



**AGENDA**  
**EXECUTIVE COMMITTEE MEETING**  
LOCATION: CEO Conference Room – 2<sup>nd</sup> Floor  
600 North Broadway | Bartow, Florida 33830  
February 15, 2024 | 10:00a – 11:30a

**CONFLICT OF INTEREST:** Board and Council members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. If you have a conflict with any agenda items that require approval, please complete form 8B prior to the meeting, whether or not you are able to attend.

**Quorum:** Chair or Co-Chair and two appointed members present or 2/3 of the appointed members present (4).

**Council Members:** David McCraw (Chair), Adil Khan, Gary Clark, Karen Case, Scott Dimmick, Katrina Lunsford

**CALL TO ORDER, WELCOME, AND INTRODUCTIONS**

David McCraw, Chair

**PUBLIC COMMENT**

**APPROVAL OF MINUTES**

Recommendation: Approve Executive Committee Meeting Minutes – November 16, 2023

**COMMITTEE EDUCATION:** Grantee-Sub Grantee Agreement Requirements

**APPROVAL OF CONSENT AGENDA (Pages 29-41)**

Report: Summary Budget Variance & Comments for 2<sup>nd</sup> Quarter of PY2023

Report: Unrestricted Funds Report for 2<sup>nd</sup> Quarter of PY2023

Report: Related Party Transactions for 2<sup>nd</sup> Quarter of PY2023

Report: Business Services for 2<sup>nd</sup> Quarter of PY2023

Report: ITA Provider Expenditure Analysis for 2<sup>nd</sup> Quarter of PY2023

Report: CareerSource Polk Performance Report Card for 2<sup>nd</sup> Quarter of PY2023

Report: Customer Traffic/Services Report for 2<sup>nd</sup> Quarter of PY2023

Report: Customer Concerns for 2<sup>nd</sup> Quarter of PY2023

Report: Young Leaders Report for 2<sup>nd</sup> Quarter of PY2023

**OLD BUSINESS**

**NEW BUSINESS**

**Board Chair Reports & Recommendations**

Recommendation: Approve amendments to CareerSource Polk Bylaws

Recommendation: Approve Revisions to System-wide Salary Ranges

Recommendation: Approve CareerSource Polk Updated Schedule of Operations for PY2023-24

Report: January 2024 Statement of CSP Investment with GiveWell Community Foundation

Report: Status Update of CEO Corporate Priorities for 2<sup>nd</sup> Quarter

Recommendation: Request to Issue Performance Incentive to CEO for 2<sup>nd</sup> Quarter of PY2023

**Finance/Audit Committee**

Recommendation: Approve Budget for 2024 Summer Youth Leadership Training Program

Recommendation: Approve Request to purchase two (2) 12-25 passenger vans

**Workforce Performance Council**

Recommendation: Approve One-Stop Operator Compliance Report 2<sup>nd</sup> Quarter PY2023-2024

Recommendation: Approve Direct Provider of Services Report 2<sup>nd</sup> Quarter PY2023-2024

Recommendation: Approve CNA training to be added to the Demand Occupations List

**Youth Development Council**

Recommendation: Approve Budget for Summer Youth Leadership Training Program

**CEO Update**

Partnership with Dwyer Workforce Development

Pilot Project with/ Better Health Better Pay Collaborative / CVS AETNA Health

CareerSource Polk Annual Meeting Planning

Partnership with City of Fort Meade for a multi-purpose community center

Partnership with City of Haines City to deliver CSP Youth Services Oakland Neighborhood Center

Partnership with Polk County Public Schools to manage Summer Internships-Academy Students

**ADJOURN**