

**CareerSource Heartland Board of Directors Meeting
Wednesday, April 22, 2020**

MINUTES

Prior to convening the meeting, Board Chair 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 1:36 p.m. by David Royal, Chair of the Board of Directors and Commissioner Kelly Owens, Executive Vice Chair (standing in for Executive Chair, Commissioner Thompson, who had not joined the meeting yet).
- B. David Royal inquired if any requests for public comment had been made and was advised that none had.

II. Introductions

David Royal introduced himself and then called the roll to identify board members and others participating by phone. It was determined that quorum had been established. See end of minutes for all attendees.

III. Set/Amend Agenda

With no changes proposed, David Royal called for a motion to accept/approve the meeting agenda.

- A motion was made by board member, Mary Dow, to approve the agenda as presented.
- Motion seconded by board member, Sherry Sapp.
- Motion carried.
- LEO unanimously approved.

IV. Consent Items

David 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 January 13, 2020 Business Enhancement Committee, January 15, 2020 Finance and Operations Committee, January 15, 2020 Youth Council, January 22, 2020 Joint Board of meeting, and the April 7, 2020 Business Enhancement Committee meetings.

- A motion was made by board member, Megan Smith, to approve the presented minutes.
- Motion was seconded by board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Mike Thompson, Chair

Action Item(s):

None

B. Board of Directors: David Royal, Chair

Action Item(s):

1. Related Party Contract- Sunshine Staffing - Employer of record for WIOA funded Work Experience

Referring to the Action Item, Board Chair David Royal, announced the request to renew the related party contract with Sunshine Staffing as the employer of record for WIOA work experience.

In explanation, Donna Doubleday (CSH President/CEO) informed Board members that the Sunshine contract is currently in year two of three contract periods, ending June 30, 2020. The initial contract amounts for year's one and two were not to exceed \$150,000, issued in \$25,000 increments.

CSH has been successful in the implementation of the Work Experience initiative and intends to carry the program forward into 2020-2021. This service provides CSH with a greater opportunity to meet the state mandated ITA expenditure compliance.

As a related-party contract, Ms. Doubleday announced that Yessenia Irizarry, CSH Board member and employee of Sunshine Staffing, must abstain from voting on this action and sign a conflict of interest form.

- A motion was made by board member, Mary Dow, to approve renewal of the Sunshine Staffing employer of record Work Experience Training contract for year three of three in an amount not to exceed \$150,000 obligated in increments of \$25,000 based upon program needs.
- Motion was seconded by board member, Donald Samuels.
- Motion carried.
- LEO unanimously approved.

As announced, Yessenia Irizarry abstained from voting and signed a conflict of interest form due to her employment with Sunshine Staffing.

2. Request to Extend the CareerSource Florida (CSF) Grant and Related Party Contract - South Florida and Indian River State Colleges- Soft Skills – 5G Power Skills

Referring to the Action Item, Donna Doubleday (CSH President/CEO) explained that through CareerSource Florida's 2018-19 Strategic Initiatives Funding Opportunities, CSH received a grant to support a Soft Skills Accelerator at South Florida State College (SFSC). The framework for the grant is the 5G Power Skills Certification curriculum. To make certification available to Okeechobee residents, CSH asked SFSC to coordinate with Indian River State College (IRSC). Although total grant funding is \$94,655, the amount of the contract with SFSC is \$88,955 with the difference being CSH's indirect costs. The grant's end date is August 31, 2020.

Restrictions imposed as a result of COVID-19 have impacted SFSC's ability to hold all classes as planned, including those intended for implementation at IRSC's Okeechobee campus. To promote successful completion of the grant's proposed performance, and to positively impact the soft skills of current and potential employees, CSH staff requested approval to ask CSF for an extension of the grant through December 31, 2020.

As a related-party contract, Ms. Doubleday announced that Russell Brown (CSH Board member and IRSC Provost) and Thomas Leitzel (CSH Board member and SFSC President) must abstain from voting on this action and sign conflict of interest forms.

- A motion was made by board member, Megan Smith, to approve staff's recommendation to request an extension of the CSF grant and the contract with South Florida State College to implement the 5G Power Skills training through December 31, 2020.
- Motion was seconded by board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

As announced, Thomas Leitzel and Russell Brown abstained from voting and signed conflict of interest forms due to their employment with SFSC and IRSC respectively.

3. Related Party Contract- Sunshine Staffing - Employer of record for Disaster Related Temporary Employment

Referring to the Action Item, Donna Doubleday (CSH President/CEO) explained that CSH is tentatively slated to receive \$150,000 in National Dislocated Worker Grant (NDWG) funds to be used for temporary jobs for disaster recovery related to COVID-19. The funds must be spent on providing temporary employment opportunities to individuals meeting WIOA dislocated worker disaster grant eligibility to provide clean-up, restoration, and humanitarian assistance to designated communities.

Historically, CSH has used a staffing agency, or agencies, to serve as the employer(s) of record for these temporary positions. Sunshine Staffing has successfully served as employer of record for individuals participating in CSH sponsored WIOA funded work experience opportunities and has the ability to act as employer of record for the NDWG temporary workers.

CSH is required to apply our indirect cost rate (21.4543%) to the grant, resulting in a total of \$123,500 available for contracted services. Due to certain limitations imposed by Sunshine Staffing's worker's compensation carrier, Sunshine Staffing may be prohibited from serving as employer of record for certain needed positions. CSH may contract with another staffing agency to meet those needs.

CSH staff recommends approving a contract with Sunshine Staffing in the amount not to exceed \$123,500 to serve as employer of record for individuals participating in temporary employment opportunities as funded through the National Dislocated Worker Grant funds.

As a related-party contract, Ms. Doubleday announced that Yessenia Irizarry, CSH Board member and employee of Sunshine Staffing, must abstain from voting on this action and sign a conflict of interest form.

- A motion was made by board member, Donald Samuels, to approve the negotiation of a contract with Sunshine Staffing in the amount not to exceed \$123,500 to serve as employer of record for individuals participating in temporary employment opportunities as funded through the National Dislocated Worker Grant funds.
- Motion was seconded by board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

As announced, Yessenia Irizarry abstained from voting and signed a conflict of interest form due to her employment with Sunshine Staffing.

VI. Presentations

A. Kamille Manalo – SFSC Panther Youth Partners Program Coordinator

In her presentation of the Panther Youth Annual Program Update for FY 2019-20, Ms. Manalo reviewed the program enrollment data as of April 6, 2020 which showed that Panther Youth exceeded enrollment requirements in all areas except out-of-school youth which totaled 140 out of the required 150. By way of explanation, Ms. Manalo stated that Panther Youth had a pool of out-of-school applicants whose program admittance was postponed due to the Covid-19 outbreak.

Review of the active participant performance showed 100% of program participants achieving credential attainment. As of April 6, 2020, the Panther Youth Program is showing measurable skills gains of 65% and 44% for in and out-of-school youth respectively. Ms. Manalo explained that the realization of these measures has been impacted by Covid-19 but that Panther Youth is doing what they can to adapt to the needs and goals of their participants.

Summarizing the data of youth after leaving the program, Ms. Manalo explained that 100% of in-school-youth and 80% of out-of-school youth had employment or were enrolled in continuing education in the 2nd quarter after exit. In the 4th quarter after exit, 60% of in-school-youth and 76% of out-of-school-youth were employed or enrolled in continuing education.

Board Chair David Royal and Youth Council Chair Gary Ritter thanked Ms. Manalo for the excellent work being accomplished.

VII. Committee Reports/Actions

A. Business Enhancement Committee: Raymond Royce, Chair

Raymond Royce reported that the Business Enhancement Committee met on 4/7/2020 to review/discuss the action item below.

1. Action Item: Addition to 2019-20 Local Demand Occupations List

Referring to the action item in the agenda packet, Committee Chair Raymond Royce announced the request to add Emergency Medical Technicians and Paramedics to the 2019-20 local Demand Occupations List.

Mr. Royce informed the Board that, after discussion, the Business Enhancement Committee voted unanimously to add Emergency Medical Technicians and Paramedics to the 2019-20 local Demand Occupations List.

- A motion was made by board member, Raymond Royce to approve staffs' request to add Emergency Medical Technicians and Paramedics to the 2019-20 local Demand Occupations List.
- Motion seconded by board member, Sherry Sapp.
- Motion carried.
- LEO unanimously approved.

B. Youth Council: Gary, Ritter, Chair

Gary Ritter reported that the Youth Council met on 4/13/2020 to review/discuss the action items below. Quorum at the meeting had not been achieved but proceeded by consensus.

1. Action Item: Year-round Youth Service Provision for 2020-2021

Referring to the action item in the agenda packet, Committee Chair Gary Ritter announced that the Youth Council received the same presentation given by Kamille Manalo to present the Panther Youth Annual Program Update for FY 2019-20.

All members present at the 4/13 Youth Council meeting agreed unanimously to extend the contract with SFSC to provide year-round in-school and out-of-school youth services. The contracted amount for in-school youth services is not to exceed \$187,500 and the contracted amount for out-of-school youth services is not to exceed \$562,500.

As a related-party contract, Ms. Doubleday announced that Thomas Leitzel, CSH Board member and SFSC President, must abstain from voting on this action and sign 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 not to exceed \$187,500 for In-school Youth and \$562,500 for Out-of-school Youth for PY 2020-21, contingent upon available funding.
- Motion seconded by board member, Donald Samuels
- Motion carried.
- LEO unanimously approved.

As announced, Thomas Leitzel abstained from voting and signed conflict of interest forms due to his employment with SFSC.

C. Finance & Operations Committee: Yessenia Irizarry, Chair

Yessenia Irizarry reported that the Finance & Operations Committee met on 4/20/2020 to review/discuss the financial reports, President/CEO travel/credit card charges, various information items, and action items below.

The Financial reports were reviewed through February 2020. No concerns were expressed by the committee.

The committee reviewed the President/CEO's credit card and travel check expenses. Her credit card had a single charge on 2/21/2020 in the amount of \$478.00 for the Doubletree Hotel for attendance to the State Board Meeting in Tallahassee. Her travel expenses consisted of 4 checks, totaling \$895.83.

Information Items:

- **Review Draft DEO Monitoring Report:**
Ms. Irizarry informed the Board that the F&O Committee reviewed the draft DEO monitoring report and that, at the time of the committee meeting, Ms. Doubleday explained that the final response from DEO had not yet been received, but the draft was being presented to keep the committee and the board aware of DEO's findings and the actions taken by CSH staff. The committee had no concerns.
- **Issues with MIP Accounting System:**
Ms. Irizarry announced that Ms. Doubleday and Ms. Elliott explained that the cloud-based accounting software system that is used by CSH, and 10 other CareerSource boards, had fallen victim to a ransomware attack. CSH has been given access to a temporary accounting system on a separate server. Although the temporary system is not currently fulfilling ITA tracking needs, CSH is able to complete accounting functions. ITA vouchers are being tracked manually. As related by Ms. Irizarry, Ms. Elliott reported that there was no breach of CSH data, and that staff continue to monitor the provider's progress toward full system recovery.

1. Action Item: Selection of Firm to Perform Auditing Services

Referring to the Action Item in the Board packet, Ms. Irizarry explained that In December, CareerSource Heartland released a Request for Proposals (RFP) for Auditing Services, to

be performed in 2020-2021 for the 2019-2020 fiscal year with possible renewal contracts for up to 4 additional years contingent upon satisfactory performance.

Four Certified Public Accountant firms responded to the RFP. These proposals were reviewed and rated independently by three CSH Board members. A rating summary was provided and discussed along with comments collected from checked references. Based on all information provided and discussed, the committee recommended the firm of James Moore, CPAs.

- A motion was made by board member, Yessenia Irizarry, to approve James Moore CPAs to conduct CSH's Single Independent Audit for FY 2019-2020 with additional years as indicated.
- Motion seconded by board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

2. Action Item: Selection of Firm to Perform Legal Services

Referring to the Action Item in the Board packet, Yessenia Irizarry explained that four firms responded to the RFQ. Their qualifications were reviewed and rated independently by three CSH board members. A rating summary was provided and discussed along with comments collected from checked references. Based on all information provided and discussed, the committee recommended the firm of Ward Damon.

- A motion was made by board member, Yessenia Irizarry, to approve Ward Damon Attorneys at Law to review the revised Employee Handbook to ensure its legal compliance and for general labor and legal issues as needed.
- Motion seconded by board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

3. Action Item: Waiver of ITA Expenditure Rate

Referring to the Action Item in the Board packet, Ms. Irizarry explained that at least 50% of the Title I funds for Adults and Dislocated Workers must be expended on Individual Training Accounts unless the Local Workforce Development Board obtains a waiver from CareerSource Florida.

Historically, CSH has applied for, and received, a waiver requiring a minimum 30% ITA expenditure rate. However, recognizing that COVID-19 related actions may have a dramatic impact on CSH's ability to meet a 30% expenditure requirement, staff recommended, and the committee agreed, to request a 20% ITA expenditure rate waiver for PY2020-2021.

- A motion was made by board member, Yessenia Irizarry, to approve the request to ask for a waiver from CSF for a 20% ITA expenditure rate for PY2020-2021.
- Motion seconded by board member, Mary Dow.
- Motion carried.
- LEO unanimously 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.

- CSH has been functioning under a grantee/subgrantee agreement with DEO since 2012. This is a MOU which explains how CSH will operate jointly managed programs. There is a new draft that is also intended to serve as the MOU/IFA required between CSH and mandatory partners as set forth by WIOA. A careful review of this draft revealed wording changes and additions. DEO has allowed a 30-day comment period on this document. CSH will submit questions and comments to DEO by 5/13/2020.
- Included in the Board packet for review is the most current draft of the M-CORES Guiding Principles Summary.

B. Programs Report:

The report is as presented in the packet; no items of note; no questions were asked.

C. Finance Report:

The Financial reports were reviewed through February 2020 as presented. No concerns were expressed by the Board.

IX. Time for Board Members/Other

- A. Economic Development updates were reported on by Tara Poulton for DeSoto County, Commissioner Thompson for Hardee County, Meghan DiGiacomo for Highlands County, and Megan Smith for Okeechobee County.
- B. Other items of interest by/for board members
 - Branch Managers Shannon Kuen, Kimberly Asselin, and Regional Branch Manager Lenora White presented updates for the Highlands, Okeechobee, and DeSoto/Hardee One-Stop Centers respectively.

VIII. Next Board Meeting

Board Chair David Royal announced the next board meeting will be held on June 17, 2020 at the CSH office in Sebring.

IX. Adjourn

As there were no other matters to bring before the board of directors and/or the executive board, the meeting was adjourned at 2:42 p.m.

Board members present/participating: David Royal – Chair, William Nielander – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, Mary Kay Burns, Mary Dow, Lois Hilton, Thomas Leitzel, Brenda Longshore, Wayne Olson, Tara Poulton, Gary Ritter, Raymond Royce, Donald Samuels, Sherry Sapp, Megan Smith

Board members absent: Russell Brown, Kevin Cundiff, Elizabeth Densmore, Joshua Exendine, Marivel Garza, Stephanie Gonzales, Sandy Swanson, Lisa Thomas, Amanda Wilson

Executive board members present/participating: Commissioner Thompson, Commissioner Owens, Commissioner Elwell, Commissioner Hill

CareerSource Heartland staff present/participating: Donna Doubleday, Ann Martin, Sheryl Elliott, Keith Haydon, Caleb Henderson, Brian Mercurio, Kimberly Asselin, Shannon Kuen, Lenora White

Public attendance: Kamille Manalo, Meghan DiGiacomo