MINUTES
BOARD OF DIRECTORS' MEETING
May 21, 2026 | 11:30 a.m.
COLLABORATE. INNOVATE. LEAD.

Members		Members		CSP Staff & Guests Present	CSP Staff & Guests Present
Clark, Gary **Chair**	P	McCraw, David	P	Stacy Campbell-Domineck	Joylette Stevens
Altieri, Jorge	P	Olivas, Yesse A.	P	Lidia Cordova	Kathy Suttles
Case, Karen	P	Reis, Ryan	P	Arthur Harris	
Dimmick, Scott	P	Sapp, Sherry	P	LaTanya Mays	
Garner, Ginger	**E**	Wilson, Amanda	P	Gerardo Meza	
Khan, Adil	**E**	Woodard, Derrick	**E**	Barbara Mincy	
Jantomaso, Cyndi	P	Commissioner Michael Scott	**E**		
Lunsford, Katrina	P	Wright, Sharon	**E**		

CALL TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order by Chair Gary Clark at 11:30 a.m.

PUBLIC COMMENT - None

ACCEPTANCE OF CONSENT AGENDA

Chair Clark called for a motion to approve the Consent Agenda. A motion was made by Cyndi Jantomaso and seconded by Sherry Sapp. Chair Clark opened the floor for discussion. Hearing no discussion, a vote was called, and the motion carried unanimously.

APPROVAL OF MINUTES

Chair Clark called for a motion to approve the Executive Committee meeting minutes of February 19, 2026. A motion was made by Karen Case and seconded by Ryan Reis. With no discussion, the motion carried unanimously.

A motion to approve the Education & Industry Consortium meeting minutes was made by Scott Dimmick and seconded by Karen Case. With no discussion, the motion carried unanimously.

Board Administration (Chair Clark)

Recommendation: Approve Revisions to the Board Bylaws

Chair Clark called for a motion to approve the proposed revision to the Board Bylaws, as outlined on page 9 of the agenda packet. A motion was made by Karen Case and seconded by Katrina Lunsford to amend Section C (Education) of the CareerSource Polk Board Bylaws. The amendment updates education representation by replacing specifically titled positions with senior leadership representation from public schools and institutions of higher education engaged in workforce investment activities. A vote was called, and the motion carried unanimously.

Recommendation: Approve Board Member Nomination: Karen Steverson, Keiser University

Chair Clark called for a motion to approve the recommendation, as outlined on pages 10–12 of the agenda packet, to appoint Karen Steverson, President of Keiser University, as the Private Education Representative. A motion was made by Cyndi Jantomaso and seconded by Katrina Lunsford. Chair Clark opened the floor for discussion. Following minimal discussion, a vote was called, and the motion carried unanimously.

Recommendation: Approve Proceeding with Contract Negotiations (Managed Services Solutions)

Chair Clark called for a motion to authorize staff to proceed with contract negotiations with Inspired Technologies. A motion was made by Karen Case and seconded by Katrina Lunsford. With no discussion, the motion carried unanimously.

Ratification: **Approve Interlocal Agreement between CareerSource Polk and Polk County BoCC**

Chair Clark called for a motion to ratify staff action to secure approval of the Interlocal Agreement between CareerSource Polk and the Polk County Board of County Commissioners. A motion was made by Cyndi Jantomaso and seconded by Amanda Wilson. The motion carried unanimously.

Ratification: Request to Extend Designation as Direct Provider of Services

Chair Clark called for a motion to ratify staff action to secure approval of the extension of CareerSource Polk's designation as a direct provider of services. A motion was made by Katrina Lunsford and seconded by Cyndi Jantomaso. The motion carried unanimously.
Ratification: Request for Subsequent Board Redesignation and Board Composition
Chair Clark called for a motion to ratify the action taken by staff to proceed with securing approval for subsequent board redesignation and updated board composition. A motion was made by Cyndi Jantomaso and seconded by Ryan Reis. Chair Clark opened the floor for discussion. Hearing no discussion, a vote was called, and the motion carried unanimously.
Recommendation: Approve Policies and Local Operating Procedures
Chair Clark called for a motion to approve the policies and local operating procedures listed on pages 18–44 of the agenda packet: • Pre-Enrollment Orientation, Participant Expectations, and Employment Reporting LOP • Exit Timing and Exit Delay Policy • Exit Timing and Exit Delay Local Operating Procedure • Co-Enrollment Policy • Employment Planning & Co-Enrollment Alignment Local Operating Procedure • Employment Outcomes Measurement and Documentation for WIOA Programs Policy • Employment Outcomes Measurement and Documentation for WIOA (Q2 & Q4) LOP A motion was made by Cyndi Jantomaso and seconded by Karen Case. CEO Campbell-Domineck provided an overview. With minimal discussion, the motion carried unanimously.
<u>Finance /Audit Committee (Karen Case)</u>
Recommendation: Approve Preliminary Budget for PY2026-2027
On behalf of the committee, Chair Karen Case presented the recommendation to approve the preliminary budget. Discussion included the accuracy of projections. VP of Finance Gerardo Meza noted the estimates are close to actuals and that a final budget will be presented in August. He also shared updated figures received from FloridaCommerce after the committee meeting. The motion carried unanimously.
Recommendation: Approve an Increase in CSP Investment held by GiveWell
Chair Case presented the recommendation to increase CSP investment held by GiveWell by $200,000, as outlined on page 47. VP Gerardo Meza provided justification, citing audit findings and corrective actions taken, including: • Reclassification of balances using SERA grant data • Implementation of project codes to ensure account-level accuracy • Improved cash-on-hand calculations across accounts • Full remediation of audit findings A total of $366,820.50 was reclassified to unrestricted funds, aligning cash account balances with FloridaCommerce-supported figures. These actions strengthen transparency, audit defensibility, and compliance.
<u>Workforce Performance Council (Cyndi Jantomaso)</u>
Recommendation: Approval of One-Stop Operator Compliance Report 3rd Quarter PY2025-2026
Council Chair Cyndi Jantomaso presented, on behalf of the Council, a recommendation to approve the One-Operator Compliance Report for 3rd quarter of Program Year 2025–2026. Chair Clark opened the floor for discussion. Hearing no discussion, a vote was called, and the motion carried unanimously.
Recommendation: Approval of Direct Provider of Services Report 3rd Quarter PY2025-2026
Council Chair Cyndi Jantomaso presented, on behalf of the Council, a recommendation to approve the Direct Provider of Services Report 3rd Quarter PY2025-2026. Chair Clark opened the floor for discussion. Hearing no discussion, a vote was called, and the motion carried unanimously.
Recommendation: Approval of SNAP E&T Local Operating Procedures Booklet
Council Chair Cyndi Jantomaso presented, on behalf of the Council, a recommendation to approve the SNAP E&T Local Operating Procedures Booklet. Chair Clark opened the floor for discussion. Hearing no discussion, a vote was called, and the motion carried unanimously.
Recommendation: Approval of Board Policy for Training using ITAs
Council Chair Cyndi Jantomaso presented, on behalf of the Council, a recommendation to approve the Board Policy for Training using ITAs. Chair Clark opened the floor for discussion. Hearing no discussion, a vote was called, and the motion carried unanimously.
Recommendation: Approval of ITA Issuance, Payment, and Administration Using the State ETPL Local Operating Procedure

Council Chair Cyndi Jantomaso presented, on behalf of the Council, a recommendation to approve the ITA Issuance, Payment, and Administration Using the State ETPL Local Operating Procedure. Chair Clark opened the floor for discussion. CEO Campbell-Domineck provided an overview of the policy and the emphasis on customer choice as is intended by WIOA. A vote was called, and the motion carried unanimously.

Youth Development Council (Katrina Lunsford)

Recommendation: Approve WTP and WIOA Youth Local Operating Procedures

Chair Katrina Lunsford presented, on behalf of the Council, a recommendation to approve the local operating procedures listed on pages 89-104 of the agenda packet.

- Updated Work Experience WTP/TANF Local Operating Procedure
- Updated WIOA Youth Eligibility Local Operating Procedure
- Updated "Needs Additional Assistance" Local Operating Procedure
- Updated Youth Incentives Local Operating Procedure

Chair Clark opened the floor for discussion. Hearing no discussion, a vote was called, and the motion carried unanimously.

President & CEO Update

CEO provided an update on the following items:

- Progress on Performance Improvement Plan process, highlighting its approval and next steps which included scheduled quarterly meetings with Florida Commerce/CareerSource Florida.
- Meeting with City of Bartow planning team for Innovation Center
- CareerSource Polk's Annual Meeting & Best Places to Work Awards Breakfast celebrating 30 years of service to Polk.
- CareerSource Polk's Men of the Workforce Campaign
- CareerSource Polk's Workforce Incentive Awards

Other Business: None

Meeting adjourned at 12:51pm

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.

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Cyndi Jantomaso, Board Secretary/Treasurer **Date**