dislocated Worker Funding to Adult Funding

WIOA sec. 133(b)(4) provides the authority for LWDBs to transfer up to 100 percent of the funds allocated for dislocated worker activities for expenditure on adult activities. The request to transfer funds must be submitted to DEO.

Referring to the action item in the agenda packet, Mrs. Doubleday clarified that since the original action item had been written, the region's unemployment rate decreased from 3.5% to 2.9%.

Further rationale supporting the transfer of \$283,746.00 of FY 2021-22 dislocated worker funds to adult funding includes:

- Most individuals who are currently enrolled or are seeking training are eligible under the adult program, but not under the dislocated worker program.
- Most individuals who would qualify for dislocated worker funds are interested in returning to work and are not seeking training.
- It is anticipated that adult funding would be depleted prior to the end of the fiscal year if this request is not granted.
- Outreach activities have not successfully recruited new dislocated workers. Activities have included visits to educational classrooms, social media posts, presentations to civic groups and partner entities, and flyers posted in underserved neighborhoods.
- Transfer of dislocated worker funds for adult expenditures will not adversely impact the provision of services. There are no known pending layoffs that may impact the need for dislocated workers in the local area.

Mrs. Doubleday informed the Executive Board that the General Board voted unanimously to recommend approval.

- A motion was made by Executive Board member, Commissioner George, to approve submission of a request to FLDOE to transfer \$283,746.00 of FY21-22 allocated dislocated worker funding for expenditures on adult activities.
- Motion seconded by Executive Board member, Commissioner Gross.
- Motion carried.

2. Action Item: Request to Revise Employee Handbook – Leave Carry Forward Date

Referring to the action item in the agenda packet, Mrs. Doubleday explained staff's request to revise the annual carry forward leave balance policy to change from calendar year to fiscal year and to revise the wording in the Employee Handbook to read "Up to 240 hours may be carried forward as of June 30th of each year. The balance of hours in excess of 240 hours on June 30th will be forfeited and uncompensated." CSH's attorney was consulted and expressed no concerns.

Mrs. Doubleday informed the Executive Board that the General Board voted unanimously to recommend approval.

- A motion was made by Executive Board member, Commissioner Gross, to revise the annual carry forward leave balance policy to change from calendar year to fiscal year and to revise the wording in the Employee Handbook to read "Up to 240 hours may be carried forward as of June 30th of each year. The balance of hours in excess of 240 hours on June 30th will be forfeited and uncompensated."
- Motion seconded by Executive Board member, Commissioner Roberts.
- Motion carried.

3. Action Item: Request to Apply to Continue as a Direct Service Provider

CareerSource Heartland has been operating as Direct Service Provider of “One-Stop” Operations since 2008 (then Heartland Workforce). Current approval to operate as such expires June 30, 2023.

Referring to the action item in the agenda packet, Mrs. Doubleday informed the Executive Board that providing their own services has resulted in increased communication with frontline staff, a significant cost savings allowing more funding to go directly to customer services, longer-term and better trained staff, better staff morale, and quicker response to customers and program needs.

Mrs. Doubleday informed the Executive Board that the General Board voted unanimously to recommend approval.

- A motion was made by Executive Board member, Commissioner George, to permit staff to submit to CareerSource Florida a request for extension to continue to operate as a Direct Service Provider.
- Motion seconded by Executive Board member, Commissioner Roberts.
- Motion carried.

4. Action Item: Request to Negotiate Renewal Lease for CSH Okeechobee Center

Referring to the action item in the agenda packet, Mrs. Doubleday related staff’s recommendation to maintain occupancy of the CareerSource Heartland Okeechobee Center at its current location of 207 SW Park St., Okeechobee, and allow the President/CEO to enter into negotiations for a 5-year renewal lease. An increase in the rental cost is anticipated, as no increase has occurred for 5 years. The current office rental rates range from \$10.62 - \$22.00 per square foot. In addition, remaining at the current location will avoid the costs of relocation and build-out.

Mrs. Doubleday informed the Executive Board that the General Board voted unanimously to recommend approval.

- A motion was made by Executive Board member, Commissioner Gross, to maintain occupancy of the CareerSource Heartland Okeechobee Center at its current location of 207 SW Park St., Okeechobee, and allow the President/CEO to enter into negotiations for a 5-year renewal lease.
- Motion seconded by Executive Board member, Commissioner George.
- 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.

- **Board Vacancies / Changes:**
CSH currently has no vacancies or changes in board membership.
- **Infrastructure (IFA) Cost Sharing Agreements:**
IFA reconciliations for the semi-annual period of January 1, 2022 – June 30, 2022, and for the annual period of July 1, 2021 – June 30, 2022, have been completed.
- **Memoranda of Understanding:**
Several of our organization’s Memoranda of Understanding will expire on June 30, 2023. Efforts are under way to renew and update these partnership documents.
- **CSH serving as administrative and fiscal entity for The Hardee County Industrial Authority (IDA)**
This is no longer being pursued. The company they were most interested in providing these services for has gone in a different direction.
- **CSH received funding for temporary employment and short-term disaster-related training:**

CSH received an award of \$210,000 for temporary employment for eligible individuals impacted by Hurricane Ian.

- **Local Plan – Two Year Update**

CareerSource Florida (CSF) approved CSH’s Local Plan Two-Year Update. Minor updates were requested prior to approval.

- **CSH and CareerSource Flagler Volusia (CSFV) Joint Grant:**

CSH continues implementation. Twelve local individuals completed Train-the-Trainer sessions; 6 from CSH, 2 from PYP, 2 from SFSC, and 2 from the Highlands School District.

- **Responding to the requirements of the Reimagining Education and Career Help Act (REACH):**

The Credentials Review Committee finalized and approved the definition of “credentials of value” as the criteria set forth in the Framework of Quality. In February, CSF will meet to adopt the next Master Credentials list which will impact the type of training CSH is able to fund.

The realignment study continues. The next meeting of which will take place on Wednesday, February 1, from 10-11 a.m. At the February 23, 2023, CSF Board meeting, Ernst & Young will provide a report with realignment recommendations.

B. Programs Report:

As presented in the packet with no items of note and no concerns expressed.

C. Finance Report:

Financial reports through November 30, 2022 were presented as explained by Mrs. Doubleday in her report on the activities of the F&O Committee. No expenditure concerns were noted.

IX. Time for Board Members/Other

A. Economic Development updates

- None reported

B. Other items of interest by/for Board Members

- None

VIII. Next Board Meeting

Commissioner Owens announced the next board meeting will be held on April 26, 2023 at CSH office in Sebring.

IX. Adjourn

As there were no other matters brought before the Board of Directors, the meeting was adjourned at 2:46 p.m.

Board members present/participating: None

Board members absent: N/A

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

CareerSource Heartland staff present/participating: Donna Doubleday, Michele Arena, Ann Martin, Brian Mercurio

Public attendance: None