

**CareerSource Heartland Joint Board of Directors Meeting
Wednesday, October 23, 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 1:35 p.m. by Chair-Elect David Royal and Commissioner Kelly Owens (Executive Board Chair).
- B. Mr. Royal inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

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

- A motion was made by Board member, Glenn West, to approve the agenda.
- Motion seconded by Board member, William Allbritton.
- Motion carried.
- LEO approved.

IV. Consent Items

Mr. Royal 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 18, 2024 Finance and Operations Committee, the June 19, 2024 Joint Board, and the August 26, 2024 Executive Committee meetings.

- A motion was made by Board member, William Allbritton, to approve the presented minutes.
- Motion was seconded by Board member, Glenn West.
- Motion carried.
- LEO approved.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kelly Owens, Chair

Action Item(s):

1. Executive Board Member Nominations

Referring to the Action Item, Executive Chair Commissioner Owens explained that she did not seek re-election. Her official last day as Commissioner will be November 19th, 2024. This date will serve as her last date of her service as Executive Board Chair and Chief Elected Official for authentication purposes. As the result of the recent primary elections, the Executive Board will also lose Commissioner Judith George. The election of a new Executive Board Chair is necessary

to ensure the continuity of operations. Staff recommended the election of an Executive Board Chair and an Executive Board Chair-Elect/Vice-Chair, effective November 20, 2024, with terms to be based on Commissioner terms and County elections. Commissioner George nominated Commissioner Roberts to serve as Executive Board Chair, and Commissioner Gross to serve as Executive Board Chair-Elect/Vice Chair. No other nominations were received.

- A motion was made by Executive Board member, Commissioner George, to elect Commissioner Roberts as Executive Board Chair.
- Motion was seconded by Executive Board member, Commissioner Gross.
- Motion carried.
- A motion was made by Executive Board member, Commissioner George, to elect Commissioner Jerod Gross as Executive Board Chair-Elect/Vice-Chair.
- Motion was seconded by Commissioner Kevin Roberts.
- Motion carried.

B. Board of Directors: Raymond Royce, Chair (David Royal, Chair-Elect)

Action Item(s):

1. DeSoto County Memorandum of Understanding (MOU)

Referring to the action item, Donna Doubleday (CSH President/CEO) briefly reviewed the current labor exchange MOU and explained that during times of low unemployment, the processes outlined in the MOU are less beneficial to all parties and create unintended barriers to customers interested in employment with the BOCC. The BOCC requested amending the MOU to allow either party to temporarily suspend the outlined processes when deemed to be in the best interest of the requesting party. The DeSoto County BOCC approved a revision to Section 9 of the MOU, submitted as Amendment 1, for this Board's consideration.

- A motion was made by Board member, William Allbritton, to approve the Amendment to the MOU as written.
- Motion seconded by Board member, Glenn West.
- Motion carried.
- LEO approved.
- As a related Party, Commissioner Jerod Gross, CSH Executive Board Member and Commissioner for DeSoto County BOCC, abstained from voting on this matter and signed a "Conflict of Interest" form.

2. Regional Planning Letter

Referring to the action item, Donna Doubleday (CSH President/CEO) noted that CareerSource Heartland's Board and Executive Board had previously discussed and informally approved coordinating with CareerSource Southwest Florida (Charlotte, Collier, Glades, Hendry, Lee, and Monroe Counties) on this mandated Regional Planning effort. CareerSource Southwest Florida's Board has officially approved forming a Regional Planning Area with CareerSource Heartland. CareerSource Florida has requested that formal letters be submitted to indicate which Boards intend to pursue designation as a Regional Planning Area. Chair-Elect David Royal called for a motion to approve the formation of a Regional Planning Area with CareerSource Southwest Florida; and approval for the Board Chair to sign, and the staff to submit, the Regional Planning Letter of Intent.

- A motion was made by Board member, Glenn West, to approve the formation of a Regional Planning Area with CareerSource Southwest Florida; and approval for the Board Chair to sign, and the staff to submit, the Regional Planning Letter of Intent.
- Motion was seconded by Board member, William Allbritton.

- Motion carried.
- LEO approved.

3. Recognition of Executive Board Members Leaving

Commissioners Kelly Owens and Judith George were recognized for their contributions to the organization. No Board or LEO Action was needed.

VI. Presentations

A. FloridaCommerce – Annual Performance Presentation

FloridaCommerce representatives Daniel Harper, Kenneth Williams, and Yvette McCullough gave the annual performance presentation to the Board. Following the presentation there was a brief discussion expressing concern over the scoring metrics specific to CSH’s grade for PY 2023-24.

VII. Committee Reports/Actions

A. Executive Committee: Commissioner Kelly Owens, Chair

Commissioner Kelly Owens reported that the Executive Committee met on August 26, 2024, to review and approve the action items below. Per the CSH by-laws, no additional Board or LEO Action is needed on Actions taken by the Executive Committee. These items are on the agenda to ensure that the Board and LEO remain fully informed. President/CEO Doubleday briefly reviewed the Actions taken by the Executive Committee at that meeting, which included:

1. Approval of the Local Plan
2. Approval of the FloridaCommerce Grantee/Subgrantee Agreement
3. Approval of Staff’s Request for Wage Adjustment for Internal Promotions

B. Business Enhancement Committee: David Royal, Chair

Committee Chair, David Royal, reported that the Business Enhancement Committee met on October 16, 2024, to review the action items below. Quorum was met, and the meeting proceeded.

1. Action Item: Review the Education and Industry Consortium Report

Referring to the Action Item in the committee packet, Mr. Royal reviewed the report, indicated the Committee had no recommendations for Board consideration, and opened the floor for discussion. Following brief discussion, the report was approved as written.

2. Action Item: Related Party Training Providers

Referring to the Action Item in the Board packet, Ms. Doubleday explained that CareerSource Florida’s Board of Directors recently approved a revised Local Workforce Development Board Conflict of Interest Policy. The previous policy included contracting exemptions applicable to Training Providers, which the CareerSource Heartland (CSH) Board subsequently approved. This exempted Related Party Training Providers from the Board requirement to obtain Board/State approval on contracts for WIOA funded occupational/vocational training through Individual Training Accounts (ITA). For transparency and accountability purposes, staff requested Board acknowledgment that Indian River State College, South Florida State College, and SunCoast Trucking Academy, Inc. are Related Parties and requested Board approval to continue to issue customer ITAs to each as appropriate.

- A motion was made by Board member, Glenn West, to acknowledge Indian River State College, South Florida State College, and SunCoast Trucking Academy, Inc. as Related Parties and to approve the continuation of issuing ITAs to each as appropriate.
- Motion was seconded by Board member, William Allbritton.
- Motion carried.

- LEO approved.
- As Related Parties, Stephanie Etter, CSH Board Member and Indian River State College employee, Fred Hawkins and Joshua Exendine, CSH Board members and South Florida State College employees, and Don Garner, CSH Board member and SunCoast Trucking Academy, Inc. owner and employee, abstained from voting on this action and signed conflict-of-interest forms.

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

Committee Chair, William Allbritton, reported that the Finance & Operations Committee met on 10/21/2024 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.

1. Action Item: Review and Acknowledge PY 2024-25 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 FloridaCommerce 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 2024-25 ICQ as presented.

- A motion was made by Committee Chair, William Allbritton, to acknowledge the PY 2024-25 Internal Control Questionnaire and Assessment as presented.
- Motion was seconded by Board member, Yarima Cuencas.
- Motion carried.
- LEO approved.

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

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

As such, staff requested Board approval to transfer up to \$240,000.00, representing 96% of PY 2023-24 WIOA Dislocated Worker funds, for expenditure on WIOA Adult activities. Rationale for this request was detailed within the action item.

PY 2024-25 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 disaster-related 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 FloridaCommerce to transfer up to \$240,000.00 of PY 2023-24 allocated WIOA Dislocated Worker funding for expenditures on WIOA Adult activities.
- Motion was 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 toward annual goals and organizational accomplishments. The Committee reviewed the Board’s PY 23-24 final performance indicators and grade; this program year’s updated financial outlook, significantly

improved since initial budget approval due to actual NFA awards, additional grants, and a successful contract renegotiation; the process and methodology for issuance of incentive awards; and the ability to separate, limit, or exclude any award for the President/CEO. Following robust discussion, the F&O Committee voted to recommend approving 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. Mr. Albritton reported this would result in an approximate cost of \$35,000, and that performance funding was included in the Board approved 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 member, Yarima Cuencas.
- Motion carried.
- LEO approved.

Continuing with a discussion of the financial reports, Mr. Allbritton announced that the financial reports for FY 2023-24 year-end June 30, 2024, and financial reports for FY 2024-25 July through August 31, 2024, were as presented. No expenditure concerns were noted.

Information Items:

- PY 2023-24 Performance
Performance was reviewed.
- Single Independent Audit
James Moore & Co. are finalizing the annual audit report. No findings have been identified to date. The final report will be presented at the January Board meeting. Work will begin on the 990.
- FloridaCommerce PY 2023-24 Monitoring Report
The monitoring of CSH has been completed. The final report has not yet been received. However, at the exit interview, there were no findings reported on the fiscal side or in the administrative components reviewed by the fiscal review team. Programmatically, and on the administrative components reviewed by the programmatic review team, the results are still unclear. In response to initial concerns identified, CSH submitted additional information to FloridaCommerce last January. The outcome will be reflected in the final report.
- Taylor Hall Miller Parker (THMP) Monitoring
THMP conducted internal monitoring 10/15/24 – 10/17/24. THMP are independent monitors contracted by CSH to identify potential issues and prepare CSH for state monitoring.
- FloridaCommerce Monitoring
FloridaCommerce monitoring is scheduled to occur 11/18/2024 – 11/22/2024. CSH has already received a partial list of data requests for their review.
- An RFP for Youth Workforce Services will be issued soon.
- An RFP for Auditing Services will be issued soon.
- An RFP for IT services will be issued soon.

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, Mrs. Doubleday had \$258.70 in credit card charges and travel expenses totaling \$241.10. These costs 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

Mrs. Doubleday's presented her report as outlined in the packet. Additional discussion surrounded the Board's concerns on the metrics used for grading, specifically that counting the two performance indicator measures that were not met due to having no cases in the numerator for that metric seems harsh and unfair. There is a clear difference between having no cases to evaluate versus having unsuccessful participants in that measure. The suggestion was made that the joint Boards send a letter to CareerSource Florida highlighting the tremendous success of the Board with the other indicators, spelling out the concern of "no participants to evaluate" in the two unmet measures, and requesting that CSF revisit this Board's grade for PY2023-24. Both the Board of Directors and the Executive Board agreed. A letter will be drafted as instructed.

B. Programs Report:

This report was as presented in the packet with no items of note and no concerns voiced.

C. Finance Report:

Financial reports for FY 2023-24 year-end June 30, 2024, and financial reports for FY 2024-25 July through August 31, 2024, 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, Chair-Elect David Royal for Hardee County, Yarima Cuencas for Highlands County, and Alex Tijerina for Okeechobee County.
- B. Other items of interest by/for board members
Regional Branch Managers Shannon Kuen and Mary Smith presented updates for the DeSoto, Hardee, Highlands, and Okeechobee One-Stop Centers, respectively.
- C. Mr. Royal reminded members to complete the 2024-25 Board Member Refresher Training.

VIII. Next Board Meeting

Mr. Royal announced the next board meeting will be held on January 22, 2025 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 3:21 p.m.

Board members present/participating: David Royal – Chair Elect, William Allbritton – Secretary/Treasurer, Leigh Ann Bellamy, Andrea Broomfield, Yarima Cuencas, Mary Dow, Joshua Exendine, Lois Hilton, Dawn Hoover, Yessenia Irizarry, Christen Johnson, Deborah Mancini, Wayne Olson, Gary Ritter, Glenn West, Amanda Wilson

New Board members present/participating:

Board members absent: Stephanie Etter, Don Garner, Denise Grimsley, Skylar Harrison, Fred Hawkins, Jeff Jones, Lindsey McCain, Raymond Royce, Dylan Tedders, Angel Wiggins

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

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

Public attendance: Alex Tijenna,

DRAFT