

**CareerSource Heartland Board of Directors Meeting  
Wednesday, April 21, 2021**

**MINUTES**

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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 1:38 p.m. by David Royal (Chair of the Board of Directors) and Commissioner Kelly Owens (Executive Board Chair).
- B. Mr. Royal inquired if any requests for public comment had been made and was advised that none had.

**II. Introductions**

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

- A motion was made by Board member, Raymond Royce, to approve the agenda as presented.
- Motion seconded by Board member, Mary Dow.
- 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, 2021 Business Enhancement Committee, January 15, 2021 Finance and Operations Committee, January 20, 2021 General Board Meeting, and January 26, 2021 Executive Board Meeting.

- A motion was made by board member, Raymond Royce, to approve the consent items as presented.
- 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 Kelly Owens, Chair**

**Action Item(s):**

1. Potential Board Member – Denise Grimsley (AdventHealth)

Referring to the Action Item, Executive Chair Commissioner Owens, explained the Executive Board's role in approving CareerSource Heartland (CSH) Board member nominations.

Commissioner Owens then announced the resignation of Marivel Garza and presented the biography for Denise Grimsley. Commissioner Owens asked if there were any questions regarding Senator Grimsley's nomination. There were none.

Executive Chair, Commissioner Owens, initiated approval of the action calling for a motion.

- A motion was made by Executive Board member, Commissioner Kevin Roberts, to appoint Denise Grimsley to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Judith George.
- Motion carried unanimously.
- LEO unanimously approved.

**B. Board of Directors: David Royal, Chair**

**Action Item(s):**

**1. Local Workforce Development Area Board Governance – Board Resource Guide 11d**

Referring to the Action Item, Board Chair David Royal, explained that staff has requested review and approval of a new policy that outlines the key roles, responsibilities and requirements of the entities/individuals that make up the workforce development system in a local area.

Upon Board approval, the Local Workforce Development Area Board Governance policy will be included in the CSH Board Resource Guide to ensure that CSH's Executive Board, Chief Elected Official, and other Board members are fully informed concerning key roles and related responsibilities and requirements.

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by Board member, Raymond Royce, to approve the Local Workforce Development Area Board Governance policy for inclusion in the CSH Board Resource Guide as presented.
- Motion was seconded by Board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

**2. Board Policy – Private Education Provider Seat**

Referring to the Action Item, Board Chair David Royal, explained that staff has requested review and approval of the CareerSource Heartland Board of Directors Private Education or Training Provider Seat policy for inclusion in the CSH Board Resource Guide.

The proposed addition is in response to CareerSource Florida's newly released Local Workforce Development Board Composition and Certification Policy requiring local boards to describe the process by which private education providers will be identified and the efforts that will be taken to include these representatives on the local board.

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by Board member, Raymond Royce, to approve the CareerSource Heartland Board of Directors Private Education or Training Provider Seat policy as presented.
- Motion was seconded by Board member, Mary Dow.

- Motion carried.
- LEO unanimously approved.

### 3. Ad Hoc Nominating Committee

Referring to the Action Item, Board Chair David Royal, explained that both he, as Chair, and William Nielander, as Chair-Elect, are both nearing the end of their 2<sup>nd</sup> terms and will not be eligible for reelection in the same office. As explained by Mr. Royal, Yessenia Irizarry is completing her 1<sup>st</sup> term as Secretary/Treasurer and eligible to serve a 2<sup>nd</sup> term.

Mr. Royal explained that the nominating committee has historically been comprised of the Board Chair and committee chairs which would include Mr. Royal, Mr. Nielander, Ms. Irizarry, Mr. Ritter, and Mr. Royce. Mr. Royal announced that those interested in serving as an officer should let the CSH President/CEO, Ms. Doubleday, know.

Before preceding to a vote, Mr. Royal also asked if there was anyone who wished to serve on the Ad Hoc Nominating Committee or for any debate on the make-up of the committee as discussed.

Hearing no further discussion, Mr. Royal initiated approval of the action calling for a motion.

- A motion was made by Board member, Raymond Royce, to appoint an Ad Hoc Nominating Committee consisting of the Board and committee Chairs for the preparation of officer nominees to be brought before the Board.
- Motion was seconded by Board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

### 4. Approval of DEO Grantee/Subgrantee Agreement

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, since 2012, a Grantee/Subgrantee Agreement has been in place between the Florida Department of Economic Opportunity (DEO) and each Local Workforce Development Board (LWDB). The Agreement sets forth the expectations surrounding the receipt of federal funds and the delivery of related program services acting as a contract between DEO and the LWDB.

The updated DEO Grantee/Subgrantee Agreement, included in the Board packet, was revised to enhance accountability, transparency, and oversight of Florida's workforce development system. Ms. Doubleday reviewed with the Board the updated changes.

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by Board member, Raymond Royce, to grant approval for the Board Chair and Executive Board Chair to sign the updated Grantee/Subgrantee agreement.
- Motion was seconded by Board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

## VI. Presentations

- A. Daniel Harper – DEO Supervisor of Data Analysis  
Charles Williams – DEO Workforce Administrator

Mr. Harper and Mr. Williams presented the DEO Annual Performance Report.

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

Ms. Manalo presented the Panther Youth Partners Program Performance for PY 2020-21.

In her presentation of the Panther Youth Annual Program Update for FY 2020-21, Ms. Manalo explained that the SFSC Panther Youth Program (PYP) is evaluated annually based on enrollment, active performance, extended performance, and median earning goals.

Ms. Manalo reviewed the program's performance to date. She added that it has been difficult to get out-of-school participants engaged. To combat this, the SFSC PYP is making additional efforts to provide more out-of-school workshops and seminars while increasing out-of-school participant contact.

Exited participant employment, 4<sup>th</sup> quarter after exit, is the one goal not met last year. However, despite many challenges reported by former participants, Ms. Manalo does anticipate meeting this goal, explaining that, since the beginning of July, PYP has intensified follow-up efforts to ensure exited participants are thoroughly supported during follow-up.

Responding to questions from council Chair, Gary Ritter, Ms. Manalo explained that the enrollment goal is a minimum allowing for actual enrollment beyond 220 participants. To optimally service participants with current staff, enrollment should be maintained between 220-240.

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

## **VII. Committee Reports/Actions**

### **A. Executive Committee: Commissioner Kelly Owens, Chair**

Commissioner Owens reported that the Executive Committee met on 3/29/2021 to review/discuss the action items below. Quorum at the meeting had been established.

#### **1. Action Item: Review/approval of CSH's policies and procedures**

Referring to the action item in the agenda packet, Ms. Doubleday explained that, in 2008, the CSH Board elected to become a direct provider of services and adopted the Carver Model of Governance. Through this model, the Board hires a President/Chief Executive Officer (CEO) to handle the day-to-day activities of the organization, allowing the Board to focus on developing strategies that guide the CEO's actions and promote workforce development.

In keeping with that model, since 2008, the President/CEO has been approving and signing all policies and procedures specific to day-to-day operations while bringing to the Board policies requiring their strategic oversight as a governing body.

To be proactive and transparent while providing the opportunity for the Board, Executive Board, and Chief Elected Official to fulfill their oversight responsibilities, staff requested committee review and approval of all current CSH policies and procedures.

The complete packet of policies and procedures was made publicly available on the CSH website for Board review. Following their thorough review, the Executive Committee unanimously recommended approval.

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by Board member, Raymond Royce to approve the current CSH policies and procedures as presented.
- Motion seconded by committee member, Yessenia Irizarry.
- Motion carried unanimously.
- LEO unanimously approved.

**2. Action Item: Review/approval of Public Records Access Policy**

Referring to the action item in the agenda packet, Ms. Doubleday explained that to ensure compliance with state and federal public records guidance, Florida's Department of State strongly recommends that public, not-for-profit entities, like CareerSource Heartland, adopt a Public Records Access policy that outlines how requests for public records will be addressed including charges according to statutes and guidance. Staff presented draft policy "030-CSH-ADM 19-01 Public Records Access" to the Executive Committee who recommended that the Board adopt the public records policy as presented.

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by committee member, Raymond Royce to recommend that the Board adopt Policy 030-CSH-ADM 19-01 Public Records Access as presented.
- Motion seconded by committee member, Mary Dow.
- Motion carried unanimously.
- LEO unanimously approved.

**3. Action Item: Review/approval of Process for Review and Approval of CSH's Policies & Procedures**

Referring to the action item in the agenda packet, Ms. Doubleday explained that, to ensure timely response to federal and state directives while ensuring that the Board, Executive Board, and Chief Elected Official are provided the opportunity to fulfill their oversight responsibilities, staff presents draft policy "030-CSH-ADM 18-01 Approval of Policies and Local Operating Procedures" for consideration.

In response to Board questions, Ms. Doubleday explained that new policies/modifications will be brought before the Executive Committee annually, and then before the Board as a whole. Using "track changes", modifications will be easily comparable with the original wording.

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by Board member, Raymond Royce to recommend that the Board adopt Policy 030-CSH-ADM 18-01 Approval of Policies and Local Operating Procedures as presented.
- Motion seconded by Board member, Mary Dow.
- Motion carried unanimously.
- LEO unanimously approved.

**B. Youth Council: Gary, Ritter, Chair**

Gary Ritter reported that the Youth Council met on 4/12/2021 to review/discuss the action items below. Quorum at the meeting had been established.

**1. Action Item: Year-round Youth Service Provision for 2021-2022**

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 PY 2020-21.

All members present at the 4/12 Youth Council meeting agreed unanimously to recommend contracting with SFSC to provide year-round in-school and out-of-school youth services for PY 2021-22. The recommended contract amounts were disclosed.

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

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by board member, Gary Ritter to allow the CSH President/CEO to negotiate two contracts with SFSC for year three of three, in amounts not to exceed \$187,500 for In-school Youth and \$562,500 for Out-of-school Youth for PY 2021-22, contingent upon available funding.
- Motion seconded by Board member, Raymond Royce.
- Motion carried.
- LEO unanimously approved.

**C. Finance & Operations Committee: Yessenia Irizarry, Chair**

Yessenia Irizarry reported that the Finance & Operations Committee met on 4/19/2021 to review/discuss the financial reports, President/CEO travel/credit card charges, various information items, and the action items below. Quorum at the meeting had been established.

The President/CEO's credit card charges from 1/1/2021 through 4/16/2021 totaled \$1,609.00 as listed below.

- **2/3/2021 – \$409.00**  
*Payable to :* The FL Chamber of Commerce for the Economic Outlook & Jobs Solutions Summit  
*Purpose :* The 2020-21 Virtual Annual Conference  
*Attended by :* Program Director, Ann Martin & President/CEO, Donna Doubleday.
- **3/3/2021 – \$1,050.00**  
*Payable to :* The National Association of Workforce Development Professionals  
*Purpose :* The 2020-21 Virtual Annual Conference  
*Attended by :* Program Director, Ann Martin & President/CEO, Donna Doubleday.
- **3/3/2021 – \$150.00**  
*Payable to :* Florida State University  
*Purpose :* The 2020-21 Florida Public Records Management Webinar Series  
*Attended by :* President/CEO, Donna Doubleday

The President/CEO's travel vouchers from 1/1/2021 through 4/16/2021 totaled \$262.10 for local travel.

**Information Items:**

- *RFP for Employer of Record for Work Experience:*  
The RFP was posted on 3/24/2021. CSH is currently contracting with Sunshine Staffing for year 3 of 3 to serve as employer of record for WIOA funded work experience opportunities. Proposals are due 4/26/2021. Recommendations will be presented to the Board at the Joint Board meeting in June for approval of a provider.
- *RFQ for Administrative/Fiscal, Programmatic, and One-Stop Operator Monitoring:*  
The RFQ was posted on 4/12/2021. CSH is currently contracting with Taylor Hall Miller Parker (THMP) for year 3 of 3 for administrative, fiscal, programmatic, and one-stop operator monitoring services. Proposals are due 5/7/2021. Recommendations will be presented to the Board at the Joint Board meeting in June for approval of a provider.
- *Second year contract for Auditing Services with James Moore & Company, P.L.:*

CSH has completed contract year 1 of 5 with James Moore & Company for auditing services and will enter into a contract for year 2. James Moore staff were knowledgeable and the audit was completed without issue. The cost for year 1 totaled \$23,800 (\$1,750 for the 990 and \$22,050 for the audit). The cost for year 2 totals \$24,500 (\$1,775 for the 990 and \$22,725 for the audit). These costs are as presented in their original proposal previously approved by the CSH Board.

- *Voluntary de-obligation of TANF funds:*

Due to the waivers currently in place for TANF recipients, CSH had a large amount of unexpended TANF dollars. As a result, CSH voluntarily deobligated \$225,000 which would have expired on 6/30/2021.

**1. Action Item:** Request to Contract with Sunshine Staffing for Disaster Recovery Temporary Jobs

Referring to the Action Item in the committee packet, Committee Chair, Yessenia Irizarry, informed the Board that, in April 2020, the Board approved a contract with Sunshine Staffing, not to exceed \$123,500 in National Dislocated Worker Grant (NDWG) funds for the purpose of temporary employment in response to COVID 19 and individuals who lost their employment as a result. Through February, 2021, \$76,079.18 has been expended on this contract. Additional expenditures are anticipated through June, 2021.

CSH has received an additional allocation of \$135,226 in NDWG funds, with an end date of March 31, 2022. For FY 2021-22, CSH staff requested approval to contract with Sunshine Staffing for NDWG services in an amount not to exceed \$177,623. This amount reflects the unexpended balance of the current contract through February, 2021 (\$47,420.82), added to the additional grant allocation, minus CSH's indirect costs (\$5,024.23). The final contract amount will be adjusted to reflect known expended balances/anticipated costs through June, 2021.

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

Mr. Royal, initiated approval of the action calling for a motion.

- Per the Committee's recommendation, a motion was made by Board member, Yessenia Irizarry, to recommend approval to contract in PY 2021-22 (July 1, 2021 through March 31, 2022) with Sunshine Staffing for an amount not to exceed \$177,623 to serve as employer of record for individuals participating in temporary employment opportunities as funded through the National Dislocated Worker Grant.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

**2. Action Item:** By-laws Updates

Referring to the Action Item in the committee packet, Committee Chair, Yessenia Irizarry, explained that CSH's Bylaws direct the Board in their work to oversee and guide the activities of the organization. CareerSource Florida recently released new policies on local workforce development area and board governance. Based on these policies, to remain compliant with guidance, additional elements need to be addressed in CSH's Bylaws.

Ms. Irizarry and Ms. Doubleday reviewed the suggested ByLaws updates.

In response to a question from Board Chair, David Royal, Ms. Doubleday explained that the 8-year term limitation for officers begins 7/1/2021. Years of service rendered by Board members prior to 7/1/2021 will not count toward calculation of their consecutive-year term limit.

Mr. Royal, initiated approval of the action calling for a motion.

- A motion was made by Board member, Yessenia Irizarry, to recommend approval of the updated CSH Bylaws as presented.
- Motion seconded by Board member, Raymond Royce.
- Motion carried.
- LEO unanimously approved.

## **VIII. Executive Reports**

### **A. President/CEO Report: Donna Doubleday**

The report is as presented in the packet with specific points commented on by Ms. Doubleday below.

- **Sector Strategies:** A workshop was held with the focus on building the local Career Competency Model for entry level manufacturing positions with the goal of identifying training needs. While some progress was made toward that goal, participating businesses focused heavily on current hiring needs. Ms. Doubleday described the current applicant pool as anemic and related the efforts and avenues CSH is employing to find talent. There was vigorous Board member discussion on this topic.
- **Board vacancies/changes** were outlined.
- **Infrastructure (IFA) Cost Sharing Agreements:** The IFA reconciliation for the period of July 1, 2020-December 31, 2020 has been completed. Memoranda of Understanding (MOU)/Infrastructure Funding Agreements (IFA) have been updated with The AARP Foundation, and the Florida Department of Education's Divisions of Blind Services and Vocational Rehabilitation. The MOU/IFA with South Florida State College (SFSC) is being reviewed and updated. Discussions are underway concerning CSH occupying designated space on the Avon Park Campus.
- **CSH applications to CSF:** CSH's Application for Subsequent Local Workforce Development Area Designation has been submitted and will be presented for approval at the next CSF Board meeting. Likewise, CSH's Request to serve as One-Stop Operator has been submitted and is under DEO review, tentatively to be presented for approval at the next CSF Board meeting.
- **New DEO Exit Policy:** The Exit policy which, initially, is expected to negatively impact local workforce board performance statewide. The policy is intended to ensure continued active engagement of participants in all programs, until employment is obtained. The ongoing impact on performance will be closely monitored.

### **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 2021 as presented. No concerns were expressed by the Board.

## **IX. Time for Board Members/Other**



- A. Economic Development updates were reported on by William Lambert for Hardee County, Meghan DiGiacomo for Highlands County, and Kaylee King for Okeechobee County. A representative from DeSoto County was not available.
- 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 respectively.

#### **IX. Next Board Meeting**

Board Chair, David Royal, announced the next board meeting will be held on June 23, 2021 at the CSH office in Sebring.

#### **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 3:33 p.m.

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**Board members present/participating:** David Royal – Chair, William Nielander – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, Elizabeth Densmore, Meghan DiGiacomo, Mary Dow, Joshua Exendine, Denise Grimsley, Lois Hilton, Ken Kenworthy, William Lambert, Bill Miller, Wayne Olson, Gary Ritter, Raymond Royce, Donald Samuels

**Board members absent:** Russell Brown, Mary Kay Burns, Kevin Cundiff, Thomas Leitzel, Sandy Swanson, Lisa Thomas, Amanda Wilson

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

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

**Public attendance:** Daniel Harper (DEO), Charles Williams (DEO), Kamille Manalo, Kaylee King