

CareerSource Heartland Board of Directors Meeting**Wednesday, January 20, 2021****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 called to order at 1:35 p.m. by David Royal, 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. It was determined that quorum had been established. 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, William Lambert, to approve the agenda.
- Motion seconded by Board member, Donald Samuels.
- Motion carried.

IV. Consent Items

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

- A motion was made by Board member, Raymond Royce, to approve the presented minutes.
- Motion was seconded by Board member, Mary Kay Burns.
- Motion carried.

V. Executive Board / Board of Directors Chair Actions**A. Executive Board: Commissioner Kelly Owens, Chair****Action Item(s):**

1. **Action Item:** None – Due to today's Florida Association of Counties New Commissioner Orientation, the Executive Board meeting was rescheduled for January 26, 2021.

B. Board of Directors: David Royal, Chair**Action Item(s): Requires Board and LEO Approval**

1. **Action Item:** Workforce Services Contract Extension - DeSoto Memorial
Referring to the Action Item in the Board packet, Donna Doubleday (CSH President/CEO) 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.

As a related-party contract, Lois Hilton (CSH Board member and employee of DeSoto Memorial Hospital) abstained from voting on this action and signed a conflict-of-interest form. Related-party contracts require two-thirds approval of Board members present, quorum having been established.

- A motion was made by Board member, Donald Samuels, 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 Board member, Gary Ritter.
- Motion carried.

Information Item(s):

1. Potential Board Member – Bill Miller – Miller Dynamics

Mr. Royal presented a biography for Bill Miller. He asked if there were any questions regarding Mr. Miller; there were none.

- A motion was made by Board member, Gary Ritter, to appoint Bill Miller to the CSH Board.
- Motion was seconded by Board member, Raymond Royce.
- Motion carried.

Final approval of Mr. Miller's Board appointment will not occur until the Executive Board votes at the upcoming Executive Board meeting on 1/26/2021.

VI. Presentations

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

Referring to the audit overview presented in the Board packet, 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 Board had no concerns and expressed appreciation to staff.

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

Ms. Manalo and Panther Youth Partners (PYP) staff presented information on actions taken and challenges occurring because of Covid19. The team discussed: the transition to online instruction, participant mental health, lack of participant family support, participant under-the-table employment, slow to re-open businesses, and difficulties securing work experience. Kamille gave special thanks to their community partners. PYP will continue to focus on recruitment, 5G Soft Skills workshops, promotion of vocational programs, mentoring activities, and making their services increasingly accessible in an online format. To this end, PYP began a partnership with *Virtual Job Shadow* where students can access day-in-the-life job shadowing videos of real people in real jobs.

VII. Committee Reports/Actions

A. Business Enhancement Committee: Raymond Royce, Chair

Raymond Royce reported that the Business Enhancement Committee met on 1/13/2021 to review/discuss the action items below, a quorum having been established.

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

Referring to the Action Item in the Board packet, Donna Doubleday explained that the CSH Board has 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. As a potential 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. During the Business Enhancement Committee meeting, it was confirmed that CSH provides consumer choice and, as part of that process, staff informs those receiving 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.

- A motion was made by Board member, Raymond Royce, to approve Miller Dynamics Academy of Emergency Services as a CSH eligible Training Provider.
- Motion seconded by Board member, William Lambert.
- Motion carried.

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

Referring to the Action Item in the Board packet, both the Business Enhancement committee chair, Raymond Royce, and 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. CSH's auditors have indicated that such an agreement will not jeopardize CSH's nonprofit status. CSH would be required to charge the indirect rate and for direct time. 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. CSH staff has contacted the Department of Economic Opportunity to ascertain if the Employ Florida system can be used for tracking and documentation.

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 meeting, CSH feels that, it would not be difficult to gather data for presentation to the legislature or DEO to educate constructive change to current guidance on the use of federal workforce funds.

If a business located in Hardee county had locations in this region, the provision of services to employees working in counties outside Hardee might be 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.

Prior to proceeding to a vote, William Lambert (CSH Board member and employee of Hardee County) reiterated the expertise of CSH and their suitability to deliver training management services to Hardee County. Mr. Lambert recognized the need for administrative reimbursement to CSH and expressed his eagerness to move forward with the development of this concept.

As a related-party issue, William Lambert abstained from voting on this action and signed a conflict-of-interest form.

- A motion was made by Board member, Raymond Royce, 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 Board member, Yessenia Irizarry.
- Motion carried.

B. Finance & Operations Committee: Yessenia Irizarry, Chair

Ms. Irizarry reported that the Finance & Operations Committee met on January 15, 2021 to review/discuss the financial reports, President/CEO travel/credit card charges, various information items, and action items below. A quorum was established.

The Financial reports were reviewed through November 2020 and are as presented. No concerns were expressed. The President/CEO's credit card charges and travel expenses were reviewed. Ms. Doubleday had three travel checks issued totaling \$93.89 for local travel, and no credit card charges.

Ms. Irizarry also presented the information items below.

Information Items:

- The November 2020 Taylor, Hall, Miller, Parker (THMP) monitoring report, which includes staff responses, was reviewed and is as presented. The Committee had no concerns. One member commented that issues identified were minor and not concerning.
- The DEO Financial and Programmatic monitoring report for program year 2019-2020, which also includes staff responses, was reviewed and is as presented. This monitoring was conducted in January 2020, but the report was not received by CSH until the beginning of December 2020. DEO has accepted staff's responses. The committee had no concerns. This year's monitoring began in December and is still underway.
- The single independent audit conducted by James Moore & Co. went well. The 990 is being finalized.
- CSH's bank, CenterState, merged with South State. Ms. Irizarry stated that Sheryl Elliott (CSH's CFO) explained to the committee the processes she follows to ensure that the bank meets all requirements to protect CSH funds and keep CSH in compliance with regulations surrounding federal funding.

1. Action Item: One-Stop Operator

Referring to the Action Item in the Board packet, Ms. Irizarry explained that CSH's current authorization to serve as the One-Stop Operator expires on June 30, 2021. To allow

enough time for procurement and Board action, an RFP was issued in October. The RFP was emailed to 18 known eligible entities and was publicly noticed in newspapers and on the CSH website. No proposals were received. During the committee meeting, 2 options were identified. Option 1 – Readvertise/reissue the RFP. Option 2 – recommend the Board direct CSH staff to prepare, and submit, a request to CareerSource Florida for approval to continue to serve as the One-Stop Operator. A member commented it was not likely readvertising would produce different results and the committee unanimously agreed to recommend to the Board that staff be directed to submit the request to CareerSource Florida for approval to continue to serve as the One-Stop Operator.

- A motion was made by Board member, Yessenia Irizarry, to direct staff to submit a request to CareerSource Florida for approval to continue to serve as the One-Stop Operator.
- Motion seconded by Board member, Gary Ritter.
- Motion carried.

2. Action Item: Approval of Revised Employee Handbook

Referring to the Action Item in the Board packet, Ms. Irizarry reported that the current CSH Employee Handbook is antiquated and that a revised handbook has been reviewed by the organization's attorney who specializes in labor and employment law. All the attorney's recommendations have been incorporated into the revised handbook presented in the Board packet. The committee unanimously agreed to recommend Board approval of the revised CareerSource Heartland employee handbook.

- A motion was made by Board member, Yessenia Irizarry, to approve the revised CareerSource Heartland's Employee Handbook.
- Motion seconded by Board member, Mary Dow.
- Motion carried.

3. Action Item: Contract for IT Services

Referring to the Action Item in the Board packet, Ms. Irizarry explained that CSH staff was pleased with Concertium's assessment and felt it was comprehensive and thorough. Concertium's statement of work did not include the upfront project work that needs to occur to fix the major issues that impact CSH's IT infrastructure. Those items are highlighted in green in the assessment results spreadsheet. A draft contract had been provided by Concertium which was sent to the CSH Board attorney for review. The attorney has suggested some verbiage changes. Initial discussions with Concertium indicate their willingness to work with CSH on any identified concerns. This action item sparked a lot of discussion and many questions surrounding security issues, any additional costs, how Concertium was identified as a vendor, how Concertium was vetted as a vendor, benefits, and impact to current IT workload, and explanations of software identified in the Statement of Work. Committee members commented that this appears to be an excellent solution and recommended moving this item forward for the Board's consideration.

- A motion was made by Board member, Yessenia Irizarry, 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 Board member, Mary Dow.
- Motion carried.

4. Action Item: Disposal/Donation of Equipment

Referring to the Action Item in the Board packet, Ms. Irizarry reported that CSH has identified 57 computers and 1 shredder that are outmoded, unusable, or not worthy of upgrade. A description of the items was included in the Board packet. The items acquired from CareerSource Polk in 2016 were already a few years old upon receipt, but at the time were newer than many CSH computers. Staff requested approval to donate the equipment on the spreadsheet on a first come first served basis to non-profit entities, along with approval to dispose of any items on the list that are not picked up by March 31, 2021. The committee unanimously agreed to make that recommendation to the Board.

- A motion was made by Board member, Yessenia Irizarry, 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 Board member, Mary Dow.
- Motion carried.

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

The report is as presented in the Board packet with specific mention made to the points below.

- If Bill Miller (from Miller Dynamics Academy of Emergency Services) is approved as a new Board member at the upcoming Executive Board meeting scheduled for 1/26/2021, CSH will have no Board vacancies.
- CSH auditor, James Moore & Co., reported that the 990 is complete and CSH is currently in the process of reviewing and finalizing. A copy will be provided to Board members as soon as the final report is done.
- Posting of the Gig Worker Toolkit assembled by CSF has been delayed. A copy will be provided to Board members as soon as it is available.
- CSH is in the process of updating IFAs and MOUs.
- The first contract with Moore Communications to develop content and design for two rack cards, two print-ready digital flyers, and banner ads for local newspapers for business and job seeker outreach has been completed. The second contract for the campaign to promote community awareness has been partially completed and will continue through June.
- Contracts with Early learning Coalition have been extended through March 31, 2021.
- Due to CVS' issues implementing the Pharmacy Technician Apprenticeship Program, CSH has de-obligated this funding. The program may return later.

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 Board packet with no items of note and no questions asked.

C. Finance Report:

Financial reports through November 2020 as presented in the Board packet with no items of note and no questions asked.

IX. Time for Board Members/Other

- A. Economic Development updates were reported on by William Lambert for Hardee County and Meghan DiGiacomo for Highlands County. Updates for DeSoto and Okeechobee Counties were not presented.
- B. Other items of interest by/for Board members
 - Branch Managers Shannon Kuen and Mary Smith presented updates for the Highlands and Okeechobee One-Stop Centers. Ms. Kuen read a statement from Regional Branch Manager Lenora White regarding updates for the DeSoto and Hardee centers.

VIII. Next Board Meeting

David Royal announced the next Board meeting will be held on April 21, 2021 at CSH office in Sebring.

IX. Adjourn

As there were no other matters to bring before the Board of Directors, the meeting was adjourned at 3:10 p.m.

Board members present/participating: David Royal – Chair, William Nielander – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, Mary Kay Burns, Meghan DiGiacomo, Mary Dow, Lois Hilton, Ken Kenworthy, William Lambert, Wayne Olson, Gary Ritter, Raymond Royce, Donald Samuels

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

Executive Board members present/participating: None

CareerSource Heartland staff present/participating: Donna Doubleday, Ann Martin, Sheryl Elliott, Keith Haydon, Caleb Henderson, Shannon Kuen, Mary Smith, Brian Mercurio

Public attendance: Bill Miller, James Halleran, Kamille Manalo, Vickie Penley, Dara McCoy, Antonio James, Eddie Cuencas, Mike Davis