



MINUTES

BOARD OF DIRECTORS MEETING

VIRTUAL MEETING via ZOOM

February 18, 2021 @ 11:30 am

Members		Members		Members		Staff & Guests Present
Khan, Adil, Chair	P	Garner, Ginger	P	Sapp, Sherry	P	S. Campbell-Domineck
Altieri, Jorge	P	Hall, Lisa	P	Sorg, David	P	Janice Sewell
Byrd, Jacqueline	E	Jantomaso, Cyndi	P	Tripp, Huston	P	Brenda Fewox
Case, Karen	P	Lunsford, Katrina	P	Wilson, Amanda	P	Shiva Ward
Clark, Gary	P	McCraw, David	P	Woodard, Derrick	P	Daniel Harper DEO
Dimmick, Scott	P	Miller, Jr., Albert	P	Wright, Sharon	P	Charles Williams DEO
Gander, Patti	P	Olivas, Yesse	P			
Garcia-Falconetti, Angela	P	Rider, Melody	P			

CALL TO ORDER

Chair Khan called the meeting to order at 11:35, followed by introductions of those present.

APPROVAL OF MINUTES

Recommendation: Approval of Board of Director's Minutes for July 15, 2020

Cindy Jantomaso made a motion to approve the Board of Directors meeting minutes for July 15, 2020, seconded by Amanda Wilson. There were no corrections. All voted. Motion carried.

Recommendation: Approval of Board of Director's Minutes for November 19, 2020

Amanda Wilson made a motion to approve the Board of Directors meeting minutes for November 19, 2020, seconded by Sharon Wright. There were no corrections. All voted. Motion carried.

ACCEPTANCE OF CONSENT AGENDA

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

OLD BUSINESS: N/A

BOARD EDUCATION: Understanding & Complying with Public Disclosure of Financial Interests Requirements

CEO Campbell-Domineck explained process and importance of Public Disclosure of Financial Interests. Chair Khan opened the floor for questions. No discussion held.

BOARD EDUCATION: CareerSource Polk's Performance for PY2019-2020 (DEO Representative)

Charles Williams and Daniel Harper Data Analysts for the DEO presented to the Board. They reported on CSP's performance over the last fiscal year, answered questions, and explained what the recorded figures mean. There were a few questions. CEO Campbell-Domineck inquired about an observation in the report regarding Related Party Contracts, specifically referencing Eligible Training Providers to ensure that CSP remains compliant with state and CSP policies on transparency and conflict of interest with the Board as training providers. CEO Campbell-Domineck on behalf of the Board asked for clarification on why a training provider who is exempt in policy would be considered a contract when such an agreement has no dollar value. Mr. Williams of the DEO stated it will need to be addressed by the fiscal unit of the DEO. Daniel Harper confirmed that CSP was not out of compliance.

NEW BUSINESS:

Board Chair Reports and Recommendations (Adil Khan)

Report: Board Member Attendance Compliance Report

Chair Khan directed the members to the board member attendance compliance report for information purposes only. There were no concerns or questions.

Recommendation: Approval of New Board Member – John Adams Draken International

Chair Khan directed the members to the biography and nomination form for proposed Board member, John Adams. Cindy Jantomaso made a motion to approve the nomination of John Adams, seconded by Lisa Hall. Chair Khan opened the floor for discussion. There were no comments. All voted and motion carried unanimously.

Report: Joint Program & Fiscal Monitoring Report for PY2019-2020

Chair Khan opened the floor for CEO Campbell-Domineck who addressed this report as a part of the previously reviewed DEO presentation. There were no questions or additional discussion on this matter.

Finance/Audit Committee (Sherry Sapp)

Recommendation: Approval of Revised Final Budget PY2020 w/ Funding & Expenditure Comparison

Finance Committee Chair Sherry Sapp brought forth the recommendation on behalf of the committee to approve Revised Final Budget for PY2020. The floor was opened for discussion. There was no discussion. All voted and motion carried unanimously.

Recommendation: Approval of Audit Report PY2019-2020 Year Ending June 30, 2020

Chair Khan directed the members to the Audit Report and asked if there were any questions. The floor was opened for questions and discussion. CEO Campbell-Domineck shared commentary on audit review provided in earlier Finance Committee meeting. This included explanation of audit costs. The original amount for the audit was \$25,000. Excess costs were due to staff delays as well as additional funds provided due to COVID-19. The audit is typically presented in November for review but was delayed due to the same items.

The recommendation to approve additional pay for auditors was brought by Chair Sapp. The floor was opened for questions. There were questions regarding the rate of the auditors as the additional cost request is \$10,000 to cover additional time and extraordinary circumstances surrounding this year's audit. Questions arose as to where the funds would come from if the cost were approved. CEO Campbell-Domineck affirmed that funds originate from regular budgeted funds. All votes and the motion carried unanimously.

Workforce Performance Council (Gary Clark)

Recommendation: Approval of Training Provider for Initial Eligibility-Florida Career College-Orlando and

Recommendation: Approval of New Programs – Concord Career College

Committee Chair Gary Clark brought forth the recommendation on behalf of the Workforce Performance Council to approve Florida Career College as they are not a new provider but adding an additional campus as well as Concord Career College's new programs which include Surgical Technology, Medical Assistant, Medical Office Administration, Dental Assistant and Phlebotomy. Chair Khan opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approval of One-Stop Operator Compliance Report for 2nd Quarter of PY2020 and

Recommendation: Approval of Direct Provider of Services Report for 2nd Quarter of PY2020

Committee Chair Clark brought forth the recommendation on behalf of the Workforce Performance Council to approve the One-Stop Operator Compliance Report and the Direct Provider of Services Report for 2nd Quarter. Chair Khan opened the floor for discussion. There was no discussion. All voted and the motion carried unanimously.

Youth Development Council (Katrina Lunsford)

Recommendation: Approval to Adopt One-Stop Customer Support System Policy for WIOA Youth

Council Chair Katrina Lunsford brought forth the recommendation on behalf of the Youth Development Council to approve the adoption of the One-Stop Customer Support System Policy for WIOA Youth and she explained the need

to address minimize barriers that would impede our youth to succeed. Chair Khan opened the floor for discussion. There was no further discussion. All voted and the motion carried unanimously.

President & CEO Update

CEO Campbell-Domineck expressed to the board that in light of the previous discussions related to conflict of interest, transparency, and related party contracts in no way do the policies seek to challenge the integrity of any Board member. Please do not think or even consider that you must leave the Board as a result of this discussion. This is a normal part of the application process. However, we are requesting technical assistance from the DEO for clarification on viewing eligible training provider agreements as contracts when they have no initial dollar value. CSP is blessed to have such dedicated Board members and we sincerely appreciate your integrity, service, and dedication to the Workforce Board and the businesses of Polk County.

ADJOURN

Meeting adjourned 12:55 p.m.

Sherry Sapp, Board Secretary/Treasurer

ADDENDUM TO THE MINUTES (Vote taken after meeting via email):

Recommendation: Approval to Execute an On-the-Job Training up to \$10,000 with Rita Staffing (Lisa Hall)

This item was inadvertently missed from the Board of Directors Meeting Agenda but approved by the Workforce Performance Council. The following message was sent to the Board via email immediately following the meeting: "In light of the conversation related to transparency and clarification regarding conflict of interest, I am in need of a vote from each Board member on the proposed execution of a related party contract (Employed Worker Training Agreement – up to \$10,000) with Rita Staffing (Place of employment for Board member Lisa Hall). The recommendation with explanation along with the Disclosure of Conflict is attached for your review. Also attached is the last approved copy of CareerSource Polk's Bylaws which address the Conflict of Interest on page 7, Section 2. I need EACH Board Member to respond with an "Approve" or "Do Not Approve". **I have removed Lisa Hall from this notification. In a virtual or in-person meeting circumstance she would have to remove herself from the room based current guidance I have received.** Along with the recommendation from, a copy of the Conflict of Interest Form signed by Lisa Hall was attached.

The following board members responded and voted to approve the action: Adil Khan, Cyndi Jantomaso, Melody Rider, Scott Dimmick, David Sorg, Sharon Wright, Huston Tripp, Amanda Wilson, Sherry Sapp, Jorge Altieri, David McCraw, Patti Gander, Al Miller, Karen Case, Katrina Lunsford, Angela Garcia-Falconetti, Ginger Garner and Yesse Olivas. The following Board Members did not record a vote: Jacqueline Byrd, Derrick Woodard, Gary Clark. Removed from room (email list) Lisa Hall.

Quorum Established: Yes Result: 100% of all members who voted – Approved.