



CareerSource Heartland
5901 US Hwy 27 South
Sebring, Florida 33870

**CareerSource Heartland Board of Directors Meeting
Wednesday, June 21, 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 1:34 p.m. by Raymond Royce (Chair of the Board of Directors) 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, Denise Grimsley.
- 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 April 17, 2023 Youth Council, April 19, 2023 Business Enhancement Committee, April 24, 2023 Finance & Operations Committee, April 26, 2023 Joint Board, May 15, 2023 Ad Hoc Nominating Committee, and the May 22, 2023 Executive Committee meetings.

- A motion was made by Board member, Denise Grimsley, to approve the presented minutes.
- 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. Potential Board Member – Glenn West (Veterans Council of Highlands County)
Referring to the Action Item, Executive Chair Commissioner Owens explained the Executive Board's role in approving CareerSource Heartland (CSH) Board member

nominations. She then presented the biography for Glenn West and asked if there were any questions regarding Mr. West's nomination. There were none.

- A motion was made by Executive Board member, Commissioner Roberts, to appoint Glenn West to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner George.
- Motion carried unanimously.

B. Board of Directors: Raymond Royce, Chair

Action Item(s):

1. Certificates of appreciation for departing Board members present were presented. Certificates for those who were not in attendance will be mailed.

2. Review and approval of FY 2023-24 CSH Holiday and Office Closures

Referring to the Action Item, Donna Doubleday (CSH President/CEO), presented the proposed Holiday and Office Closure Schedule for Fiscal Year (FY) 2023-24.

- A motion was made by Board member, David Royal, to approve the FY 2023-24 Holiday and Office Closure Schedule as presented.
- Motion was seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

3. ITA Expenditure Requirement Waiver Request

Referring to the Action Item in the Board packet, Donna Doubleday explained that law requires a minimum of 50% of Title 1 funds for Adults and Dislocated Workers be expended on Individual Training Accounts (ITAs). CareerSource Florida (CSF) recognizes that workforce entities have fixed overhead costs that impact their ability to meet the 50% ITA expenditure requirement. CSF has approved a policy allowing workforce boards to request waivers as deemed appropriate. Since 2012, CSH has historically requested and received a waiver.

This year, CSH staff requested Board approval to apply for a 30% ITA expenditure rate waiver for 2023-24.

- A motion was made by Board member, David Royal, to approve applying for a 30% ITA expenditure rate waiver for 2023-24.
- Motion seconded by Board member, William Allbritton.
- Motion carried.
- LEO approved.

VI. PRESENTATIONS

A. Shawn Brown, Daniel Harper, Yvette McCullough - DEO's Annual Performance Presentation

DEO staff conducted CSH's Annual Performance Presentation for PY 2020-21. DEO staff provided an overview of CSH's major funding sources, system oversight, service delivery, FY 2022-23 state funding, PY 2022-23 allocations, financial expenditure requirements, CSH's performance accountability metrics, and CSH's programmatic and financial monitoring results. CSH's performance grade upon conclusion of the 3rd quarter of 2021 was 95.56 (A). By the end of the 4th quarter of 2021, CSH met or exceeded all expectations. CSH had 2 programmatic findings (Welfare Transition and Wagner-Peyser) in PY 2020. In 2021, CSH reduced their programmatic findings by 50%, having 1 finding in WIOA Youth. 2021 fiscal monitoring revealed no findings, issues of noncompliance, or observations.

VII. COMMITTEE REPORTS/ACTIONS

A. Ad Hoc Nominating Committee: Raymond Royce, Committee Chair / Board Chair

Committee Chair, Raymond Royce, reported that an Ad Hoc Committee convened on 5/15/2023 to review the action items below. Quorum was established at this meeting.

1. Action Item: Approval of committee nominations for Board Chair, Chair-Elect, and Secretary/Treasurer

Referring to the 3 nomination action items collectively, Mr. Royce announced the Ad Hoc Committee officer recommendations as follows.

- Raymond Royce as Board Chair for a 2nd term
 - David Royal as Board Chair-Elect for a 2nd term
 - William Allbritton as Secretary/Treasurer for a 1st term
- A motion was made by Board member, Jeff King, to approve Board Officer nominations as presented: Raymond Royce as Board Chair for a 2nd term, David Royal as Board Chair-Elect for a 2nd term, and William Allbritton as Secretary/Treasurer for a 1st term.
 - Motion seconded by Board member, Denise Grimsley.
 - Motion carried.
 - LEO approved.

B. Executive Committee: Commissioner Owens, Committee Chair / Executive Board Chair

Committee Chair, Commissioner Owens, reported that the Executive Committee met on 5/22/2023 to review the action items below. Quorum was established at this meeting.

1. Action Item: Approval of new and revised CSH policies & procedures

Referring to the action item in the agenda packet, Commissioner Owens informed the Board that the committee reviewed and approved all the new and revised policies/procedures also shared with Board members and listed in the Board Packet.

- A motion was made by Board member, David Royal, to approve the new and revised CSH policies and procedures as presented.
- Motion seconded by Board member, Yessenia Irizarry.
- Motion carried.
- LEO approved.

C. Business Enhancement Committee: David Royal, Committee Chair / Board Chair-Elect

Committee Chair, David Royal, reported that the Business Enhancement Committee met on 6/13/2023 to review the action items below. Quorum was not met. The meeting proceeded by consensus.

1. Action Item: Approval of the 2023-24 Local Demand Occupations List (DOL)

Referring to the action item in the agenda packet, Mr. Royal informed the Board that the committee met to review the local DOL and recommended that the DOL be accepted as presented with the addition of the occupations listed below.

- Certified Nursing Assistant
- Corrections
- Emergency Medical Technicians/Paramedics
- Police, Fire, and Ambulance Dispatchers

As a point of additional discussion, Ms. Doubleday informed the Board that the committee discussed the possible addition of *Electrical Powerline Installers and*

Repairers; However, CSH is still working to verify the number of openings required to add this occupation. CSH is currently conversing with Duke Energy, Pike, and Peace River Electric Cooperative for confirmation.

- A motion was made by Board member, David Royal, to approve the proposed 2023-24 Local Demand Occupations List (DOL) as presented with the inclusion of *Certified Nursing Assistant, Corrections, Emergency Medical Technicians/Paramedics, and Police, Fire, and Ambulance Dispatchers* along with *Electrical Powerline Installers and Repairers* if CSH is able to obtain the documentation necessary for its inclusion.
- Motion seconded by Board member, Donald Samuels.
- Motion carried.
- LEO approved.

D. Finance & Operations Committee: Yessenia Irizarry, Chair

Committee Chair Yessenia Irizarry reported that the Finance & Operations Committee met on 6/19/2023 to review/discuss the financial reports, President/CEO travel/credit card charges, and the below action items. Quorum was established at this meeting.

The financial reports indicating expenditures through April 2023 were reviewed. No concerns were expressed by the committee.

Information Items:

- **SFSC ISY/OSY 2023-24 Contract Amounts:**
There is an approximate \$14,000 reduction in youth funds for PY 2023-24. CSH has notified the SFSC Panther Youth Program so they may budget accordingly. CSH is still waiting for DEO contract approval to move forward.
- **Get-There-Faster Grant Update**
The goal is to train a total of 50 individuals, 25 through CSH and 25 through SFSC Panther Youth Partners.

CSH is 3 weeks into the first 6-week entrepreneurial workshop. A total of 18 are currently enrolled. The class is going very well and CSH has so far received many positive feedback comments. A 2nd class will begin mid-July. SFSC Panther Youth Partner's workshops are set to start after 7/1/23.
- **DEO Programmatic and Financial Monitoring Report**
CSH has not yet received the DEO report; although, CSH has been informed that it is done.
- **Copy Services RFQ Update**
Toshiba has been selected as the new vendor. They offered the best deal in terms of equipment and price. Toshiba is anticipated to complete delivery and pick-up of the Sharp equipment for return by the end of the month as outlined in the contract.
- The committee also reviewed the President/CEO's credit card and travel check expenses. Ms. Doubleday's credit card had no charges. Her travel expenses since the last meeting totaled \$435.65.

1. Action Item: FY 2023-24 Budget Approval

Referring to the action item in the agenda packet, Ms. Irizarry reminded the Board that CSH funds may be allocated for either 1 or 2 years. First year funds must be obligated or expended to avoid deobligation by the state. Reserves are not allowed.

Referring to the budget, Ms. Irizarry informed the Board, per Ms. Doubleday, that additional revenue may become available as the year progresses. Examples include the SNAP program, Rapid Response, and Apprenticeship Navigator Program.

Two points of correction; Ms. Irizarry informed the Board that the WIOA Youth PY 2021 carryover should read PY2022 and the Total Revenue Variance should read (-\$782,545.00; -14.13%). Both errors were corrected following the committee meeting. A revised version was sent to Board members prior to the Board meeting.

As indicated in the action item, the budget includes a 5% pay increase for individuals employed, 1 year or longer, and 2.5% ($\frac{1}{2}$ of the original percentage) for individuals employed 6 months to 1 year. This would constitute a procedural change as, historically, an employee would have to have been employed a minimum of 1 year before receiving an increase. Depending on the employment date, an employee may have to wait just shy of 2 years before receiving an increase.

Initially, Ms. Doubleday requested that any increase for her position be capped at 2%. However, the committee agreed unanimously that Ms. Doubleday should be recognized for her dedication, leadership, and health of the organization and receive the same percentage as those employed 1 year or more, the full 5%.

- A motion was made by Board member, Yessenia Irizarry, to approve the FY 2023-24 budget including the procedural change granting individuals employed a minimum of 6 months, eligible to receive one-half of the annually approved pay percentage increase (2.5%) and approval of an increase, for individuals employed 1 year or more, including the CSH President/CEO, as presented (5%).
- Motion seconded by Board member, David Royal.
- Motion carried unanimously.
- 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.

- Point of correction to the agenda. The agenda lists "*SFSC ISY/OSY 2023-24 Contract Amounts*" as an F&O action item. However, a contract amount update is not yet available and was, likewise, not available for presentation to the F&O Committee. A final PYP budget and in-school/out-of-school expenditure split will be presented at the next Board meeting. Final amounts will not exceed the previously approved not to exceed totals.
- A Sector Strategy meeting was held 5/18/23. Florida Makes Director, Mike Aller, presented general information on services available to Florida manufactures through Florida Makes as well as detailed information on supply chain solutions offered through Connex Florida.
- Regarding Board vacancies, annual rotation sees the departure of Superintendent Bobby Bennett and Economic Development Manager Jeff King. Economic Development Director Denise Grimsley will remain on the Board representing Workforce Labor through her participation in the American College of Healthcare Executives. Rejoining the Board are Superintendent Brenda Longshore, Economic Development Director Sondra Guffey, and Okeechobee County Economic Development President Kaylee King.

Dr. Thomas Leitzel will be retiring as SFSC President. His replacement Fred Hawkins will assume his new position, and CSH Board seat on 7/3/23.

As part of the required Board rotation, effective 7/1/23, Donald Samuels (Workforce Veterans) will be replaced by Glenn West.

Elizabeth Densmore has changed her position within AdventHealth. Her replacement on our board is still to be determined.

Lastly, Terri Hemmings has been removed due to absenteeism per CSH Bylaws.

CSH remains in compliance with board composition requirements.

- All IFAs and MOUs are currently up to date. Item H in the CEO report provides a schedule for renewal.
- CSH's request for extension to operate as a Direct Service Provider was approved at the CSF June board meeting.
- CSH's application to continue as a designated LWDA (must be resubmitted every 2 years) has been approved, but only for 1 year. The intent of the single-year approvals is to bring the LWDA redesignations and LWDB certifications into alignment with the cycle for submission of the state's and LWDBs' WIOA four-year plans. Following next year's submission, CSH will return to a 2-year cycle.
- In the CEO report, included in the Board packet, it is reported that the Welfare Transition and Supplemental Nutrition Assistance Programs integration into Employ Florida continues in the beta testing stage. However, CSH has heard unconfirmed rumors that this project has stopped. DEO has not confirmed this.
- Reviewing CSH's 2nd quarter grade progress, the CEO report relates CSH's grade as a 93.74 (A), but a more recent 3rd quarter update shows CSH at 95.56 (A), 4th in the state. The Year Over Year Business Penetration and Repeat Business metrics were identified as areas for improvement. However, a review of the data revealed that several businesses included in the calculation are actually defunct or duplicates in the system. Also, the 3rd quarter performance indicators are now available. CSH has 1 yellow, the measurable skills gain for the SFSC youth program. Staff believe this is a timing issue which will resolve itself by the end of the year. All other measures are met or exceeded.
- Regarding the Master Credentials List, data for credentials approved as provisional for the 2023-24 school year must be submitted by 9/30/23 to be considered for inclusion for the 2024-25 school year. New guidance states that only local workforce development boards may submit CAPE secondary or postsecondary certifications for consideration. CSH staff is working closely with local school districts on this project.
- Regional Planning: Both WIOA, and the REACH Act, encourages the formation of planning regions comprised of neighboring LWDA's to coordinate better services to businesses and evaluate, on a larger scale, the overall economic goals of an area. CSH has been partnering with local areas 24, 18, 17, and working closely with local area 20. CSF created a map linking LWDA's into 9 suggested planning regions. This partners LWDB 19 with LWDB 24. A regional plan with performance measures will be created.
- SB2040 Passed: Identified as an educational bill, it has some components of workforce development. It requires LWDA's to create an education and industry consortium composed of educational entities and businesses. The consortium would meet quarterly to assist the Board in determining effective methods for growing, retaining,

and attracting talent. The CSH chair has to appoint members who serve a 2-year term. Board members cannot serve on the consortium. DEO is still working on the policy.

SB2040 also indicates that the Department of Economic Opportunity becomes the Florida Department of Commerce.

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 April 2023 are as presented. No concerns were expressed by the Board.

IX. Time for Board Members/Other

A. Economic Development updates were reported by Denise Grimsley for Hardee County, Jeff King for Highlands County, and Commissioner Owens for Okeechobee County. No updates were provided for DeSoto County.

B. Other items of interest by/for Board members

Regional Branch Managers Lenora White and Shannon Kuen presented updates for the DeSoto/Hardee and Highlands One-Stop Centers respectively. Mary Smith, manager of the Okeechobee center, was unable to join the meeting to present an update for her center due to technical difficulties. Instead, Ms. Doubleday informed the Board of one initiative. Ms. Smith is participating in the Okeechobee Junior Leader Skills Camp as a presenter.

IX. Next Board Meeting

Board Chair, Raymond Royce, announced the next Board meeting will be held on October 25, 2023 at the CSH office in Sebring. He reminded members to complete Form 1 and indicated that the proposed 2024 Board Meeting calendar was included in today's packet.

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 3:16 p.m.

Board members present/participating: Raymond Royce – Chair, David Royal – Chair-Elect, Yessenia Irizarry – Secretary/Treasurer, William Allbritton, Leigh Ann Bellamy, Bobby Bennett, Mary Dow, Joshua Exendine, Denise Grimsley, Skylar Harrison, Christen Johnson, Jeff King, Allen Moore, Gary Ritter, Donald Samuels

Board members absent: Andrea Broomfield, Russell Brown, Kevin Cundiff, Elizabeth Densmore, Lois Hilton, Thomas Leitzel, Jacquelyn Lockhart, Wayne Olson, Angel Wiggins, Amanda Wilson

Executive board members present/participating: Commissioner Owens – Executive Chair, Commissioner George, Commissioner Roberts

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

Public attendance: Shawn Brown, Yarima Cuencas, Daniel Harper, Yvette McCullough