



CareerSource Heartland
5901 US Hwy 27 South
Sebring, Florida 33870

**CareerSource Heartland Joint Board of Directors Meeting
Wednesday, April 26, 2023**

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 1:38 p.m. by Raymond Royce (Board of Directors Chair) and Commissioner Kelly Owens (Executive Board Chair).
- B. Mr. Royce inquired if any requests for public comment had been made and was advised that none had.

II. Introductions

Mr. Royce 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. Royce called for a motion to accept/approve the meeting agenda.

- A motion was made by Board member, David Royal, to approve the agenda as presented.
- 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 January 17, 2023 Youth Council, January 23, 2023 Finance and Operations Committee, January 25, 2023 General Board, and the January 30, 2023 Executive Board meetings.

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

Action Item(s):

1. Ad-Hoc Nominating Committee for Board Officers:
Referring to the Action Item, Board Chair Royce reviewed officer term requirements and opened the floor to accept volunteers for the nominating committee. He then set the members of the Ad-Hoc Nominating Committee as follows:
 - Raymond Royce
 - David Royal
 - Yessenia Irizarry
 - Gary Ritter

Chair Royce invited anyone interested in serving as an officer or wishing to present a nominee for consideration to let Ms. Doubleday know by May 3rd.

VI. PRESENTATIONS

A. How to Create a Successful Apprenticeship (video) – Apprentice Florida

Apprenticeship programs are designed by, and for, the employer with a specialized focus on the unique needs of a specific job. For businesses in every industry, they are customized, replicable training programs to address workforce needs.

VII. COMMITTEE REPORTS/ACTIONS

A. Youth Council: Gary Ritter, Committee Chair

Committee Chair Gary Ritter reported that the Youth Council met on 4/17/2023 to review/discuss the action items below.

1. Action Item: Year-round In-School and Out-of-School Youth Service Provision for PY 2023-2024

Referring to the Action Item in the Board packet, Mr. Ritter reminded the Board that, back in 2021, CareerSource Heartland (CSH) followed the competitive process for procurement of youth services and selected South Florida State College (SFSC) to provide year-round in-school and out-of-school youth services beginning in PY 2022-23 with extension for up to two possible years depending on performance.

Data review indicates SFSC's Panther Youth Partners Program (PYP) is on track to meet performance requirements for the year and continues to serve those most in need, at-risk youth. Although preliminary funding estimates have not been made available, this action is brought forward now to ensure no interruption in services between the current program year's end and the beginning of the new program year.

CSH staff is recommending two contracts in an amount not to exceed \$162,500 for In-school Youth and \$487,500 for Out-of-school Youth for PY 2023-24, contingent upon available funding.

✦ As a related-party contract, Thomas Leitzel and Joshua Exendine, CSH Board members and employees of SFSC, abstained from voting on this action and signed conflict-of-interest forms.

- A motion was made by Board member, Gary Ritter, to allow the CSH President/CEO to negotiate two contracts with SFSC for year two of three, in amounts up to and not to exceed \$162,500 for In-school Youth and \$487,500 for Out-of-school Youth for PY 2023-24, contingent upon available funding.
- Motion seconded by Board member, William Allbritton.
- Motion carried.
- LEO approved.

2. Action Item: Youth Get There Faster Grant Contracts

Referring to the Action Item in the Board packet, Mr. Ritter explained that CareerSource Heartland partnered with CareerSource Flagler Volusia (CSFV) on a Get There Faster Grant funded by CareerSource Florida (CSF). This grant offers online digital literacy leadership and foundational skills to eligible individuals making entrepreneurial skills available through Train the Trainer. The curriculum, entitled Ice-House, teaches 8 foundational skills important to job retention and entrepreneurship.

Initially, CSFV received the full funding allocations with the intention of covering CSH's related costs. Twelve individuals completed the Ice-House curriculum. However, logistical issues arose during planning for local facilitation. For more effective and efficient documentation, CSFV de-obligated \$237,758.50. These funds were then allocated to CSH for grant implementation. CSH's portion of the grant requires 50 WIOA eligible individuals to complete this course by 9/30/2023. SFSC's PYP staff have agreed to assist by implementing this curriculum with twenty-five to thirty youth. For effective and efficient grant tracking, staff recommend awarding two related grant contracts in the amounts of \$ 9,573.35 for In-school Youth and \$ 28,720.05 for Out-of-school Youth. CSH will use the remaining funds to implement the program for Adults and Dislocated Workers.

- ✦ As a related-party contract, Thomas Leitzel and Joshua Exendine, CSH Board members and employees of SFSC, abstained from voting on this action and signed conflict-of-interest forms.
- A motion was made by Board member, Gary Ritter, to issue contracts to SFSC/PYP for amounts up to and not to exceed \$9,573.35 for In-school Youth and \$28,720.05 for Out-of-school Youth to complete the ELI Ice-House Curriculum.
- Motion seconded by Board member, Yessenia Irizarry.
- Motion carried.
- LEO approved.

B. Business Enhancement Committee: David Royal, Committee Chair / Board Chair

Committee Chair David Royal reported that the Business Enhancement met on 4/19/2023 to review/discuss the action items below.

1. Action Item: Request to Increase Individual Training Account Caps

Referring to the Action Item in the Board packet, Mr. Royal informed the Board that the state has given additional funds to educational institutions and related Donna Doubleday's (CSH President/CEO) statements that the costs of attending training are increasing. In accordance, staff is requesting to raise the current Board-approved caps for Individual Training Accounts (ITAs).

Staff recommends increasing ITA caps to \$7,000 per customer entering training in a Targeted Industry and \$6,000 per customer entering training in a Non-Targeted Industry, with no change to the Advanced Manufacturing Initiative ITA cap, and directing staff to update CSH's Local Plan accordingly.

- A motion was made by Board member, David Royal, to increase ITA caps to \$7,000 per customer entering training in a Targeted Industry and \$6,000 per customer entering training in a Non-Targeted Industry, with no change to the Advanced Manufacturing Initiative ITA cap, and direct staff to update CSH's Local Plan accordingly.
- Motion seconded by Board member, Gary Ritter.

- Motion carried.
- LEO approved.

2. Action Item: Request to Increase Customized Training Cap

Referring to the Action Item in the Board packet, Mr. Royal expressed the view of the Business Enhancement Committee that the Customized Training (CT) cap should be in line with the amount set for the Individual Training Account cap and recommended the Customized Training Cap, therefore, be increased the same.

- A motion was made by Board member, David Royal, to increase the current CT cap to match the Board approved ITA cap.
- Motion seconded by Board member, Thomas Leitzel.
- Motion carried.
- LEO approved.

3. Action Item: Request to Set Job Openings Threshold for Local Demand Occupations

Referring to the Action Item in the Board packet, Mr. Royal informed the Board that the state has increased the threshold for an occupation to be considered “in local demand” to 30 current or future job openings. However, bearing in mind the economic landscape of our rural communities, the Committee recommends setting the job opening threshold to 15.

- A motion was made by Board member, David Royal, to set the local job opening threshold for an occupation to be considered “in local demand” to 15 current, or future, openings.
- Motion seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

4. Action Item: Request to Add Nursing Assistant to the 2022-2023 Local Demand Occupations List

Referring to the Action Item in the Board packet, Mr. Royal informed the Board that Nursing Assistant, which does appear on the state list, is absent from CSH’s Local Demand Occupations List (DOL). Mr. Royal related the committee’s acknowledgement of the need for Nursing Assistants in the community and its need for inclusion.

Ms. Doubleday clarified that the request is for the current program year. CSH was of the understanding that training could be provided for occupations on the Master Credentials List (MCL) to later realize that for an occupation to receive WIOA funds, it must also appear on the Local DOL. Because of staff’s initial understanding, Certified Nurse Assistant was not included on the request to add occupations to the PY 2022-23 Local Demand Occupations List. To ensure compliance, staff requested retroactive addition of Nursing Assistant to the PY 2022-23 DOL.

- A motion was made by Board member, David Royal, to approve staff’s recommendation to retroactively add Nursing Assistant to the 2022-23 Local Demand Occupations List.
- Motion seconded by Board member, Thomas Leitzel.
- Motion carried.
- LEO approved.

C. Finance & Operations Committee: Yessenia Irizarry, Chair

Committee Chair Yessenia Irizarry reported that the Finance & Operations Committee met on 4/24/2023 to review/discuss the financial reports, President/CEO travel/credit card charges, and the below action items.

The financial reports indicating expenditures through February 2023 were reviewed. The committee did have a question concerning the amounts listed for building repairs in the janitorial costs category. It was clarified that the amounts listed there are year-to-date. No other concerns were expressed by the committee.

CSH's ITA expenditure rate is 8.29% below the 30% requirement due to payments for insurance, monitoring, and auditing services. Staff does not anticipate any issues meeting the 30% requirement by the end of the program year.

The committee also reviewed the President/CEO's credit card and travel check expenses. Ms. Doubleday's credit card charges totaled \$2424.90 for lodging and tolls to attend FWDA and CareerSource Florida Meetings in Tallahassee. Rooms were secured for Jeff King, Ann Martin, and Donna Doubleday. Travel expenses totaled \$736.76 for travel to the mentioned meetings as well as some local travel.

Information Items:

- Contracts up for renewal for PY 23-24 include:
Taylor, Hall, Miller, Parker (THMP) – Year 3 of 3 for fiscal, programmatic, administrative, and one-stop monitoring (\$20,980)
James Moore CPA – Year 4 of 5 for auditing services (\$26,000).
- DEO's Civil Rights/Nondiscrimination/Universal Access Compliance Review
- There were no findings. Several commendable practices were noted. AARP Back to Work – 50+
Due to the extensive requirements surrounding AARP Foundation's Back-to-Work 50+ program, CSH returned the \$10,000 initially provided for facilitation. Both parties agreed to reconsider implementation in the future.
- CSH Funding for Short-Term Disaster-Related Training
CSH received a \$200,000 notice of funds availability for short-term, disaster-related training opportunities in response to Hurricane Ian. CSH has been in contact with SFSC and IRSC. Program recipients will need to meet WIOA eligibility requirements.
- VoIP Telephone Services
CSH received a total of 9 proposals. Many factors were considered in the selection process. CSH has decided to stay with the current provider Kit Communications.
- Copy Services
CSH received a total of 4 proposals. The current vendor missed the submission deadline. Many factors are being considered in the selection process which is ongoing.
- DEO's Financial and Programmatic Monitoring has been completed and the report is being finalized. The report will be shared with the Board at the first meeting following receipt.

- 1. Action Item: Request for Contract Renewal for PY 2023-24 for Sunshine Staffing to Serve as Employer of Record for WIOA Transitional Employment and Work Experience (year 3 of 3)**

Referring to the Action Item in the Board packet, Ms. Doubleday explained that the current contract (in year 2 of 3), which ends June 30, 2023, establishes Sunshine Staffing as the Employer of Record for Workforce Innovation and Opportunity Act (WIOA) job seekers enrolled in Transitional Jobs and Work Experience training opportunities. This service provides customers with added work-based learning/training options and provides CareerSource Heartland (CSH) a greater opportunity to meet the state-mandated ITA expenditure compliance.

This year's contract amount was not to exceed \$150,000 issued in \$25,000 increments. Moving forward into PY 2023-24, CSH is asking for the same.

✦ As a related-party contract, Yessenia Irizarry, CSH Board member and employee of Sunshine Staffing, abstained from voting on this action and signed a conflict-of-interest form.

- A motion was made by Board member, David Royal, to approve the renewal of Sunshine Staffing's contract to serve as employer of record for Transitional Jobs/Work Experience Training (year 3 of 3) in an amount not to exceed \$150,000 and obligated in increments of \$25,000 based upon program needs.
- Motion seconded by Board member, Thomas Leitzel.
- Motion carried.
- LEO approved.

2. Action Item: Request for Sunshine Staffing to Serve as Employer of Record for CSH Temporary Employment Needs for PY 2023-24

Referring to the Action Item in the Board packet, Ms. Doubleday explained that, on occasion, CareerSource Heartland benefits from the ability to utilize a staffing agency to meet short-term, temporary hiring needs. CSH staff requested that Sunshine Staffing continue as a vendor to serve as employer of record for CSH temporary employees as the need arises. The maximum dollar amount requested for this purpose for PY 2023-24 is \$7500.

✦ As a related-party contract, Yessenia Irizarry, CSH Board member and employee of Sunshine Staffing, abstained from voting on this action and signed a conflict-of-interest form.

- A motion was made by Board member, Thomas Leitzel, to approve the renewal of Sunshine Staffing's contract to serve as employer of record for CSH temporary employees as the need arises, through June 30, 2024, allowing an amount not to exceed \$7,500.00 for this purpose.
- Motion seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

3. Action Item: Request for Contract Renewal with Concertium for Information Technology Services for PY 2023-24

Referring to the Action Item in the Board packet, Ms. Irizarry explained that CSH is currently in year 1 of 3 with Concertium. The current contract concludes on 6/30/23. Concertium's services include general IT maintenance monitoring services (including virus and dark web monitoring), management of CSH Microsoft licenses, and specific projects addressing Active Directory and Group Policy issues and the correction of any hardware or software concerns as the need arises.

CSH staff requests to contract year 2 of 3 for PY 2023-24 with Concertium in an amount not to exceed \$116,000 and to allow for added charges as deemed necessary as outlined.

- A motion was made by Board member, Yessenia Irizarry, to approve the renewal of Concertium's contract for Information Technology Services for PY 2023-24, in an amount not to exceed \$116,000 and to allow for added charges as deemed necessary as outlined.
- Motion seconded by Board member, David Royal.
- 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.

- The next Sector Strategies roundtable is scheduled for 5/18/23. Mike Aller from Florida Makes will be giving a presentation on Connex Florida (a supply chain solution system for manufacturers).
- CSH currently has no current vacancies or changes in Board membership.
- Following the Board's guidance, the CSH President/CEO negotiated terms with the property owner of the Okeechobee Center at a rate of \$10.32 per square foot. This is below the current market value. The Lease is for 5 years with a review of terms in 2 years.
- Following Hurricane Ian, CSH received an initial award of \$210,000 for temporary employment of eligible individuals. Jobs must be disaster-related and assist with labor and disaster clean-up or with humanitarian aid. CSH recently received an additional \$200,000 which may be used for new positions or to extend current positions as needed.
- CSH participated in Okeechobee County's Sequential Intercept Model (SIM) Mapping Workshop. The SIM mapping process helps to identify strategies to divert people with mental and substance use disorders away from the justice system into community-based solutions.
- CSH Staff is participating in various Recovery and Resiliency workshops throughout the region.
- CSH's request for extension to operate as a Direct Service Provider has been submitted and is under review. Review for approval will take place at the CareerSource Florida (CSF) June board meeting.
- CSH's application for designation as Local Workforce Development Area (LWDA) has been submitted and is under review for approval. This is typically a biennial requirement. However, due to the current realignment, CSH's application will be good for only 1 year. Following next year's reapplication, the reapplication period will revert back to once every 2 years.
- Similar to many employers throughout CSH's four-county area, CSH is experiencing staffing challenges.
- The Master Credentials List (MCL) has been approved for the 2023-24 program year and lists 2,063 credentials; however, some of these are marked provisional. For these provisional credentials to be included on the 2024-25 list there are criteria that will need to be met and submitted to the committee for evaluation. The state is also accepting additional applications for inclusion. Only local workforce development

boards can submit applications for local demand list inclusion. CSH staff is working closely with local educational entities on necessary submittals.

- CareerSource Florida publicly noticed for comment their recommendation to downsize from 24 to 22 LWDAs. Now that the public comment period has ended, CSF's recommendation along with public comments has been forwarded to the governor's office for consideration and is awaiting ratification.
- Several bills have been filed that impact workforce development and workforce education. The main bill is SB 240 with companion HB 7051. These bills impact education, necessitating the involvement of high schools and universities in career/workforce development activities, as well as the operations of LWDAs.

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 February 2023 are as presented. No concerns were noted.

IX. Time for Board Members/Other

- A. Economic Development updates were briefly reported by Commissioner Gross for DeSoto County, Commissioner George for Hardee County, Chair Royce for Highlands County, and Commissioner Owens & Gary Ritter for Okeechobee County.

- B. Other items of interest by/for board members

Branch Manager, Shannon Kuen, read aloud the DeSoto/Hardee center report prepared by Branch Manager, Lenora White, before presenting her report for the Highlands Center. Branch Coordinator, Mary Smith, presented updates for the Okeechobee center.

IX. Next Board Meeting

Board Chair Royce announced the next board meeting to be held on June 21, 2023 at the CSH office in Sebring.

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 3:25 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, Kevin Cundiff, Joshua Exendine, Skylar Harrison, Thomas Leitzel, Allen Moore, Gary Ritter

Board members absent: Elizabeth Densmore, Mary Dow, Denise Grimsley, Terri Hemings, Lois Hilton, Christen Johnson, Jeff King, Jacquelyn Lockhart, Wayne Olson, Donald Samuels, Angel Wiggins, Amanda Wilson

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, Ann Martin, Michele Arena, Matthew Horkan, Shannon Kuen, Mary Smith, Brian Mercurio

Public attendance: Mike Davis