



MINUTES
BOARD OF DIRECTORS MEETING – Virtual
Thursday, November 16, 2023 @ 11:30 am

Members		Members		Members		Staff & Guests Present	
David McCraw, Chair	P	Gander, Patti	P	Olivas, Yesse	P	Stacy Campbell-Domineck	
Adams, John	P	Garcia Falconetti, Angela	P	Reis, Ryan	P	Gerardo Meza	
Altieri, Jorge	P	Garner, Ginger	P	Sapp, Sherry	P	Joylette Stevens	
Bull, Larry	P	Gander, Patti	P	Wilson, Amanda	P	Lidia Cordova	
Case, Karen	P	Khan, Adil	P	Woodard, Derrick	P		
Clark, Gary	P	Jantomaso, Cyndi	P	Wright, Sharon	P		
Dimmick, Scott	E	Lunsford, Katrina	P				

CALL TO ORDER

The meeting was called to order at 11:31am by Board Chair David McCraw.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Motion to approve the Board of Directors meeting minutes of August 17, 2023, was made by John Adams and seconded by Sherry Sapp. There were no corrections. All voted. Motion carried unanimously.

BOARD EDUCATION: Florida’s Transformation Plan / Education & Industry Consortium Policy

CEO Campbell-Domineck provided an overview of the three pillars of the Transformation Plan focused on details related to pillars two and three which would impact CareerSource Polk. She informed the board of the benefit of systemwide improvements and the opportunity for a waiver should such improvements not be beneficial for the board. She also reminded the board of the initial approval by the board to engage in conversations about regional planning with CareerSource Central Florida and has since been requested to consider CareerSource Tampa, Pinellas, Pasco Hernando, and Suncoast. CEO Campbell-Domineck shared that either would work.

ACCEPTANCE OF CONSENT AGENDA

Motion to approve the Consent agenda was made by Altieri and seconded by Adams. All voted. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

Board Chair Reports & Recommendations

Report: Local Board Letter Grades for PY2022-2023

Chair McCraw reviewed the letter grades and commended the CEO and her team for their work, as well as advised the committee of how to access the details that outline what measures are included in calculating letter grades.

Report: CareerSource Polk Performance for PY2022-2023

Chair McCraw highlighted CSP performance and commended the team for meeting or exceeding all measures.

Recommendation: Approve CEO Request to Issue Performance Incentives to the Staff

Chair McCraw called for a motion to approve the CEO’s request to use \$60,000 to award performance incentives to the staff for stellar performance for PY2022-23. Khan made a motion to approve the request, seconded by Sapp. The floor was open for discussion. Members commended the team on a job well done. All voted. Motion carried.

Recommendation: Approve Staff Request to Change Targeted Industry Sectors

Chair McCraw called for a motion to approve the CEO’s request to revise CSP targeted industry sectors to align with those of Central Florida Development Council. Wright made a motion to approve the request, seconded by Jantomaso. The floor was open for discussion. There was no discussion. All voted. Motion carried unanimously.

Update: CEO Succession Plan Policy & Job Description

Chair McCraw directed the members to the CEO Succession Plan Policy and Job Description. CEO Campbell-Domineck informed the board that she and the Chair will review the policy and job description and asked the members to review for additions or revisions needed and to submit recommended changes to her by end of December and bring the back to the board in February 2024 if needed.

FINANCE/AUDIT COMMITTEE

Recommendation: Approval of the Audit Report for PY2022-2023, year ending June 30, 2023

Adil Khan brought forth the recommendation, on behalf of the Finance committee, to approve the PY2022-2023 Audit Report. Chair McCraw opened the floor for discussion. Khan highlighted the fact that CSP received an unmodified opinion, no findings or significant deficiencies in either of the reports which included the audited financial statements, a report on internal controls and a report on compliance of internal controls over major programs. All reports were clean. No questions. All voted, motion carried.

Recommendation: Approval of the 2022 IRS FORM 990 (Return of Organization Exempt from Income Tax)

Khan brought forth the recommendation, to approve the 2022 IRS FORM 990. Chair McCraw opened the floor for discussion. There were no questions or discussion. All voted and the motion was carried unanimously.

Recommendation: Approval of Prior Approval Transfer Request Form

Khan brought forth the recommendation to approve the Prior Approval Transfer Request Form for submission to Florida Commerce. Chair McCraw opened the floor for discussion. Adil Khan explained the request stating it would allow CareerSource Polk to authority to transfer WIOA dislocated worker funds to the adult allocation if needed to cover costs. The floor was open for discussion. There was no discussion. All voted. Motion carried.

WORKFORCE PERFORMANCE COUNCIL

Recommendation: Approval of One-Stop Operator Compliance Report for 1st Quarter of PY2023-2024

Council Chair Karen Case brought forth the recommendation to approve the One-Stop Operator report as presented. The floor was open for discussion. There was no discussion. All voted. Motion carried.

Recommendation: Approval of Direct Provider of Services Report for 1st Quarter of PY2023-2024

Council Chair Karen Case brought forth the recommendation to approve the Direct Provider of Services report as presented. The floor was open for discussion. There was no discussion. All voted. Motion carried.

YOUTH DEVELOPMENT COUNCIL

Recommendation: Authorize Staff to sign and MOU with the City of Haines City

Council Chair Katrina Lunsford brought forth the recommendation to authorize the CEO to execute an MOU with City of Haines city for a partnership that allows CSP to provide workforce services at a designated site provided by the City. The floor was open for discussion. There was limited discussion. All voted. Motion carried.

Ratification: Approve support of City of Ft. Meade application for Multi-purpose Community Center

Lunsford brought forth the recommendation to ratify the CEO's decision to support the grant application submitted by City of Ft. Meade to Florida Commerce Office of Broadband for a multi-purpose community center that includes space for CareerSource Polk to provide workforce services. The floor was open for discussion. CEO Campbell-Domineck explained the grant application requirement for local board partnership and reviewed the floor plans of the proposed facility. All voted. Motion carried.

Ratification: Approve support of RHEMAFi application for Multi-purpose Community Center

Lunsford brought forth the recommendation to ratify the CEO's decision to support the grant application submitted by RHEMAFi to Florida Commerce Office of Broadband for a multi-purpose community center in Mulberry that includes space for CareerSource Polk to provide workforce services. Floor plans were reviewed. The floor was open for discussion. All voted. Motion carried unanimously.

Recommendation: Authorize CEO to pursue partners sites to deliver youth services

Lunsford brought forth the recommendation to authorize CEO to pursue other sites to deliver workforce services throughout the county. The floor was open for discussion. Case inquired about the cost to CSP for having space in these sites. Campbell-Domineck explained to goal of securing space at no cost to CSP. Campbell-Domineck emphasized how large the county is the need to minimize the transportation barrier for our residents. All voted. Motion carried.

CEO UPDATE

CEO Campbell-Domineck informed the board of the notification received regarding the Governor closing state offices during the holidays on December 25, 26 and 29 as well as January 1st and 2nd. She reminded the board that they previously approved a CareerSource Polk's Schedule of Operations for PY2023-24, and this recommendation would update the previously approved schedule.

Recommendation: Approval of 2023 Schedule of Operations for CareerSource Polk

Chair McCraw called for a motion to approve the recommendation to the updated schedule of operations. A motion to approve was made by John Adams and seconded by Cyndi Jantomaso. The floor was open for discussion. There were no questions or comments. All voted. Motion carried.

Chair McCraw wished the staff and board a happy holiday season. CEO Campbell-Domineck informed the board that they would be getting a call from the Executive Assistant, Lidia Cordova, regarding preferred mailing address for board appreciation/holiday item.

Meeting adjourned at 12:28p

BOARD SECRETARY CERTIFICATION In accordance with Article VII, Section 7.3, I hereby certify these minutes reflect the proceedings by the Board of Directors of CareerSource Polk, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

Scott Dimmick, Board Secretary/Treasurer

Date