



MINUTES
BOARD OF DIRECTOR'S MEETING
BB&T Bank Building | 600 North Broadway, Bartow, FL
CEO Conference Room – 2nd Floor
November 15, 2018

Members		Members		Staff & Guests Present	
Bryant, Richard Chair	P	Lunsford, Katrina	P	Sorg, David	A
Clark, Gary	P	McCraw, David	P	Tripp, Huston	E
Garcia-Falconetti, Angela	P	Miller, Jr., Albert	P	Wilson, Amanda	P
Hall, Lisa	P	Reis, Ryan	P	Wright, Sharon	P
Khan, Adil	P	Sapp, Sherry	P		P
Kirkland, Al	A	Simmons, Diana	P		

CALL TO ORDER

The meeting was called to order by Chair Bryant followed by introductions of those present.

APPROVAL OF MINUTES

Motion to approve the Board of Directors meeting minutes for August 16, 2018 made by Gary Clark, seconded by Diana Simmons. All voted. Motion carried.

ACCEPTANCE OF CONSENT AGENDA

Motion to approve the Consent Agenda made by Katrina Lunsford, seconded by Gary Clark. All voted. Motion carried.

OLD BUSINESS: N/A

COMMITTEE TRAINING: Succession Planning for Executive Leadership (Stacy Campbell-Domineck)

Stacy emphasized the need for a succession plan to ensure an orderly and efficient transition in the event there is a CEO vacancy. Stacy added that CareerSource Polk has never had a succession plan. Stacy reviewed the process and methodology of the Succession Plan with the Board.

NEW BUSINESS:

Board Chair (Richard Bryant)

Recommendation: Approval of Proposed President & CEO Succession Plan Policy

Amanda Wilson moved to approve President & CEO Succession Plan Policy. Floor opened for discussion. There was some discussion. No concerns. All voted. Motion carried.

Recommendation: Approval of Revised President & CEO Job Description

Amanda Wilson moved to approve revised President & CEO Job Description. Floor opened for discussion. There was some discussion. No concerns. All voted. Motion carried.

Recommendation: Board Resignations & Vacant Seats & Approval of New Board Member Appointments

Chair Bryant shared with the Committee that a de facto resignation letter presented to Albert Kirkland & no appeal received by the Executive Committee. Chair Bryant asked Stacy for update regarding Board resignations & vacancies. Stacy shared that Marc Hutek resigned to accept CEO position with ELC. Virginie Schena accepted higher level position within Legoland which required her to relocate out of the area. Stacy emphasized that private sector positions must be maintained at 51%. The private sector must be represented by certain industries. Nominations can come from members of the Committee but must have an endorsement of a chamber of commerce, economic development agency or SHRM.

Chair Bryant called for a motion to approve appointments of Cynthia Jantomaso as Economic Development Representative and Steven Cochran as Adult Literacy Representative. Amanda Wilson made motion to approve appointments. Floor opened for discussion. There was some discussion. No concerns. All voted. Motion carried.

Workforce Performance Council (David McCraw)

Recommendation: Approval of Policy for Apprenticeship Programs

Chair McCraw made a motion to approve Policy for Apprenticeship programs. Floor opened for discussion. There was some discussion. No concerns. All voted. Motion carried.

Recommendation: Approval of Training Providers: Valencia College & AAA School of Dental assisting

Chair McCraw made a motion to approve Training Providers: Valencia College & AAA School of Dental Assisting. Floor opened for discussion. There was no discussion. All voted. Motion carried.

Recommendation: Approve additions to the Regional Targeted Occupations List

McCraw brought forth recommendation on behalf of the council to approve Regional Targeted Occupations List. Floor opened for discussion. There was no discussion. All voted. Motion carried unanimously.

Finance/Audit Committee (Katrina Lunsford)

Recommendation: Audit Report PY 2017-2018 Year Ending June 30, 2018

David Caplibski from Grau & Associates reviewed the findings of the Audit Report PY 2017-2018 Year Ending June 30. David Caplibski stated audit report received an unmodified opinion and compliance audit of TANF program received an unmodified opinion with no material weaknesses and no significant deficiencies. Motion to approve Audit Report PY 2017-2018 Year Ending June 30, 2018 made by Gary Clark. All voted. Motion carried.

Recommendation: DEO Internal Control Questionnaire PY 2018-2019

Katrina Lunsford shared with the Committee that DEO Internal Control Questionnaire PY 2018-2019 verified that CareerSource Polk has very strong internal controls. Stacy advised the Board to approve the DEO Internal Control Questionnaire because this is the first year that the Board Chair has signed the DEO Internal Control Questionnaire. Chair Bryant moved to approve DEO Internal Control Questionnaire PY 2018-2019. All voted. Motion carried.

Youth Development Council (Lisa Hall)

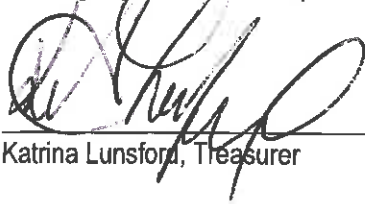
Recommendation: Partnership with Gateway to Collegiate High School

Lisa Hall made motion to approve hosting of Youth Employment Program. Floor opened for discussion. There was some discussion. No concerns. All voted. Motion carried unanimously.

CEO UPDATE (Stacy Campbell-Domineck)

Stacy provided a summary of annual meetings, current labor force, low unemployment rate, employee job training, future job fairs, Board education, succession planning, Board newsletter, Rebuild Florida, WIOA expenditures, RESEA program, fiscal audits, discontinue usage of storage facilities, ALPI partnership in Lakeland and theme for next Annual meeting will be a sports draft.

Meeting adjourned at 12:25pm



Katrina Lunsford, Treasurer