



MINUTES
EXECUTIVE COMMITTEE MEETING – Virtual
Thursday, November 16, 2023 @ 10:00 am

Members		Members		Staff & Guests Present		Staff & Guests Present	
David McCraw, Chair	P	Karen Case	P	Stacy Campbell-Domineck		Ben Clark, Auditor	
Katrina Lunsford	P	Gary Clark	P	Gerardo Meza		James Halleran, Auditor	
Adil Khan	P	Scott Dimmick	E				

CALL TO ORDER

The meeting was called to order at 10:04am by Chair David McCraw, followed by introductions of those present.

APPROVAL OF MINUTES

Motion to approve the Executive Committee Meeting minutes of August 17, 2023, was made by Karen Case and seconded by Katrina Lunsford. There were no corrections. All voted. Motion carried unanimously.

Chair McCraw took the liberty to have Finance/Audit Committee recommendations moved up to allow the Auditors of James Moore & Co. to present the Audit Report and Form 990.

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 committee, to approve the PY2022-2023 Audit Report. Chair McCraw opened the floor for discussion and called on the auditors to provide details regarding the audit. Ben Clark of James Moore & Co. reviewed the audit with the committee highlighting the three key reports and the results of the audit. CareerSource Polk received an unmodified opinion, which is the best opinion an organization can have. There were no findings on either of the reports, which include the audited financial statements, a report on internal controls and a report on compliance of internal controls over major programs – WIOA. All reports were clean. There was minimal discussion. All voted and the motion was carried unanimously.

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

Adil Khan brought forth the recommendation, on behalf of the committee, to approve the 2022 IRS FORM 990. Chair McCraw opened the floor for discussion and called on the auditors to go over the form. Ben Clark explained the purpose of the 990 and the information contained in the form. There were no questions. All voted and the motion was carried.

Recommendation: Approval of Prior Approval Transfer Request Form

Adil Khan brought forth the recommendation, on behalf of the committee, to approve the Prior Approval Transfer Request Form for submission to Florida Commerce. Chair McCraw opened the floor for discussion. Adil Khan and VP of Finance Gerardo Meza explained the need to request prior approval to allocate charges to dislocated worker funding if necessary, during the remainder of the program year. There was minimal discussion. All voted and the motion carried.

ACCEPTANCE OF CONSENT AGENDA

Motion to approve the Consent agenda was made by Lunsford and seconded by Clark. All voted. Motion carried.

COMMITTEE EDUCATION: Grant Summary Report and CSP Funding

Chair McCraw called on Vice President of Finance Gerardo Meza to explain the grant summary report. Gerardo went over the report with the committee. Board member Karen Case inquired about the meaning of the LTD Advances and the PTD Advances. Gerardo explained the report and CEO Campbell-Domineck highlighted areas that should be of concern to the committee which included the NFA expiration date, time of report and any signal of potentially having to return unspent funds. There were no further questions.

OLD BUSINESS: None

NEW BUSINESS

Board Chair Reports & Recommendations

Report: October 2023 Statement of CSP Investment with GiveWell Community Foundation

The committee reviewed the report and discussed if any alternative investment options should be considered. There was discussion regarding use of unrestricted funds, history of fund generation and use, including vehicle purchases for clients in need as well as covering costs for those clients who in desperate need, but are slightly off from meeting the eligibility criteria to use program funds.

Report: Local Board Letter Grades for PY2022-2023

Chair McCraw went over 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's included in the letter grade measures.

Report: CareerSource Polk Performance for PY2022-2023

Chair McCraw highlighted CareerSource Polk's performance for the year reviewed 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. Katrina Lunsford made a motion to approve the request, seconded by Karen Case. The floor was open for discussion. There was no discussion. All voted. Motion carried unanimously.

Update: Board Member Recruitment for PY2024-2025

Chair McCraw called on CEO Campbell-Domineck to provide an update on Board Member Recruitment needs for PY2024-25. CEO Campbell-Domineck shared that she is in the process of conducting an analysis of projected open seats and reminded the committee of the need to consider all municipalities and our targeted industry sectors as well as those mandated seats. CEO Campbell-Domineck stated that she will be working with the Board Chair to complete a full analysis to be presented at the February 2024 meeting in order to move forward with identifying suitable nominees for recommendations to be considered in May 2024 for appointments beginning July 1, 2024.

Update: Status of Mandated Partnership and MOUs with Winter Haven Housing Authority

As requested by the Chair, CEO Campbell-Domineck informed the committee that the Winter Haven Housing Authority has signed MOUs for previous and the current years and has also paid, in full, their mandated infrastructure costs which was in arrears. The MOUs are currently slated to be on the November 21, 2023, County Commission agenda for approval.

Update: Florida Workforce System Transformation Plan Overview

CEO Campbell-Domineck provided a refresher of the three pillars in the transformation plan which are board realignment, of which CareerSource Polk is exempt, workforce system improvements and regional planning areas. CEO Campbell-Domineck explained the work being done and the focus of each pillar.

Update: CareerSource Florida's Education & Industry Consortium Strategic Policy

Chair McCraw called on CEO Campbell-Domineck to provide an update on the process for establishing consortiums, appointing members, and the timeline. CEO Campbell-Domineck informed the committee of the plans to have establish a separate consortium for each of CareerSource Polk's targeted industry sectors. She and the board chair will be working on identifying appointees in November and December with the goal of hosting a kick-off meeting in January 2024. CEO Campbell-Domineck also highlighted the requirements outlined in CareerSource Florida's Strategic Policy and emphasizing the restriction that CSP Board members are not allowed to serve on these consortiums, but reports will be provided to the board for consideration.

Report: Update on Status of CEO Corporate Priorities for 1st Quarter of PY2023-2024

Chair McCraw directed the members to the report received via email from the CEO OF key accomplishments made during the 1st quarter. Chair Khan and the committee commended CEO Campbell-Domineck for the great work she continues to do for the organization and the work being done within the community.

Recommendation: Approval of Chair Recommendation to Issue Performance Incentives to CEO for Q1

Chair McCraw recommended the committed award the CEO an incentive in the amount of \$1,250 for the 1st quarter. Karen Case stated that it was too late, but made the motion to approve, seconded by Katrina Lunsford. The floor was open for discussion. Adil Khan inquired if the CEO was the one who came up with the amount recommended. Chair McCraw affirmed. Several committee members chimed in that it was too low and that the CEO did not make the decisions, it is up to

the committee. Campbell-Domineck requested permission to explain the logic and members declined her request. Gary Clark asked Chair McCraw to explain, and he stated it was not his initial recommendation and that he was simply obliging the CEO's request. The CEO explained how grateful she was for everything the committee has done to align her salary with her work, years of experience, education, and quality. She reminded that committee of the previous increase in salary to bring her to the federal salary cap. Adil Khan made an amendment to the motion to award the same amount that was awarded last year during this time, which was \$5000. The motion was seconded by Katrina Lunsford. All voted. Motion carried unanimously.

Update: Board Tasks & Timelines for Q2 of PY2023

Chair McCraw directed the committee to the updated tasks and timelines. There were no questions.

Review: CEO Succession Plan Policy and Job Description

Chair McCraw informed the committee to review the policy and job description. CEO Campbell-Domineck informed that she and Chair McCraw will be working on necessary updates over the next month and if anyone, having reviewed the documents, had anything to add, please forward update/changes to the CEO by the end of December to be included in the February 2024 agenda.

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 minimal 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 minimal 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 approve the CEO to execute an MOU with 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 minimal discussion. All voted and the motion was carried unanimously.

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

Council Chair Katrina 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 occupy to provide workforce services. The floor was open for discussion. There was minimal discussion. All voted and the motion was carried unanimously.

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

Council Chair Katrina 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 occupy to provide workforce services. The floor was open for discussion. There was minimal discussion. All voted and the motion was carried unanimously.

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

Council Chair Katrina Lunsford brought forth the recommendation to authorize CEO to pursue other sites to deliver workforce services throughout the county as outlined on the recommendation on page 45. The floor was open for discussion. There was minimal discussion. All voted and the motion was carried unanimously.

CEO UPDATE

CEO Campbell-Domineck thanked the committee for all of their support and informed that, in the interest of time, an updated schedule of operations would be presented at the board meeting which begins shortly.

Meeting adjourned at 11:28a