

**CareerSource Heartland Executive Board Meeting
Tuesday, January 26, 2021**

MINUTES

I. Call to Order

- A. The meeting was called to order at 10:00 a.m. by Commissioner Owens, Executive Board Chair.
- B. Commissioner Owens inquired if any requests for public comment had been made and was advised that none had.

II. Introductions

Commissioner Owens introduced herself and then called for introductions by Board members and others, including those 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, Commissioner Owens asked if any had objections to accept/approve the meeting agenda as presented. No objection was noted.

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to approve the agenda as presented.
- Motion seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

IV. Consent Items

Commissioner Owens inquired if there were any questions/corrections to any of the minutes presented. No corrections were noted. Commissioner Owens called for a motion to accept the minutes from the October 22, 2020 Finance and Operations Committee and the October 28, 2020 Board of Directors meetings.

- A motion was made by Executive Board member, Commissioner Judith George, to approve the presented minutes.
- Motion was seconded by Executive Board member, Commissioner Kevin Roberts.
- Motion carried.

V. Executive Board / Board of Directors Chair Actions

A. Executive Board: Commissioner Kelly Owens, Chair

Action Item(s):

1. Election of Executive Board Officers

Referring to the Action Item in the Board packet, Donna Doubleday, CareerSource Heartland (CSH) CEO, explained that, at the October 28, 2020 Joint Board meeting, the Executive Board elected then Vice-Chair, Commissioner Kelly Owens, to serve as the Interim Executive Board Chair and Chief Elected Official. Election of a new Chair and Vice-Chair was postponed until confirmation of the new commissioners assigned to the

CSH Board. With those actions complete, staff requested election of Executive Board officers (Chair and Vice-Chair).

Nomination and election of Executive Board Chair

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to nominate and elect Commissioner Kelly Owens, Okeechobee County Commissioner, as Chair of the CSH Executive Board.
- Motion was seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

Nomination and election of Executive Board Vice-Chair

- A motion was made by Executive Board member, Commissioner Kelly Owens, to nominate and elect Commissioner Kevin Roberts, Highlands County Commissioner, as Vice-Chair of the CSH Executive Board.
- Motion was seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

After elections, Commissioner Owens announced that Commissioner Hill has stepped down from his position on the CSH Executive Board and recognized his service and contributions. The process of appointing a new commissioner to represent DeSoto County is underway.

2. Potential Board Member – Bill Miller (Miller Dynamics)

Based upon the action item and the biographical information presented, Commissioner Owens entertained a motion that Mr. Miller from Miller Dynamics Academy of Emergency Services be approved for Board membership to fill the open Private Training Provider seat on the CSH Board.

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to appoint Bill Miller to the Board.
- Motion was seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

3. Workforce Services Contract Extension - DeSoto Memorial

Referring to the Action Item in the Board packet, Commissioner Owens explained that, at the October 28, 2020 CSH Board meeting, a related party contract with DeSoto Memorial Hospital in the amount of \$7,500 for work-based training funds to provide approximately 8 medical staff members access to various medical related training opportunities was approved.

Due to COVID-19 restraints, DeSoto Memorial has been unable to initiate training. For this reason, approval was requested to extend the DeSoto Memorial Workforce Services Contract beyond the original contract end date of March 31, 2021 to June 30, 2021.

- A motion was made by Executive Board member, Commissioner Judith George, to approve extension of the Workforce Services Contract with DeSoto Memorial Hospital in the amount of \$7,500 with a new completion date of June 30, 2021.
- Motion was seconded by Executive Board member, Commissioner Kevin Roberts.
- Motion carried.

B. Board of Directors: David Royal, Chair

Action Item(s):

1. None

VI. Presentations

A. James Halleran, CPA – James Moore Certified Public Accountants & Consultants

An audio/video clip from the January 20, 2021 Board meeting was played wherein Mr. Halleran reviewed the highlights from the 2019-20 Single Independent Audit.

The audit was performed in accordance with government auditing standards. There were no significant estimates in the financial statements. During the performance of the audit, no difficulties or disagreements were encountered, no audit adjustments were proposed, no uncorrected misstatements were present, and no findings to report. The audit report documented no internal control deficiencies and no instances of noncompliance.

The Executive Board members had no concerns and expressed appreciation to staff.

B. Kamille Manalo, Program Coordinator – SFSC Panther Youth Partners

In the interest of time, the audio/video clip of this presentation was not played. It is available for viewing. A presentation of this program's performance is planned for the April 2021 Board meeting.

VII. Committee Reports/Actions

A. Business Enhancement Committee: Raymond Royce, Chair

Reviewing each Action Item, Donna Doubleday reported on the discussion and actions taken by the Business Enhancement Committee and the Board of Directors.

1. Action Item: Approve Private Training Provider – Miller Dynamics

Referring to the Action Item in the Board packet, Donna Doubleday explained that, at the October 28, 2020 Board meeting, the CSH Board voted to exempt training providers from the conflict-of-interest process based on guidance from CareerSource Florida (CSF) and the Department of Education (DEO) except for situations where a Board member stands to benefit financially. Therefore, as a Board member owned business, Miller Dynamics' application to become an approved training provider was brought before the Board for review.

Requirements mandate the inclusion of a private training provider on the CSH Board. CSH's efforts to fulfill this requirement uncovered just one private provider, Miller Dynamics, operating within our 4-county area.

Miller Dynamics is provisionally approved by the commission for independent education. Ms. Doubleday reported that, as discussed during the Business Enhancement Committee and Board meetings, CSH provides consumer choice and, as part of that process, does inform those receiving our services that public institutions may not recognize credits earned at a private school; and that Miller Dynamics (like NBI Truck Driving Academy who formerly filled the private training provider Board seat) is incorporated.

Responding to Commissioner Roberts inquiry, the process for vetting a potential training provider was explained.

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to approve Miller Dynamics Academy of Emergency Services as a CSH eligible Training Provider.
- Motion seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

2. Action Item: CSH to provide admin/fiscal for Hardee County IDA training

Referring to the Action Item in the Board packet, Donna Doubleday explained that the Hardee County Industrial Development Authority has brought to CSH a concept to provide funding for CSH to serve as an administrative and fiscal coordinator of training services to meet the talent and skill needs of Hardee County businesses. Hardee County IDA has a suitable funding source and recognizes CSH as ideally suited to provide training management services as this function is within the operational scope of CSH. As advised by our auditors, such an agreement will not jeopardize CSH's nonprofit status. CSH would be required to charge for direct time and indirect rate as funding sources will not allow CSH to upfront those costs nor pay for them themselves. CSH would also require that lump sum funds be provided in advance in a liability account until used. CSH would provide an accounting of all expended funds and backup documentation to Hardee County IDA. The actual implementation details still need to be worked out, and approved, by Hardee County IDA.

Depending on the guidance of the Hardee County IDA Board, this would be an opportunity for CSH to provide services to businesses not otherwise eligible. For qualifying businesses already receiving CSH services, this would not take the place of CSH funds, but provide a supplement to enhance services.

As discussed during the Business Enhancement Committee and Board meetings, CSH feels that, through this opportunity, we would be able to gather data for presentation to the legislature or DEO to educate constructive change to current guidance on the use of CareerSource funds.

If a business located in Hardee County had locations in any of our other counties, the provision of services to employees working in counties outside Hardee is a possibility.

CSH staff is seeking approval to proceed with development of this concept to include contract creation, contract negotiations, and finalization of details for implementation.

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to Direct CSH Chief Executive Officer to proceed with development of this concept, to include contract creation, contract negotiations, and finalization of details for implementation.
- Motion seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

B. Finance & Operations Committee: Yessenia Irizarry, Chair

Donna Doubleday recounted the activities and discussion of the Finance & Operations Committee meeting. Copies of the programmatic and monitoring reports were included in the Executive Board's meeting packet. Reviewing each action item, she reported on the discussion and actions taken by the Committee and the Board of Directors.

1. Action Item: One-Stop Operator

Referring to the Action Item in the Board packet, Donna Doubleday explained that the Workforce Innovation and Opportunity Act (WIOA) requires competitive procurement of One-Stop Operator services. CareerSource Heartland (CSH) has been serving as the One-Stop Operator since 2008, with current approval expiring on June 30, 2021. To allow enough time for proper procurement and Board action, CSH released a Request for Proposals (RFP) for One-Stop Operator Services in October 2020. The RFP was emailed to 18 known eligible entities and was publicly noticed on our website and in newspapers. No proposals were received.

During the January 20, 2021 Board of Directors meeting, a member pointed out that historically, failure to receive proposals, or acceptable proposals, has been common. There was no reason to believe that readvertising would bring about a different result. For this reason, the Board voted to direct staff to submit a request to CareerSource Florida to continue serving as the One-Stop Operator.

- A motion was made by Executive Board member, Commissioner Judith George, to direct staff to submit a request to CareerSource Florida for approval to continue to serve as the One-Stop Operator.
- Motion seconded by Executive Board member, Commissioner Kevin Roberts.
- Motion carried.

2. Action Item: Approval of Revised Employee Handbook

Referring to the Action Item in the Board packet, Donna Doubleday explained that the CSH Employee Handbook is antiquated and has been revised. The revised Handbook has been reviewed by the organization's attorney who specializes in labor and employment law.

CSH staff requested Executive Board approval of the Board's recommendation to approve the revised CSH Employee Handbook.

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to approve the revised CareerSource Heartland's Employee Handbook.
- Motion seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

3. Action Item: Contract for IT Services

Referring to the Action Item in the Board packet, Donna Doubleday reiterated the ongoing issues surrounding CSH's Information Technology infrastructure, and the results of the in-depth assessment conducted by Concertium ("a next-generation managed IT service provider with core data solutions. Included in the Board packet are the assessment results, Concertium's recommendations, and a Managed Services Statement of Work (SOW) outlining related services and costs.

CSH staff's top priorities include resolution of Active Directory and Group Policy issues, correction of hardware and software concerns, and successful operation of the Disaster Recovery System. Second to these concerns, the activities outlined as "general monitoring and maintenance" recommended by Concertium would greatly enhance the organization's IT security while improving effectiveness and efficiency while reducing the time and cost of IT staff travel between centers for maintenance issues.

- A motion was made by Executive Board member, Commissioner Judith George, for the President/CEO to negotiate a contract with Concertium for the items identified in the Assessment Conclusions and Managed Services Scope of Work presented.
- Motion seconded by Executive Board member, Commissioner Kevin Roberts.
- Motion carried.

4. Action Item: Disposal/Donation of Equipment

Referring to the Action Item in the Board packet, Donna Doubleday explained that staff has identified electronic equipment that is outmoded, unusable, or not worthy of upgrade. Some functional equipment could possibly be used by not-for-profit organizations in a basic setting.

In response to questions by Commissioner Roberts, Ms. Doubleday explained that CSH is required to donate useful excess equipment/furniture to non-profit

organizations/entities. Non-profit entities will be asked to submit a request for the desired items and donations will be made on a “first-come-first-served” basis.

All hard drives have been cleaned and wiped of data.

CSH Staff requested Executive Board review/approval of the Board’s recommendation to donate usable excess equipment to nonprofit entities, and to dispose of any remaining items which have not been picked-up by March 31, 2021.

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to approve the recommendation to donate the identified equipment to nonprofit entities, and to dispose of any remaining items which have not been picked-up by March 31, 2021.
- Motion seconded by Executive Board member, Commissioner Judith George.
- Motion carried.

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.

- Provided in the Board packet is a copy of the Taylor, Hall, Miller, Parker (THMP) Financial & Programmatic Monitoring Report. THMP is contracted by CSH to review procedures and compliance. In response to Commissioner Owens inquiry, Ms. Doubleday explained that CSH is required to monitor subrecipients. As part of this process, THMP looks at CSH internally but also reviews the SFSC Panther Youth Program.
- Due to CVS’ issues implementing the Pharmacy Technician Apprenticeship Program, CSH has deobligated this funding.

Not in the CEO Report but provided in the Board Packet, Ms. Doubleday brought to the attention of the Board, DEO’s completed Quality Assurance Report. The report presented is for PY 2019-20. Although the monitoring occurred in January 2019, CSH did not receive the report until December 2020.

Lastly, relating to requirements and funding concerns over the Migrant Seasonal Farm Worker program, CSH now has only 1 significant Migrant Seasonal Farm Worker office which is the Wauchula Center. CSH will still provide migrant services but the requirements for performance and compliance are lessened.

B. Programs Report:

As presented in the packet. No questions were asked.

C. Finance Report:

As presented in the packet. No questions were asked.

IX. Time for Board Members/Other

- A. Economic Development updates were not presented in the interest of time.
- B. Other items of interest by/for board members
 - Branch Manager reports were not presented in the interest of time.

VIII. Next Board Meeting

Executive Board Chair, Commissioner Owens, announced the next Joint Board meeting will be held on April 21, 2021 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 11:28 a.m.

Executive Board members present/participating: Commissioner Kelly Owens – Chair, Commissioner Kevin Roberts – Vice-Chair, Commissioner Judith George

Executive Board members absent:

CareerSource Heartland staff present/participating: Donna Doubleday, Ann Martin, Keith Hayden, Caleb Henderson, Brian Mercurio

Public attendance: Bill Miller, Lawrence McNaul