

**CareerSource Heartland Joint Board of Directors Meeting
Wednesday, April 17, 2024**

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 (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, Mary Dow.
- 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 10, 2024 Youth Council, January 22, 2024 Finance and Operations Committee, January 24, 2024 Joint Board, and the April 1, 2024 Executive Board meetings.

- A motion was made by Board member, Mary Dow, to approve the minutes as presented.
- 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. Issues for Discussion with CareerSource Florida's Government Affairs Director**

Commissioner Owens stated that she had a Zoom meeting scheduled for 4/18/2024. She mentioned that she planned to bring up the SNAP funding issue and asked if others had suggestions for discussion. One individual mentioned that funding in general has been an issue for CSH. The funds allocated to CSH have been decreasing while costs and service expectations are increasing. Another cut in funding is anticipated for the upcoming fiscal year.

B. Board of Directors: Raymond Royce, Chair – Requires Board and LEO Approval

Action Item(s):

1. Application for Subsequent Local Workforce Development Area Designation/Certification

Referring to the Action item in the packet, Ms. Doubleday stated that Local Workforce Development Area Designation/Certification is required every two years. Following a review of the requirements, staff requested approval to submit to CareerSource Florida CSH's application for subsequent LWDA Designation/Certification.

- A motion was made by Board member David Royal to approve submittal of CSH's Application for Subsequent Local Workforce Development Area Designation/Certification.
- Motion was seconded by Board member Gary Ritter.
- Motion carried.
- LEO approved.

2. Local Workforce Development Area Board Governance – Updated Policy

Referring to the Action item, Ms. Doubleday stated that CSH received an updated LWDA Board Governance Policy from the State. A copy of CSF's policy was included in the CSH Board meeting packet for information and board review. A revised CSH LWDA Board Governance Policy was presented with changes/additions highlighted. Following a discussion surrounding the two policies, a recommendation was made to approve CSH's revised Local Workforce Development Area Board Governance Policy, and to replace the previous version with the updated version in the CSH Board Member Resource Guide.

- A motion was made by Board member Gary Ritter to approve CSH's revised Local Workforce Development Area Board Governance Policy, and to replace the previous version with the updated version in the CSH Board Member Resource Guide.
- Motion was seconded by Board Member Mary Dow.
- Motion carried.
- LEO approved.

VI. PRESENTATIONS

A. Florida Sunshine Law – Video

The Department of Transportation's Florida Sunshine Law video was viewed.

VII. COMMITTEE REPORTS/ACTIONS – Requires Board and LEO Approval

A. Executive Committee: Commissioner Kelly Owens, Chair

Committee Chair, Commissioner Kelly Owens reported that the Executive Committee met on 4/1/2024 to review/discuss the items below.

1. Review and Approval of CSH's Updated Policies & Procedures

The Committee reviewed and approved the new and updated policies and procedures identified in the board packet.

2. Chief Executive Officer Evaluation

The Chief Executive Officer's evaluation was completed and discussed.

3. Status of SNAP funding

Since PY 2023-24 SNAP allocations have been fully exhausted, the Committee voted to temporarily suspend SNAP operations until such time as additional SNAP funding is allocated, or another funding source is identified.

B. Business Enhancement Committee: David Royal, Chair

Committee Chair, David Royal reported that the Committee met on 4/3/2024 to review and discuss the Education and Industry Consortium Meeting which was held on 2/15/2024. The Committee reviewed the Consortium's quarterly report and discussed additional considerations. Details were presented to the Board. Concerning the need to keep educational facilities and equipment updated to ensure that occupational/vocational training meets current industry needs, a suggestion was made to investigate public/private partnerships.

C. Finance and Operations Committee: William Allbritton, Chair

Ms. Doubleday reported that the Finance & Operations Committee met on 4/16/2024 to review/discuss the financial reports, President/CEO travel/credit card charges, and the below action items.

The financial reports indicating expenditures through February 2024 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 charges totaled \$0. Travel expenses totaled \$501.35 for local travel.

Action Item(s): - Requires Board and LEO Approval

1. Recommendation for Firm to Conduct Administrative/Fiscal, Programmatic, and One-Stop Operator Monitoring.

Referring to the Action Item in the Board packet, Ms. Doubleday stated that in January 2024, CareerSource Heartland (CSH) issued a Request for Qualifications (RFQ) seeking firms interested in providing administrative/fiscal, programmatic, and one-stop operator monitoring services.

Solicitation resulted in only one proposal, that being from Taylor Hall Miller Parker, P.A. (THMP). THMP performs these monitoring services for numerous local workforce development boards in Florida. Following review, the Committee voted to recommend Board approval to enter into a PY 2024-25 contract with THMP in the amount not to exceed \$22,300 and to allow for annual renewal each year for two additional years (through June 30, 2027), contingent upon acceptable provision of services.

- A motion was made by Board member Glenn West to grant approval for CSH to enter into a contract with Taylor Hall Miller Parker, P.A. (THMP) for PY 2024-25 for Administrative/Fiscal, Programmatic, and One-stop Operator Monitoring services in the amount not to exceed \$22,300, allowing for annual renewal each year for two additional years (through June 30, 2027), contingent upon acceptable provision of services.
- Motion was seconded by Board member Mary Dow.

- Motion Carried.
- LEO approved.

2. Recommendation for Staffing Agency to Serve as Employer of Record for Transitional Jobs and Work Experience Opportunities.

Referring to the Action Item in the Board Packet, Ms. Doubleday stated that on January 17, 2024, CareerSource Heartland (CSH) released a Request for Proposals soliciting qualified organizations to serve as employer of record and provide temporary staffing services for CSH customers participating in Transitional Jobs or Work Experience opportunities.

The solicitation resulted in two respondents – Manpower and Sunshine Staffing. Three Board members reviewed and rated the proposals.

Following review of the ratings, the Committee voted to recommend that the contract be awarded to Sunshine Staffing

*As a related-party contract, Jessy 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 Gary Ritter to approve Sunshine Staffing to serve as the employer of record and to provide temporary staffing services for CSH customers participating in Transitional Jobs or Work Experience opportunities, at a not to exceed amount of \$150,000 with an initial contract amount of \$25,000, increasing in increments based on the program use and identified need.
- Motion was seconded by Board member Glenn West.
- Motion carried.
- LEO approved.

3. Request for Sunshine Staffing to Serve as Employer of Record for CareerSource Heartland’s Temporary Employment Needs.

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. Examples include employee vacations, extended leaves of absence, and unexpected or long-term position openings. Following review and consideration, the Committee voted to recommend a CSH contract with Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises in an amount not to exceed \$8500 for PY 2024-25.

*As a related-party contract, Jessy 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, Gary Ritter to approve Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises, for PY 2024-25, allowing an amount not to exceed \$8500.
- Motion was seconded by Glenn West.
- Motion carried.
- LEO approved.

4. Request to Contract with IT Service Provider for PY 2024-25.

Referring to the Action Item in the Board packet, Ms. Doubleday explained to ensure compliance with procurement requirements, CSH released a Request for Proposals (RFP) on February 21, 2022, soliciting proposals for Information Technology Services. Following review and evaluation of submitted proposals, CareerSource Heartland's (CSH) Board elected to contract with Enablewise (dba Concertium) for program year (PY) 2022-2023, with the possibility of renewing each year for two additional years contingent upon acceptable service delivery. The contract was renewed for PY 2023-24, as year two of three possible. CSH's current IT Services contract with Concertium will end on June 30, 2024. Following a review of services provided by Concertium, the Committee voted to recommend approving a contract with Concertium for PY 2024-25, in a not to exceed amount of \$122,148, and allowing for added charges as deemed necessary and as outlined in Concertium's annual proposal.

Ms. Doubleday also made the Board aware of the October 2025 end of life of computer operating system Windows 10, requiring update to Windows 11. Many CSH computers are not compatible with Windows 11. The solution to this problem may have an impact on the cost of this service. After discussion, the Chair called for a motion.

- A motion was made by Board member David Royal to approve contracting with Concertium for Information Technology Services for PY 2024-25, in the amount not to exceed \$122,148, and to allow for added charges as deemed necessary as outlined.
- Motion was seconded by Mary Dow.
- Motion Carried
- LEO approved.

Additional Information

Ms. Doubleday provided updates on FloridaCommerce's CSH Financial & Programmatic Monitoring and CSH's second quarter performance (indicators and grade). She added that the auditing contract with James Moore will be renewed for year 5 of 5 possible at the cost of \$29,800, which includes standard auditing plus lease standard updates. Also, FloridaCommerce is conducting a Civil Rights/Nondiscrimination/Universal Access Compliance Desk Review. Staff is preparing all requested documentation which will be submitted by the April 29th deadline.

D. Youth Council: Gary Ritter, Chair

Board member Gary Ritter reported on the April 4, 2024, meeting.

Action Item(s)

1. In-School and Out-of-School Youth Service Provision for PY 2024-25

Referring to the Action Item in the Board packet, Ms. Doubleday stated that in Program Year 2021-22, South Florida State College (SFSC) was selected as the entity to provide year-round in-school and out-of-school youth services, beginning PY 2022-23 and for two possible additional years through PY 2024-25.

*CSH Joint Boards approved contract amendments to revise contract amounts in recognition of the state's approved waiver to lower the OSY expenditure rate to 50%, to allow services to be delivered in a manner that best addresses local needs. The waiver ends on June 30, 2024.

Review of the demographics of participants enrolled indicates that SFSC continues to serve the individuals intended to receive these services, those most in need, at-risk youth. Performance concerns have been addressed.

Preliminary funding estimates for PY 2023-24 have not been made available. A decrease in funding is anticipated. Whether the waiver of OSY expenditure rates will continue is not known. Following review and discussion, the Committee voted to recommend allowing the (CSH) President/CEO to negotiate two contracts with SFSC for year-round Youth Services for PY 2024-25, (year three of three), in amounts up to and not to exceed:

In-school Youth \$158,866 or * \$314,890.50

Out-of-school Youth \$476,596 or * \$320,533.50

*If the OSY expenditure rate waiver is extended

Final contract amounts may change depending on actual amounts awarded to CSH. Final contract amounts will be presented at CSH's June board meeting.

*As these are related-party contracts, Fred Hawkins and Joshua Exendine, CSH Board members and SFSC employees, abstained from voting on this action and signed conflict of interest forms.

- A motion was made by Board member Gary Ritter to approve the recommendation to allow the CSH President/CEO to negotiate two contracts with SFSC for In-School Youth and Out-of-School Youth for PY 2024-25 (year three of three possible), in the amounts up to and not to exceed those indicated in this action item, contingent upon available funding and dependent upon OSY waiver status.
- Motion was seconded by Board member, Glenn West.
- Motion carried.
- LEO approved.

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

The report is as presented in the packet.

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, Board member Denise Grimsley, for Hardee County, Ms. Yarima Cuencas for Highlands County, and Board member Ms. Kaylee King for Okeechobee County.
- B. Other items of interest by/for board members
Branch Manager, Shannon Kuen, provided an update on Career Center activities.

X. Next Board Meeting

Board Chair Royce announced the next board meeting to be held on June 19, 2024, at the CSH office in Sebring.

XI. Adjourn

As there were no other matters to bring before the Board of Directors and/or the Executive Board, the meeting was adjourned at 3:12p.m.

Board members present/participating: Raymond Royce – Chair, David Royal – Chair-Elect, Leigh Ann Bellamy, Mary Dow, Joshua Exendine, Don Garner, Skylar Harrison, Lois Hilton, Dawn Hoover, Yessenia Irizarry, Christen Johnson, Jeff Jones, Kayleigh King, Brenda Longshore, Deborah Mancini, Wayne Olson, Gary Ritter, Glenn West, Amanda Wilson.

Board members absent: William Allbritton, Andrea Bloomfield, Russell Brown, Sondra Guffey, Fred Hawkins, Lindsey McCain, Angel Wiggins.

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, Melody Snider.

Public attendance: Yarima Cuencas