

**CareerSource Heartland Joint Board of Directors Meeting
Wednesday, October 25, 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 1:33 p.m. by Raymond Royce (Chair of the Board of Directors) and Commissioner Kelly Owens (Executive Board Chair).
- 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 Board Chair-Elect, David Royal, to approve the agenda.
- Motion seconded by Board member, Brenda Longshore.
- 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 June 13, 2023 Business Enhancement Committee, June 19, 2023 Finance and Operations Committee, June 21, 2023 Joint Board, and October 10, 2023 Youth Council meeting minutes.

- A motion was made by Board member, Gary Ritter, to approve the presented minutes.
- Motion was seconded by Board Chair-Elect, 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. Potential Board Member – Dawn Hoover (Gilbert Family of Companies)

Referring to the Action Item, Executive Chair Commissioner Owens explained the Executive Board's role in approving CareerSource Heartland (CSH) Board member nominations and presented the biography for Dawn Hoover. When asked if there were any questions regarding Ms. Hoover's nomination none were noted.

- A motion was made by Executive Board member, Commissioner Roberts, to appoint Dawn Hoover to the CSH Board.
 - Motion was seconded by Executive Board member, Commissioner Gross.
 - Motion carried unanimously.
2. Potential Board Member – Jeff Jones (Jones Supply A.I. Sales & Service Inc.)
- Referring to the Action Item, Executive Chair Commissioner Owens explained the Executive Board’s role in approving CareerSource Heartland (CSH) Board member nominations and presented the biography for Jeff Jones. When asked if there were any questions regarding Mr. Jones’ nomination none were noted.
- A motion was made by Executive Board member, Commissioner Gross, to appoint Jeff Jones to the CSH Board.
 - Motion was seconded by Executive Board member, Commissioner Roberts.
 - Motion carried unanimously.
3. Potential Board Member – Deborah Mancini (Mancini Foods)
- Referring to the Action Item, Executive Chair Commissioner Owens explained the Executive Board’s role in approving CareerSource Heartland (CSH) Board member nominations and presented the biography for Deborah Mancini. When asked if there were any questions regarding Ms. Mancini’s nomination none were noted.
- A motion was made by Executive Board member, Commissioner Gross, to appoint Deborah Mancini to the CSH Board.
 - Motion was seconded by Executive Board member, Commissioner Roberts.
 - Motion carried unanimously.
4. Potential Board Member – Lindsey McCain (Profile Products, LLC)
- Referring to the Action Item, Executive Chair Commissioner Owens explained the Executive Board’s role in approving CareerSource Heartland (CSH) Board member nominations and presented the biography for Lindsey McCain. When asked if there were any questions regarding Ms. McCain’s nomination none were noted.
- A motion was made by Executive Board member, Commissioner Roberts, to appoint Lindsey McCain to the CSH Board.
 - Motion was seconded by Executive Board member, Commissioner Gross.
 - Motion carried unanimously.

Information Item(s):

1. None

B. Board of Directors: Raymond Royce, Chair

Action Item(s):

1. Education and Industry Consortium Strategic Policy
- Referring to the action item, Donna Doubleday (CSH President/CEO) explained that Senate Bill 240, an act relating to education and amending Florida Statutes Section 445.007, requires local workforce boards (LWDBs) to create education and industry consortiums to provide independent information from stakeholders in the local area. She reviewed the State’s guidance, the membership requirements, and the intended goal of this Consortium. She then presented the related draft policy for Board consideration and approval.
- A motion was made by Board member, Gary Ritter, to approve the Education and Industry Consortium Strategic Policy as presented.
 - Motion seconded by Board Chair-Elect, David Royal.

- Motion carried.
- LEO approved.

Information Item(s):

2. None

VI. Presentations

- A. Meredith Durastanti, Kristen Rivas (Hardee County School District)
Meredith Durastanti (Director of AVID, CTE, and Adult Ed.) and Kristen Rivas (Assistant Director of Elementary Education) reported on Hardee County School District’s plans, strategies, and challenges in preparing youth for employment and the future.
- B. Superintendent Brenda Longshore (School Board of Highlands County)
Dr. Longshore reported on the School Board of Highlands County’s plans, strategies, and challenges in preparing youth for employment and the future.
- C. Superintendent Ken Kenworthy (Okeechobee County School District)
Ken Kenworthy and Daryl Roehm (Career and Technical Education Coordinator) reported on the Okeechobee County School District’s plans, strategies, and challenges in preparing youth for employment and the future.

VII. Committee Reports/Actions

A. Youth Council: Gary Ritter, Chair

Committee Chair, Gary Ritter, reported that the Youth Council met on 10/10/2023 to review the action items below. A quorum was present at this meeting.

1. Action Item: Youth Contract Budget Adjustments for 2023-24

Referring to the action item in the agenda packet, and in light of a federally approved waiver granted to Florida Commerce, Mr. Ritter briefly explained the relationship between CSH and SFSC in the implementation of the Panther Youth Program and announced that CSH and PYP staff are seeking an amendment to readjust the funding split between the In-School (ISY) and Out-of-School (OSY) programs to allow services for youth to be delivered in a manner that best serves local needs based on population, resources, and labor market factors. The Rebalancing will realign the service goal to 110 participants for each program and readjust the funding split to \$314,890.50 and \$320,533.50 respectively with no addition to total previously approved funding.

The proposed rebalancing will more effectively address CSH’s local needs.

- A motion was made by Board member, Gary Ritter, to amend the total budget amounts for CSH’s contracts with SFSC/PYP for In and Out-of-School services, increasing In-School Youth to \$314,890.50 and decreasing Out-of-School Youth to \$320,533.50 for PY 2023-24.
- Motion seconded by Board member, Glenn West.
- Motion carried.
- LEO approved.

Joshua Exendine and Fred Hawkins, CSH Board members and SFSC employees, abstained from voting and signed conflict-of-interest forms.

B. Business Enhancement Committee: David Royal, Chair

Committee Chair, David Royal, reported that the Business Enhancement Committee met on 10/16/2023 to review the action items below. Quorum was not met, and the meeting proceeded by consensus.

1. Action Item: Addition to the 2023-24 Local Demand Occupations List

Referring to the Action Item in the committee packet, Mr. Royal informed the Board that a request has been made to add Childcare Workers to the 2023-24 Local Demand Occupations List and referred the committee to the action item for further review. Mr. Royal related that it is the committee's recommendation to approve inclusion.

- A motion was made by Board Chair-Elect, David Royal, to add Childcare Workers (SOC 39-9011) to the 2023-24 Local Demand Occupations List as presented.
- Motion seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

2. Action Item: Apprenticeship Sponsor

Referring to the Action Item in the Board packet, Mr. Royal related the committee's discussion concerning the time and resources required for CSH to serve as an apprenticeship sponsor, the current resources, and the funding required to support this effort. The discussion included consideration of the efforts, successes, and challenges of the other LWDBs who have served or are serving as apprenticeship sponsors.

Mr. Royal informed the Board that it is the committee's recommendation not to pursue apprentice sponsorship at this time. Instead, CSH should continue to identify, and support, other eligible entities as apprenticeship sponsors. It was agreed that this could be revisited in the future.

- A motion was made by Board Chair-Elect, David Royal, to not pursue the Board serving as an apprentice sponsor at this time and instead to continue to identify and support other eligible entities as apprenticeship sponsors.
- Motion seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

C. Finance & Operations Committee: William Allbritton, Committee Chair

Committee Chair, William Allbritton, reported that the Finance & Operations Committee met on 10/24/2023 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.

In the interest of expediency, a decision was made to begin with an explanation and vote on the action items first.

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

Referring to the Action Item in the Board packet, Mr. Allbritton explained that the Internal Control Questionnaire and Assessment (ICQ) is a tool that helps staff evaluate whether sound, internal controls exist to identify and minimize risks to daily operations. The ICQ has been signed by the CSH Board Chair and submitted to Florida Commerce to meet the State's deadline.

The F&O Committee reviewed the document. No concerns were noted, and the committee voted to recommend acknowledgement of the 2022-23 ICQ as presented.

- A motion was made by Committee Chair, William Allbritton, to acknowledge the PY 2022-23 Internal Control Questionnaire and Assessment as presented.
- Motion seconded by Board Chair-Elect, David Royal.
- Motion carried.
- LEO approved.

2. Action Item: Request Transfer of Dislocated Worker Funding to Adult Funding

Referring to the action item in the agenda packet, Mr. Allbritton explained that, with approval from Florida Commerce, workforce boards can transfer up to 100 percent of Dislocated Worker funds for expenditure on adult activities.

As such, staff requested Board approval to transfer up to \$288,473.00, representing 99% of FY 2022-23 Dislocated Worker funds, for expenditure on adult activities. Rationale for this request was detailed within the action item.

2023-24 Dislocated Worker funding remains available if needed.

Informing the Board of the committee's discussion, Mr. Albritton explained that the Dislocated Worker funding is 2-year money and separate from Hurricane Ian Dislocated Worker funds.

The committee voted to recommend approval of the transfer request.

- A motion was made by Committee Chair, William Allbritton, to approve submission of a request to Florida Commerce to transfer up to \$288,473.00 of FY 2022-23 allocated dislocated worker funding for expenditures on adult activities.
- Motion seconded by Board member, Glenn West.
- Motion carried.
- LEO approved.

3. Action Item: Annual Performance Incentives

Referring to the action item in the agenda packet, Mr. Allbritton explained that CSH has a Board approved Annual Performance Incentive Plan that rewards staff efforts when annual performance goals are met. As all 2022-23 goals have been met or exceeded, the F&O Committee voted to approve incentive awards as outlined in CareerSource Heartland's Annual Performance Incentive Plan using a base not to exceed fifty-five thousand dollars (\$55,000) to include an incentive for the President/CEO for an amount not to exceed \$4000.

This performance funding amount was approved as part of the budget.

- A motion was made by Committee Chair, William Allbritton, to approve incentive awards as outlined in CareerSource Heartland's Annual Performance Incentive Plan following the methodology outlined in the Plan, using a base not to exceed fifty-five thousand dollars (\$55,000), and including an incentive for the President/CEO for an amount not to exceed \$4000.
- Motion seconded by Board Chair-Elect, David Royal.
- Motion carried.
- LEO approved.

Continuing with a discussion of the financial reports, Mr. Allbritton announced that the financial reports for FY 2022-23 year-end June 30, 20223 and financial reports for FY 2023-24 July through August 31, 2023 were as presented. No expenditure concerns were noted.

Information Items:

- PY 2022-23 Performance
CSH was only 1 of 4 areas that met or exceeded all 18 indicators for the year. CSH achieved a 99.56, A+ grade.
- NFAs for Hope Florida
CSH received 2 notices of funding availability totaling approximately \$135,000 in support of Hope Florida. Hope Florida is an initiative spearheaded by First Lady DeSantis and implemented by Florida's Department of Children and Families. The program's purpose is to help individuals develop long-term goals to overcome barriers to prosperity. CSH has submitted a plan to Florida Commerce indicating how CSH will implement this program locally.

- **Single Independent Audit**
James Moore & Co. are finalizing the annual audit report. No findings have been identified. The final report will be presented at the January Board meeting. Work has begun on the 990.
- **Florida Commerce PY 2022-23 Monitoring Report**
The produced report is very detailed. Mrs. Doubleday praised her staff for their work and their ability to balance the provision of quality customer service with the documentation requirements of each program. Mr. Allbritton informed the Board that the F&O Committee reviewed the report and voiced no concerns.
- **Taylor Hall Miller Parker (THMP) Monitoring**
THMP conducted internal monitoring 10/18/23 – 10/22/23. THMP are independent monitors contracted by CSH to identify potential issues and prepare CSH for state monitoring. The THMP draft report identified observations for consideration and 1 finding attributed to a minor clerical error.
- **Florida Commerce Monitoring**
Florida Commerce Monitoring is scheduled 12/4/23 – 12/8/23. CSH has already received a partial list of data requests for their review.

Lastly, Mr. Allbritton related the President/CEO's travel expenses and credit card charges since the last F&O Committee meeting. Since the last meeting, there were no card charges. Mrs. Doubleday's travel expenses totaled \$299.38, which included local travel and travel to Orlando for the Workforce Summit and CareerSource Florida meetings. No expense/expenditure questions or concerns were noted.

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.

- **ACE of Florida**
ACE of Florida (Adult Community Education) offers annual achievement awards in various categories such as Media Promotion of the Year, Instructional Support Staff of the Year, and more. This year, South Florida State College nominated Career Source Heartland and CareerSource Heartland's contracted Youth Program, Panther Youth Partners, as Business Supporter of the Year. CSH was chosen as the 2023 statewide winner in that category.
- **FDC Re-entry Fair**
In partnership with the Florida Department of Corrections (FDC), CSH participated in the reentry fair hosted by FDC and held at Indian River State College, Dixon Hendry campus in Okeechobee. For their collaboration, CSH received a certificate of appreciation.

B. Programs Report:

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

C. Finance Report:

Financial reports for FY 2022-23 year-end June 30, 2023 and financial reports for FY 2023-24 July through August 31, 2023 were presented as explained by Mr. Allbritton in his 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, David Royal for Hardee County, Jeff King for Highlands County, and Kaylee King 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.

C. Mr. Royce reminded members to complete the 2023-24 Board Member Refresher Training.

VIII. Next Board Meeting

Mr. Royce announced the next board meeting will be held on January 24, 2024 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 3:55 p.m.

Board members present/participating: Raymond Royce – Chair, David Royal – Chair Elect, William Allbritton – Secretary/Treasurer, Leigh Ann Bellamy, Russell Brown, Mary Dow, Lois Hilton, Yessenia Irizarry, Kaylee King, Brenda Longshore, Wayne Olson, Gary Ritter, Glenn West, Amanda Wilson

New Board members present/participating: Jeff Jones, Lindsey McCain

Board members absent: Andrea Broomfield, Joshua Exendine, Denise Grimsley, Sondra Guffey, Skylar Harrison, Fred Hawkins, Christen Johnson, Allen Moore, Angel Wiggins

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

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

Public attendance: Meredith Durastanti, Kristen Rivas, Scott Morgan, Jeff King, John Varady, Alex Tijenna, Ken Kenworthy, Daryl Roehm, Mike Davis