

**CareerSource Heartland Joint Board of Directors Meeting  
Wednesday, April 27, 2022**

**MINUTES**

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Prior to convening the meeting, Board Chair Elect 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 1:32 p.m. by Raymond Royce (Chair of the Board of Directors) and Commissioner Kelly Owens (Executive Board Chair).
- B. Mr. Royce inquired if any requests for public comment had been made and was advised that none had.

**II. Introductions**

Mr. Royce introduced himself and then a call of 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**

Mr. Royce announced additions to section 7a to allow for Youth Services presentations, and section 8a for discussion of the REACH Act. With these changes, Mr. Royce called for a motion to accept/approve the meeting agenda.

- A motion was made by Board member, David Royal, to approve the agenda with the changes.
- Motion seconded by Board member, Thomas Leitzel.
- Motion carried.
- LEO unanimously 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 January 24, 2022 Finance and Operations Committee and the January 26, 2022 Joint Board Meeting.

- A motion was made by Board member, Meredith Durastanti, 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 – Skylar Harrison (The AARP Foundation)  
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 Caune Bamberg and presented the biography for Skylar Harrison. Commissioner Owens asked if there were any questions regarding Ms. Harrison'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 Skylar Harrison to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Jerod Gross.
- Motion carried unanimously.

2. Potential Board Member – Terri Hemings (South Beach Beauty Academy)

Referring to the Action Item, Executive Chair Commissioner Owens announced the resignation of Emily Miller and presented the biography for Terri Hemings. Commissioner Owens asked if there were any questions regarding Ms. Harrison'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 Jerod Gross, to appoint Terri Hemings to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Kevin Roberts.
- Motion carried unanimously.

3. Potential Board Member – Jacquelyn Lockhart (UR Beauty & Barber Academy)

Referring to the Action Item, Executive Chair Commissioner Owens explained that Ms. Lockhart will also be filling a seat on the Board in kind to that held by Ms. Miller as a training provider and private business member.

Commissioner Owens then presented the biography for Jacquelyn Lockhart. Commissioner Owens asked if there were any questions regarding Ms. Lockhart'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 Jacquelyn Lockhart to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Jerod Gross.
- Motion carried unanimously.

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

**Action Item(s):**

None

**VI. Presentations**

**A. Daniel Harper – DEO Data Quality Supervisor**

Mr. Harper presented the DEO Annual Performance Report.

**B. Shannon Kuen – CSH Center Branch Manager**

Ms. Kuen presented an overview of the CareerSource Heartland service delivery for job seekers.

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

### **A. Youth Council: Gary, Ritter, Chair**

Board Chair, Mr. Royce, reported that the Youth Council met on 4/11/2022 to review/discuss the action item below. Quorum at the meeting had been established.

After extensive discussion, a Youth Service provider recommendation was not made. Instead, it was the advisement of the Council that both Youth Services proposers, Eckerd Youth Alternatives and South Florida State College, prepare a five-minute presentation before the full Board.

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

Before the start of the presentations, Ms. Doubleday (CSH President/CEO) addressed two evaluation factors heavily focused on during the Youth Council deliberations, the number of participants to be served and the cost per participant. Prior to the proposers' presentations, Ms. Doubleday wanted the Board to be aware that when evaluating the number of participants to be served and the cost per participant, that focusing on the service of individuals with a greater number of barriers will require a greater investment of time and resources. For the purpose of aiding deliberation, Ms. Doubleday informed the Board that, within the Board Packet, are the budgets for both proposers in addition to the last five years of number of youth served and respective costs. Also included for review are the proposal rating summaries with rater comments.

During discussion, it was clarified that the Board could: 1) elect only one proposer to provide both In-School and Out-of-School services, 2) elect to have both proposers provide In-School and/or Out-of-School services, 3) select one proposer to service only In-School youth while the other serves only Out-of-School youth. In this last scenario each proposer would receive funds for the respective services they provide, not to exceed \$162,500 for In-School youth and \$487,500 for Out-of-School youth.

In the evaluation of these options, the Board concluded that any option resulting in the splitting of funding will not provide the financial resources necessary for either provider to effectively operate the program.

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

- A motion was made by Board member, Donald Samuels, to allow the CSH President/CEO to negotiate two contracts with South Florida State College in amounts not to exceed \$162,500 for In-school Youth and \$487,500 for Out-of-school Youth for PY 2022-23, with the possibility of renewals for two additional years.
- Motion was seconded by Board member, Kevin Cundiff.
- Motion carried.
- LEO unanimously approved.

### **B. Finance & Operations Committee: Yessenia Irizarry, Chair**

Board Chair, Mr. Royce, reported that the Finance & Operations Committee met on 4/25/2022 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 1/25/2022 – 4/25/2022 consisted of \$390.70 in travel expenses and a credit card charge of \$2,400 for an annual subscription to the employment website, Indeed (recruiting).

### Information Items:

- **FY 2022-23 Auditing Services Contract Renewal with James Moore & Co., P.L.**  
CSH intends to renew the auditing contract with James Moore for PY 2022-23 (year 3 of 5) in the amount of \$25,200.
- **FY 2022-23 Monitoring Services Contract Renewal with Taylor Hall Miller Parker, P.A.**  
CSH intends to renew the monitoring services contract with Taylor Hall Miller Parker for PY 2022-23 (year 2 of 3) in the amount of \$20,980.
- **DEO Financial & Programmatic Monitoring Update**  
Monitoring has been completed by DEO; however, CSH is still awaiting the report.
- **CSH has 2 new funding sources:**
  - 1) Reemployment Services & Eligibility Assessments  
Intended to increase services to recipients of reemployment benefits.
  - 2) Rapid Response  
Intended to prevent/minimize the impact of layoffs and minimize the downsizing of businesses.

### 1. **Action Item:** Recommendation of IT Services Provider PY 2022-23

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that three Board members reviewed proposals received from Concertium and Information Technology Authorities in response to the Information Technology Services RFP released on February 21, 2022.

The costs and services outlined in Concertium's and Information Technology Services' proposals were comparable. After deliberation, it was the recommendation of the committee to allow Donna Doubleday (CSH President/CEO) to negotiate a contract for IT managed services in an amount not to exceed \$116,000 with Concertium.

- Per the Committee's recommendation, a motion was made by Board member, David Royal, to permit Donna Doubleday (CSH President/CEO) to negotiate a contract for IT managed services in an amount not to exceed \$116,000 with Concertium for PY 2022-23 with the possibility of renewals for two additional years.
- Motion was seconded by Board member, Denise Grimsley.
- Motion carried.
- LEO unanimously approved.

### 2. **Action Item:** CareerSource Heartland Salary Matrix

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that every year, the CSH leadership team reviews the organization's structure to ensure effective and efficient operations. This year's review was extensive. To stay competitive with minimum wage increases, a draft revised salary structure was presented for consideration. For review, Board members were provided both the current and proposed salary matrices.

- Per the Committee's recommendation, a motion was made by Board member, Thomas Leitzel, to approve the proposed salary matrix as presented effective July 1, 2022.
- Motion was seconded by Board member, Mary Dow.
- Motion carried.
- LEO unanimously approved.

### 3. **Action Item:** Sunshine Staffing to Serve as Employer of Record for WIOA Transitional Employment and Work Experience (year 2 of 3)

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that CSH has a contract in place with Sunshine Staffing to serve as Employer of Record for Workforce Innovation and Opportunity Act (WIOA) job seekers enrolled in Work Experience (WE) training opportunities. The current contract, in year one of three, will end June 30, 2022. CSH has been successful in the implementation of the Work Experience initiative and intends to carry the program forward into 2022-23 for an amount not to exceed \$150,000 issued in \$25,000 increments as needed. The renewed contract would change the wording slightly to include transitional jobs. This service provides CSH with a greater opportunity to meet the state-mandated ITA expenditure while enhancing opportunities for job seekers.

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 has signed a conflict-of-interest form.

- Per the Committee's recommendation, a motion was made by Board member, Denise Grimsley, to renew Sunshine Staffing's employer of record for the WIOA Transitional Jobs and Work Experience Training contract for year two 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, Mary Dow.
- Motion carried.
- LEO unanimously approved.

**4. Action Item: Sunshine Staffing to Serve as Employer of Record for CSH Temporary Employment Needs for PY 2022-23**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, on occasion, CareerSource Heartland benefits 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. Historically, Sunshine Staffing has been responsive to the needs of CSH and requests the continued use of Sunshine Staffing as a vendor to serve as employer of record for CSH temporary employees as the need arises.

The maximum dollar amount requested for this purpose for PY2022-23 is \$7,500.

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 has signed a conflict-of-interest form.

- Per the Committee's recommendation, a motion was made by Board member, Mary Dow, to approve contracting with Sunshine Staffing to serve as the employer of record for CSH temporary employees as the need arises for PY 2022-23 in an amount not to exceed \$7,500.
- Motion was seconded by Board member, Denise Grimsley.
- 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.

- **CSF Policy Updates:** CSF continues to approve new/updated policies. In response, CSH is reviewing our own policies and procedures to ensure compliance. An Executive Committee meeting will be scheduled to review these updates.

- **CSF's Two-Year Plan Modification:** CSF's WIOA Unified Two-Year Plan Modification is posted on their website.
- **CSH's Local Two-Year Plan Update:** CSH anticipates receiving update guidelines soon. The updated plan is due October 2, 2022. Plan approval is anticipated for December. An Executive Committee meeting will be scheduled to update the local plan.
- **REACH ACT:** DEO/CSF continue to respond to the requirements of the Reimagining Education and Career Help Act (REACH). In September 2022, the Credentials Review Committee intends to have the recommendation for the final Framework of Quality criteria, and the process for accepting and evaluating new credentials for inclusion on the Master Credentials List. The Committee approved the Master Credentials List for the 2022-23 School Year, after making some technical modifications from the 2021-22 List.  
CSF has hired a consulting firm to conduct the Board Realignment Study as required in the REACH Act. Ernst & Young will conduct research, hold stakeholder input sessions, and analyze labor market information to offer suggestions regarding next steps and future phases of work to streamline the local board system. The initial report is due in June. Additional work is anticipated through the next program year.
- **LWDB Letter Grades:** CSF/DEO continue to establish the system for issuing letter grades to LWDBs. Grades are anticipated to be issued in the fall of 2022.

**B. Programs Report:**

The report is as presented in the packet; no items of note; no concerns were identified.

**C. Finance Report:**

The Financial reports were reviewed through February 28, 2022 as presented. No concerns were expressed by the Board.

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

- Economic Development updates were reported on by Commissioner Gross for DeSoto County, Jeff King for Highlands County, and Kaylee King for Okeechobee County. Commissioner George announced that there were no new updates for Hardee.
- Other items of interest by/for Board members
  - Ms. Doubleday announced that the Florida Workforce Development Association expanded its membership to include a private sector employer or economic development representative from each local area. In this capacity, Jeff King will serve as our local representative.
  - Branch Manager Shannon Kuen presented updates for the Highlands center and read aloud prepared updated statements for the Hardee, DeSoto, and Okeechobee centers.
  - Dr. Leitzel announced that South Florida State College was recognized in the top twenty-five out of a group of twelve-hundred colleges in their sector. South Florida State is now competing for the Aspen Prize for Community College Excellence, awarded every two years, as the nation's signature recognition for America's community colleges. Dr. Leitzel lauded Indian River State College who won the prize three years earlier.
  - Noticing his brother's company (Royce Supply Company) listed in the Kudos, Mr. Royce congratulated CareerSource staff for the great things they do to help local businesses.

**IX. Next Board Meeting**

Board Chair, Raymond Royce, announced the next board meeting will be held on June 15, 2022 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 4:13 p.m.

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**Board members present/participating:** Raymond Royce – Chair, David Royal – Chair Elect, Yessenia Irizarry – Secretary/Treasurer, Andrea Broomfield, Russell Brown, Kevin Cundiff, Elizabeth Densmore, Mary Dow Meredith Durastanti, Denise Grimsley, Sondra Guffey, Lois Hilton, Kaylee King, Thomas Leitzel, Allen Moore, Wayne Olson, Gary Ritter, Donald Samuels

**Board members absent:** Joshua Exendine, Lisa Thomas, Angel Wiggins, Amanda Wilson, Skylar Harrison (new Board member), Terri Hemings, (New Board Member), Jacquelyn Lockhart (New Board Member)

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

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

**Public attendance:** Daniel Harper (DEO), Dannielle Brun (Eckerd Connects), Ryan Salzer (Eckerd Connects), Eddie Cuencas (SFSC), Mike Davis (SFSC), Brent Ferns (SFSC), Zory Figueroa (SFSC), Antonio James (SFSC), Isaac Maldonado (SFSC), Alexandra Navarrete (SFSC), Christopher Van der Kay (SFSC), Jeff King (Highlands Econ. Dev.), Vicky Pate