

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**VIRTUAL MEETING – ZOOM CALL**  
**May 21, 2020 @ 11:30 am**

Members		Members		Members		Staff & Guests Present
Bryant, Richard <b>Chair</b>	P	Hall, Lisa	P	Rider, Melody	P	S. Campbell-Domineck
Altieri, Jorge	P	Jantomaso, Cyndi	P	Sapp, Sherry	P	Luz Heredia
Case, Karen	P	Khan, Adil	P	Simmons, Diana	E	Eshia Smith
Clark, Gary	P	Lunsford, Katrina	P	Sorg, David	P	Arlalia Oldham-Wesley
Dimmick, Scott	P	McCraw, David	P	Tripp, Huston	P	Eshia Smith
Gander, Patti	P	Miller, Jr., Albert	P	Wilson, Amanda	P	Betty LeBranch
Garcia-Falconetti, Angela	P	Olivas, Yesse	P	Wright, Sharon	P	Casey Penn – DEO (call-in)
						Melisa Welker, Ed2Go

**CALL TO ORDER**

The meeting was called to order at 11:30am by Chair Bryant followed by introductions of those present.

**APPROVAL OF MINUTES**

Motion to approve the Board of Directors meeting minutes for February 20, 2020 was made by Gary Clark, seconded by Amanda Wilson. All voted. Motion carried.

**ACCEPTANCE OF CONSENT AGENDA**

Motion to approve the Consent Agenda made by Katrina Lunsford, seconded by Cyndi Jantomaso. Cyndi clarified that she was present at the February meeting but was marked absent. Motion was restated to be approved with the above correction. All voted. Motion carried.

**OLD BUSINESS: N/A**
**BOARD EDUCATION: CEO Update and CareerSource Polk's Response to COVID-19**

CEO Campbell-Domineck briefed the Board of Directors regarding all the work that has been done since we closed our centers to the public due to COVID-19. Our LWDB in communication with DEO and other Local Workforce Development Boards volunteer to assist DEO with Reemployment Assistance, including copying and distributing paper applications throughout the County, assisting customers to file for unemployment, answering their questions and lastly doing PIN resets. CEO diligently provided all available PPE to staff ensuring the safety of all staff and customers in anticipation of re-opening the centers to the public. Face shields and KN-95 masks are available for all staff. There is sanitizer and disinfectant for staff and customer use. There are also facemasks available to provide to customers to wear in the centers so that they do not need to be turned away.

CEO indicated that we finally re-opened our offices on Monday, May 18, 2020 after setting up our offices in compliance with CDC guidelines and providing all necessary Personal Protective Equipment to all staff and make it available for customers as well. In addition, we hired Security Guards and Sanitation Workers to keep all areas disinfected after customer's use.

Lastly, CSP applied for a grant with United Way obtaining \$2M dollars to assist our community with supportive services. Eligible individuals may receive up to \$2,000 to cover personal expenses to include, rent, utilities, medical bills, etc.

**NEW BUSINESS:**
**Board Chair (Richard Bryant)**
**Ratification: Ratify the Approval of the Contract for IT Managed Service Provider**

CEO Campbell-Domineck explained that back in February 2020 the Executive Committee granted permission to negotiate and execute a contract with the selected IT Managed services. After presentation by the top three vendors on April 21, 2020, the Review Committee recommended Inspired Technologies. After signing agreement, Inspired



Technologies proceeded with an assessment of CSP's current situation and has been working effectively to bring us up to date. CEO also indicated that we have had an excellent experience working with them and they have an extraordinary customer service. There was no discussion or concerns. All voted. Motion carried unanimously.

**Ratification: Ratify the Approval of Inter-Local Agreement with Polk County BoCC for PY2020-2023**

CEO Campbell-Domineck explained that the Agreement with the County is to operate as the Grant Recipient and Administrative Entity for workforce funds for Polk County. The agreement has to be renewed every two years. Because this documentation needed to be submitted to CareerSource Florida at the beginning of May, same was approved by the Executive Committee in April 2020 and submitted to the Board of County Commissioners for final approval.

There was no discussion or concerns. All voted. Motion carried unanimously.

**Ratification: Ratify the Approval of the One-Stop Operator Agreement for PY2020-2023**

CEO Campbell-Domineck explained that the Agreement authorizes CareerSource Polk to be the One-Stop Operator and outlines our responsibilities accordingly. The agreement must be renewed every three years. Because this documentation needed to be submitted to CareerSource Florida at the beginning of May, same was approved by the Executive Committee in April 2020 and submitted to the Board of County Commissioners for final approval.

There was no discussion or concerns. All voted. Motion carried unanimously.

**Ratification: Ratify the Approval to extend CareerSource Polk as a Director Provider of Services**

CEO Campbell-Domineck explained that this Agreement authorizes CareerSource Polk to be the Direct Provider of Services except training services and outlines our responsibilities accordingly. The agreement must be renewed every three years. Because this documentation needed to be submitted to CareerSource Florida at the beginning of May, same was approved by the Executive Committee in April 2020 and submitted to the Board of County Commissioners for final approval.

There was no discussion or concerns. All voted. Motion carried unanimously.

**Recommendation: Approval to Revised System-Wide Salary Ranges.**

Chair Bryant stated that this was a recommendation from the Executive Committee and did not require a motion or second. Floor opened to discussion. There were no questions or concerns. All voted. Motion carried.

**Recommendation: Approval to Issue Performance Incentives to Eligible Managers**

CEO Campbell-Domineck reminded Chair Bryant that a motion and second was not needed. Floor opened to discussion. There were no questions or concerns. All voted. Motion carried.

**Recommendation: Approval of Board Member Appeal Set Aside DeFacto Resignation**

Chair Bryant stated that the Executive Committee reviewed the Appeal to the DeFacto Resignation from Huston Tripp and considered it reasonable voting to reinstate Mr. Tripp's membership. He continued to say that Mr. Tripp has been responsible to attend meetings except when business circumstances interfere.

All voted. Huston Tripp abstained. Motion carried.

**Report: Board Member Attendance Compliance Report**

Chair Bryant directed board members to the Attendance Compliance Report. There were no recommendations at the time.

**Recommendation: Approval of Revisions to Bylaws**

Chair Bryant shared the proposed changes included changes on the threshold for small business from 500 to 250; adding "or designee" to the President of Polk State College under education. There is also a revision to the eligibility for office to change the years of experience for the Board Chair from 1 year to 2 years; a revision to the committees/councils to add a clause for the Committee Chair and Co-chair that states "but may serve an additional term if re-appointed by the Board Chair." Floor opened up to discussion. There were no questions or concerns. All voted. Motion carried.

**Recommendation: Approval of Board Member Reappointments**

Chair Bryant directed Board Members to Recommendation for Board Member Reappointments for an additional 3-years term. Members recommended for reappointment included: Dr. Angela Garcia-Falconetti, Albert S. Miller, David Sorg, Amanda Wilson, and Sherry Sapp. There was no comments or discussion. All voted. Motion carried.

**Recommendation: Approval of New Board Member Appointments**

Chair Bryant directed Board Members to Recommendation for New Board Members to comply with bylaws. Members recommended for appointment included: Education: Derrick Woodard, Teacher Resource Specialist Trainer-Multiple Pathways (Polk County Public Schools) Business: Ginger Garner, Human Resource Business Partner, Walmart e-

Commerce Business: Ronnie Bryant, Site Manager of Depot Operations, Draken International, and Jacquelyn Bird, Superintendent, Polk County Schools.

Floor opened for discussion. CEO Campbell-Domineck explained that the Superintendent of the Polk County Schools is a mandated seat, but recognizing his/her busy agendas, in the last years, she has recommended someone in her staff to be the designee.

There was some additional discussion, but no concerns. All voted. Motion carried unanimously.

**Recommendation: Approval to renew Vendor Services Agreement with Related Party**

CEO Campbell-Domineck explained a report of Related Parties is always included in the Finance Committee reports.

However, state says that we do not need to report it but we do anyway. State said that despite not meeting the \$25,000 threshold, the Board had to be notified and the contract voted on. Stacy explained that Harry Oldham has been very professional and thorough in his work and he has very limited contact with his sister, Arlalia. There is no personal gain for either Arlalia and Harry from this contract and this is handled by the Facilities Manager. The contract is renewed on a yearly basis to ensure that satisfactory services are being provided. All voted. Motion carried.

**Recommendation: Approval of Schedule of Operations for PY2020-2021**

CEO Campbell-Domineck explained that although the Board has no desire to manage or dictate the hours of operation it has been requested as part of the Sub Grantee agreement with DEO to provide a Schedule of Operations for PY2020-2021. Floor opened to discussion. There were no questions or concerns. All voted. Motion carried.

**Report: Board Meeting Dates & Times for PY2020-2021**

A schedule of Board meeting Dates & Times for PY2020-2021 was presented.

**Nominating Committee (David Sorg)**

Recommendation: Approval of Board Officers for PY2020-2021

David Sorg presented recommendation to Approve the Slate of Officers for PY2020-2021 as follows: Adil Khan as the incoming Board Chair, David McCraw as the Chair Elect, and Sherry Sapp as the Secretary/Treasurer.

There was no discussion or concerns. All voted. Motion carried unanimously.

**Finance/Audit Committee (David McCraw)**

**Recommendation: Approval of Preliminary Budget for PY2020-2021 & Comparisons**

Chair McCraw presented recommendation to Approve Preliminary Budget for PY2020-2021. There were no questions or concerns. All voted. Motion carried.

**Workforce Performance Council (Gary Clark):**

**Recommendation: Approval of ITA Providers Continued Eligibility**

Chair Clark presented motion to approve ITA providers for Continued Eligibility. All current providers must be approved for continued eligibility every two years. CEO Campbell-Domineck asked Luz Heredia to present an additional request for approval for Florida International College. This provider missed the deadline to submit their application due to the current situation with COVID-19. The recommendation was amended to include approval for Florida International College.

There were no additional questions or concerns. All voted. Motion carried.

**Recommendation: Approval of Revision to Individual Training Account Related Policies**

Chair Clark presented motion to approve the policy, which addresses changes to the ITA thresholds and CAP to a maximum of \$10,000.

There were no additional questions or concerns. All voted. Motion carried.

**Recommendation: Approval of Revision to One-Stop Customer Support System Policy**

Chair Clark presented motion to approve the policy, which includes additional supportive services and a new CAP to \$1,650. Chair Clark asked if the CAP will go back down after COVID-19, and CEO responded that it will not go back. There were no additional questions or concerns. All voted. Motion carried.

**Recommendation: Approval of One-Stop Operator Compliance Report**

Chair Clark presented motion to approve the One-Stop Operator Compliance Report.

There were no questions or concerns. All voted. Motion carried.

**Youth Development Council (Katrina Lunsford)**

**Recommendation: Approval of TANF Youth Incentive Plan**

Chair Lunsford presented a motion to approve the TANF Youth Incentive Plan.

There were no questions or concerns. All voted. Motion carried.

**Ratification: Ratify the Approval of Staff to let RFP for Summer Youth Training Grants**

There were no questions or concerns. All voted. Motion carried.

**Member Recognition: Recognition and Appreciation of Executive Committee and Board Members**

CEO Campbell-Domineck presented Board Plaque to Board Chair in recognition and appreciation for his service, Diana Simmons who concluded her term as a Board Member, and the Executive Committee members for their support and contributions during the past year.

**ADJOURNED at 12:45 pm**