

**CareerSource Heartland Joint Board of Directors Meeting
Wednesday, January 26, 2022**

MINUTES

I. Call to order

- A. The meeting was jointly called to order at 1:30 p.m. by Raymond Royce (Chair of the Board of Directors) and Commissioner Kelly Owens (Executive Board Chair).
- B. Mr. Royce inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

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

- A motion was made by Board member, Gary Ritter, to approve the agenda.
- Motion seconded by Board member, Mary Dow.
- 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 October 15, 2021 Finance and Operations Committee, October 20, 2021 General Board meeting, and October 27, 2021 Joint Board meetings.

- A motion was made by Board member, Gary Ritter, to approve the presented minutes.
- Motion was seconded by Board member, Joshua Exendine.
- 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 – Andrea Broomfield (HCA Florida Raulerson Hospital)

Referring to the Action Item, Executive Chair Commissioner Owens presented the biography of prospective Board member, Andrea Broomfield. Ms. Broomfield fills a private business seat representing Okeechobee County.

Hearing no questions, Executive Chair Owens initiated approval of the action calling for a motion.

- A motion was made by Executive Board member, Commissioner Gross, to appoint Andrea Broomfield to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Roberts.
- Motion carried unanimously.

2. Potential Board Member – Allen Moore (Source One Solutions)

Referring to the Action Item, Executive Chair Commissioner Owens presented the biography of prospective Board member, Allen Moore. Mr. Moore fills a private business seat representing Okeechobee County.

Hearing no questions, Executive Chair Owens initiated approval of the action calling for a motion.

- A motion was made by Executive Board member, Commissioner Roberts, to appoint Allen Moore to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Gross.
- Motion carried unanimously.

B. Board of Directors: Raymond Royce, Chair

Action Item(s):

1. Workforce Services Contract - DeSoto Memorial

Referring to the Action Item in the Board packet, Donna Doubleday reminded members that related-party contracts require a $\frac{2}{3}$ rds approval of present Board members once a quorum has been established. Historically, the Workforce Services Contracts have proven a successful method of obtaining Board approval for expenditure of funds on related-party business without the need to call special meetings for each individual training agreement.

DeSoto Memorial Hospital has requested work-based training funds in the amount of \$4,000.00 to provide training opportunities in various healthcare-related subjects to approximately 6 medical staff members, with a completion date of June 30, 2022.

✿ 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.

- A motion was made by Board member, Mary Dow, to approve the presented Workforce Services Contract with DeSoto Memorial Hospital in the amount of \$4,000.00 to provide training opportunities to approximately 4 medical staff members in various healthcare-related subjects with a completion date of June 30, 2022.
- Motion was seconded by Board member, Kevin Cundiff.
- Motion carried unanimously.
- LEO approved.

Information Item(s):

1. None

VI. Presentations

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

Cody Girvan, Audit Manager – James Moore Certified Public Accountants & Consultants

Referring to the audit overview presented in the Board packet, Mr. Halleran reviewed the highlights from the 2020-21 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 full audit report was included in the packet for Board review.

The Board had no concerns and expressed appreciation to staff.

B. Dianna Feo, Business Operations Manager – CareerSource Heartland

Ms. Feo provided a PowerPoint presentation walking through the steps a new, or returning, employer seeking talent would go through from the initial contact through to on-going partnership development and follow up.

VII. Committee Reports/Actions

A. Finance & Operations Committee: Yessenia Irizarry, Board Chair

Yessenia Irizarry reported that the Finance & Operations Committee met on 1/24/2022 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.

Ms. Irizarry announced that the financial reports through November 30, 2021 were presented. As explained by Ms. Irizarry, the committee had no questions or concerns. Similarly, the Board also expressed no concerns, and no expenditure questions were noted.

The committee reviewed the President/CEO's expenses from 10/18/2021 – 1/24/2022 which consisted of 3 local travel reimbursement checks totaling \$114.36 and no credit card charges.

Information Items:

- **RFP for Youth Services Provider Update**

This is the final year of the current Youth Services contract. The RFP was released 10/25/2021. Proposals are due 2/11/2022.

- **Taylor, Hall, Miller, Parker P.A. Monitoring Report**

Taylor, Hall, Miller, Parker (THMP) is the agency hired by CSH to perform an annual monitoring to identify any potential areas of concern related to compliance in all areas of operation. The THMP monitoring report with CSH responses is as presented. Ms. Irizarry related the congratulations of F&O Committee member, Lois Hilton, on the results of our monitoring.

- **DEO Financial & Programmatic Monitoring Update**

DEO has completed their programmatic and one-stop monitoring but are still conducting their administrative and fiscal review.

- **RFP for Information Technology Services**

To remain in compliance with procurement requirements, CSH will be releasing a RFP for Information Technology Services. As related by Ms. Irizarry, the current contract with Concertium has presented its own positives and challenges.

- **PY 2020-21 Performance Update**

Ms. Irizarry reported that the requested technical assistance review with DEO has been completed. DEO shared with us the data they pulled and the changes they have made as to how they obtain, report, and evaluate the data that counts towards our performance. It is the 4th quarter data for the fiscal year that counts for the LWDB's annual performance. CSH missed 4 measures in the 4th quarter of 2020-2021. Three of the missed measures were in the Dislocated Worker program, which had just 3 exiters. One exiter did not enter employment resulting a 67% employment rate. The wages for the 2 employed were clearly impacted by Covid. In the Adult program, although CSH missed the region's median wage rate goal, CSH's actual performance exceeded the State's goal.

The review was very positive. DEO shared the data and indicated suggestions for changes to goal setting are being presented, which, if approved, could positively impact CSH's required performance goals.

1. Action Item: South Florida State College/Panther Youth Program Performance Holdback Funds

Referring to the action item in the agenda packet, Ms. Irizarry explained that CareerSource Heartland's contracts for youth services with South Florida State College (SFSC) Panther Youth Partners (PYP) have performance holdback clauses. Ten percent of each invoice is held back until the end of the year, pending achievement of performance measures.

For FY20-21, \$10,268.94 in holdback funds were not paid due to a missed measure in the 3rd quarter. However, later review of 4th quarter data indicates that SFSC met all measures. Based on this information, staff recommended paying SFSC the remaining \$10,268.94 of FY20-21 holdback funds.

☛ As a related-party contract, Dr. Thomas Leitzel (CSH Board member and employee of South Florida State College) abstained from voting on this action and signed a conflict-of-interest form.

- A motion was made by Board member, Yessenia Irizarry, to pay SFSC the remaining \$10,268.94 of FY20-21 holdback funds.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

2. Request Transfer of Dislocated Worker Funding to Adult Funding

Referring to the action item in the agenda packet, Ms. Irizarry explained that the Governor's approval permits LWDBs to transfer up to 100 percent of dislocated worker funding for expenditure on adult activities. The request to transfer funds must be submitted to DEO.

Staff requested the transfer of \$300,692.00 of FY20-21 dislocated worker funds to the adult program. This equates to 80% of the year's dislocated worker funds. There will still be \$292,500 of FY21-22 Dislocated Worker funding available.

This request is being made because most individuals enrolled, who are interested in training, are eligible under the adult program while those who qualify under the dislocated worker program are seeking employment over training.

The unemployment rate is currently 4% and is continuing to decrease. Without transfer, it is anticipated that adult funding would be depleted prior to the end of the fiscal year. Outreach activities have not successfully recruited new dislocated workers. Outreach activities have included classroom visits, social media posts, flyers posted in underserved communities, and presentations to civic groups and partner entities.

The transfer of Dislocated Worker funds for adult expenditures will not adversely impact the provision of services. There are no known pending layoffs that may impact the need of dislocated workers in the area. As such, it was the F&O Committee's recommendation to approve the transfer request.

- A motion was made by Board member, Yessenia Irizarry, to approve submission of a request to FLDOE to transfer \$300,692.00 of FY20-21 allocated dislocated worker funding for expenditures on adult activities.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

3. Request for Sunshine Staffing to Serve as Employer of Record for CareerSource Heartland Temporary Employment Needs

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, on occasion, CareerSource Heartland would benefit from the ability to utilize a staffing agency to meet short-term, temporary hiring needs. Examples include employee vacations or extended leaves of absence and unexpected or long-term position openings.

Recently, when a front-line staff member resigned unexpectedly, CSH contacted two other staffing agencies to assist with short-term staffing needs. One company indicated they could only provide blue collar workers. Although CSH signed an agreement with the second company, that company did not successfully provide the needed services. Historically, Sunshine Staffing has been responsive to the needs of CSH.

For these reasons, CSH staff respectfully requested the opportunity to use Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises. Board approval is needed because Sunshine Staffing is considered a related party. The maximum dollar amount requested for this purpose through June 30, 2022, is \$7,500.

✿ As a related-party contract, Jessy Irizarry (CSH Board member and employee of Sunshine Staffing) abstained from voting on this action and signed a conflict-of-interest form.

- A motion was made by Board member, Gary Ritter, to approve Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises, through June 30, 2022, allowing an amount not to exceed \$7,500.00 for this purpose.
- Motion seconded by Board member, Kevin Cundiff.
- Motion carried.
- LEO approved.

4. Disposal/Donation of Equipment

Referring to the action item in the agenda packet, Ms. Irizarry explained that CSH staff has identified electronic equipment that is outmoded, unusable, or not worthy of upgrade in our current operating environment. Some of the excess equipment is non-functional, but some is still functional and could possibly be used by a not-for-profit organization in a basic setting.

CSH is required to donate useful excess equipment/furniture to non-profit organizations/entities. Upon Board approval, a notice of excess equipment will be released. 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.

Staff has identified eleven (11) computers and three (3) monitors for donation and/or disposal. The hard drives of these computers have been cleaned and all data has been removed.

- A motion was made by Board member, Yessenia Irizarry, to approve the donation of usable equipment to non-profit entities and to disposal of unusable equipment and any remaining items which have not been picked-up by March 1, 2022.
- Motion seconded by committee member, Mary Dow.
- Motion carried.
- LEO approved.

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.

- Board Vacancies – We have one remaining vacancy. We are awaiting a nomination from a workforce, community-based organization. This seat was previously filled by Caune Bamberg from the AARP Foundation. AARP is interested in forwarding a nomination as soon as they fill their Project Director opening. Other nominations are welcome.
- Daniel “Mike” Davis is the new Coordinator of the SFSC Panther Youth Program replacing Kamille Manalo. Mr. Davis has been a specialist in the Panther Youth Program since 2015.
- We have finalized, and submitted for review, our Indirect Cost Rate. The rate submitted is 18.6833%. We are awaiting approval.
- We continue to await the decision concerning our request for a waiver on the 50% Individual Training Account Expenditure requirement. We have met with DEO and discussed with them how we spend our funds. Although we are not sure if we will be granted the full 20% requested, we are anticipating some level of adjustment.
- CSH has met with the Hardee County Industrial Authority (IDA) concerning the process draft submitted regarding the possibility of CSH serving as the administrative and fiscal entity to provide training for local businesses. The IDA is also looking at the Hardee County Education Foundation to play some role as well. At this point, we are unsure if this concept will continue to develop as other county economic development concerns are taking precedence.
- Recruiting efforts – With an unemployment rate at 4% (considered full employment or the “natural rate”), there are more jobs posted post-Covid than pre-Covid. Although the labor force participation rate is reported to be what it was pre-Covid, finding workers continues to be a challenge. Staff continues efforts to contact self-registrants in Employ Florida to advise of services and jobs available. CSH continues to explore multiple avenues for outreach.
- CSF continues to approve new policies and update existing ones. In response, staff continues to review our own policies and procedures to ensure compliance. This review may necessitate changes requiring future Executive Committee attention. For example, changes to work-based training policies may make it more difficult to fund work-based training options for individuals and businesses.
- The Get-There-Faster grant CSH applied for jointly with CareerSources Research Coast and Polk was not awarded. This grant was intended to assist our area’s residents in overcoming the benefits cliff to become self-sufficient. However, the Foundational skills and Ice House Program that we applied for in conjunction with CareerSource Flagler/Volusia was awarded. We will discover more about implementation next week.
- As of today’s meeting, there have been no glitch bills or new bills to address problems stemming from last year’s HB 1507 (Reimagining Education and Career Help “REACH” Act). HB 1507 does have some concerning items that may be difficult to implement. DEO continues to work with partners and legislative contacts to address these issues.
- HB 1507 introduces letter grades for LWDBs. Currently, a Letter Grade Working Group is endeavoring to define how those grades will be determined. The Group met on December 2nd and discussed potential pitfalls to avoid while crafting the system, potential consequences of a poorly crafted system, key features of a good grading system, and potential benefits of a good grading system. Additional meetings are anticipated.
The Credentials Review Committee (CRC) is also moving forward. Their focus will include career pathways and stackable credentials. An overview of the CRC’s activities and timeline was included in the Board packet.
- The Governor’s budget included \$100 million for workforce development capitalization incentive (intended to create and expand workforce education programs at Florida’s school districts and colleges) and \$15 million for Apprenticeship expansion.

- Supported by CSF, a “Fiscal Cliff Dashboard” is being piloted by a few workforce boards in Florida. This dashboard is a career path planner and budgeting tool that shows how public assistance losses intersect with local in-demand career paths.
- We need to update our local plan but are awaiting CSF guidance. Our updated plan will need to tie in with CSF’s plan which they are still working on. Until CSF finishes, they are unable to provide the guidance we need to understand how our plan should be structured. Once that guidance is received, an Executive Committee meeting will be called to review that guidance and take the appropriate steps to move forward.
- A thank you to the Board members who reviewed CSH’s 990. No issues were found. Ms. Doubleday will be signing the 990 and submitting it electronically.
- CSH’s annual report was included in the Board packet for review.

B. Programs Report:

As presented in the packet with no items of note and no questions asked.

C. Finance Report:

Financial reports through November 30, 2021 were presented as explained by Ms. Irizarry in her report on the activities of the F&O Committee. No expenditure concerns were noted.

IX. Time for Board Members/Other

- Economic Development updates were reported on by Kaylee King for Okeechobee County with information on additional county doings provided by Gary Ritter (CSH Board member & Okeechobee City Administrator). Commissioner Roberts read a prepared statement from Meghan DiGiacomo (Executive Manager of Business and Economic Development) relating Highlands County updates. Commissioner Gross presented economic updates for DeSoto. Representation for Hardee County was not available.
- Other items of interest by/for Board Members
 - Branch managers, Shannon Kuen and Mary Smith, presented updates for Highlands and Okeechobee counties. Branch Manager, Lenora White, presented updates for DeSoto and Hardee.

VIII. Next Board Meeting

Mr. Royce announced the next board meeting will be held on April 27, 2022 at 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 3:19 p.m.

Board members present/participating: Raymond Royce – Chair, David Royal – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, Andrea Broomfield, Russell Brown, Kevin Cundiff, Mary Dow, Meredith Durastanti, Joshua Exendine, Denise Grimsley, Sondra Guffey, Heather Harshman, Lois Hilton, Kaylee King, Emily Miller, Allen Moore, Wayne Olson, Gary Ritter, Lisa Thomas, Angel Wiggins, Amanda Wilson

Board members absent: Elizabeth Densmore, Thomas Leitzel, Donald Samuels

Executive Board members present/participating: Commissioner Owens – Executive Chair, Commissioner Roberts – Executive Chair-Elect, Commissioner George, Commissioner Gross

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

Public attendance: James Halleran, Cody Girvan