



DRAFT MINUTES
EXECUTIVE COMMITTEE MEETING
May 15, 2025 | 10:00 a.m.
COLLABORATE. INNOVATE. LEAD.

Members		Members		CSP Staff & Guests Present
Clark, Gary Chair	P	Jantomaso, Cyndi	P	Stacy Campbell-Domineck
Case, Karen	P	Lunsford, Katrina	P	
Dimmick, Scott	P	McCraw, David	P	

CALL TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order by Chairperson Gary Clark at 10:15 a.m. There were introductions of all those present.

PUBLIC COMMENT: There were no public comments

APPROVAL OF MINUTES

Chair Clark called for a motion to approve the February 20, 2025 Executive Committee meeting minutes. The motion was made by Scott Dimmick and seconded by Katrina Lunsford. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

ACCEPTANCE OF CONSENT AGENDA

Chair Clark called for a motion to approve the Consent Agenda. Katrina Lunsford made a motion to approve. Karen Case seconded. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

ACTIONS ITEMS REQUIRING APPROVAL & KEY REPORTS FOR INFORMATION

Board Administration (Executive Committee Chair, Gary Clark)

Recommendation: Approve Slate of Officers for PY2025-2026

Chair Clark directed the committee to page 6 of the agenda to consider the recommendation to maintain the current officers to complete their 2nd year in the following roles: Chair, Gary Clark, Chair-Elect, Scott Dimmick, and Secretary-Treasurer, Karen Case. Katrina Lunsford made the motion to approve the proposed slate and Karen Case seconded. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approve Board & Council Meeting Schedule for PY2025-2026

Chair Clark called for a motion to approve the Board and Council Meeting Schedule for Program Year 2025–2026. Karen Case moved to approve the schedule, and Katrina Lunsford seconded the motion.

Chair Clark then opened the floor for discussion. CEO Campbell-Domineck shared that the upcoming year will include a strategic planning process, which will take place at an off-site location in the fall. She noted that once the date for the Strategic Planning Retreat is finalized, the quarterly meetings listed on the schedule will be adjusted accordingly.

CEO Campbell-Domineck also reminded the committee about the survey distributed to board members, which is intended to gather input to help shape the strategic planning process. Additionally, she mentioned that four targeted surveys are being distributed to collect feedback from the business community, jobseekers, CareerSource Polk staff, and community partners. There was brief discussion about potential dates for the retreat, with committee members expressing a preference for October over November. CEO Campbell-Domineck agreed to poll the board to determine a date that would allow for maximum participation. The motion was then put to a vote and carried unanimously.

Recommendation: Approve Schedule of Operations for PY2025-2026

Chair Clark called for a motion to approve the Schedule of Operations for Program Year 2025–2026. Karen Case made the motion to approve, and Katrina Lunsford seconded. Chair Clark then opened the floor for discussion. Committee members discussed holiday pay policies and the potential for office closures on dates not currently listed, should the Governor issue a directive for state staff closures. Additional conversation focused on the types of leave used during holidays and the importance of maintaining competitive compensation for employees. The motion was then brought to a vote and passed unanimously.

<p>Recommendation: Approve CEO Request of \$60,000 Budget for Staff Increase/Incentive</p> <p>Chair Clark called for a motion to approve the CEO's request for a \$60,000 budget allocation for staff increases and incentives. Katrina Lunsford made the motion to approve, and Karen Case seconded. Chair Clark then opened the floor for discussion. The committee engaged in a thoughtful conversation about staff compensation, including the distinctions between system-wide salary range adjustments, performance-based incentives, and merit increases. Additional dialogue emphasized the importance of employee retention, competitive pay, and the use of salary surveys to inform compensation strategies. Members also discussed how employee performance extends beyond mandated metrics, which may not fully capture individual contributions. Following the discussion, the motion was amended to reflect a 5% increase and to grant the CEO discretion in determining the distribution of the funds among staff. After a robust exchange of ideas, the amended motion was put to a vote and passed unanimously.</p>
<p>Recommendation: Approve CEO Request for use of \$100,000 in Unrestricted Funds for PY2025</p> <p>Chair Clark called for a motion to approve the CEO's request to utilize \$100,000 in unrestricted funds for Program Year 2025. Scott Dimmick made the motion to approve, and Karen Case seconded. Chair Clark then opened the floor for discussion. The conversation focused on the increase in the total budget compared to previous years. CEO Campbell-Domineck clarified that the request includes \$50,000 for workforce incentive awards, a recurring expense in past years that had not previously been included in the formal annual request. She also provided a brief overview of the purpose of unrestricted funds, emphasizing their role in maintaining financial flexibility. Additionally, she noted the County Attorney's requirement for the organization to increase its liability insurance coverage and to ensure the availability of non-appropriated funds to cover any potential disallowed costs. Following a thorough discussion and explanation of the proposed fund usage, the motion was put to a vote and carried unanimously.</p>
<p>Finance /Audit Committee (Committee Chair, Karen Case, Secretary/Treasurer)</p>
<p>Recommendation: Approval of Preliminary Budget & Comparison for PY2025-2026</p> <p>Finance/Audit Committee Chair Karen Case brought forth the recommendation on behalf of the committee to approve the Preliminary Budget for PY2025-2026. Chair Clark opened the floor for discussion. There as minimal discussion. All voted. Motion carried unanimously.</p>
<p>Workforce Performance Council (Council Chair, Cyndi Jantomaso)</p>
<p>Recommendation: Approve One-Stop Operator Report 3rd Quarter PY2024-2025</p> <p>Council Chair Cyndi Jantomaso brought forth the recommendation on behalf of the committee to approve the Operator Compliance Report. Chair Clark opened the floor for discussion. There were no questions. All voted. Motion carried unanimously.</p>
<p>Recommendation: Approve Direct Provider of Services Report 3rd Quarter PY2024-2025</p> <p>Council Chair Cyndi Jantomaso brought forth the recommendation on behalf of the committee to approve the Direct Provider of Services Report. Chair Clark opened the floor for discussion. There were no questions. All voted. Motion carried unanimously.</p>
<p>Recommendation: Approve of Training Provider for Initial Eligibility – Peak Dental Assisting School, LLC</p> <p>Council Chair Cyndi Jantomaso presented the committee's recommendation to approve Peak Dental Assisting School for initial eligibility, along with its Dental Assistant program. Chair Clark opened the floor for discussion. As there were no questions or comments, the motion was brought to a vote and carried unanimously.</p>
<p>Recommendation: Approval of Training Provider for Initial Eligibility - Coding Clarified</p> <p>Council Chair Cyndi Jantomaso presented the committee's recommendation to approve Coding Clarified for initial eligibility, along with its Medical Billing & Coding program. Chair Clark opened the floor for discussion. A question was raised regarding the need for such training, why so many codes now and how codes are assigned. Scott Dimmick of Lakeland Regional Health responded by explaining the regulatory framework surrounding medical billing and coding, noting that every healthcare service is assigned a specific code. He also described the tools and systems used in the profession and provided examples to illustrate the complexity and importance of accurate coding in healthcare operations. Dimmick emphasized that there are many different codes in healthcare because they serve multiple essential functions across the healthcare system. These codes help standardize communication, ensure accurate billing, support clinical documentation, and enable data analysis. Dimmick shared that healthcare involves a vast range of diagnoses, treatments, procedures, medications, and equipment. Each of these needs to be precisely documented. Different code sets are designed for specific uses—diagnosis, procedures, billing, medications, lab tests, etc. Codes ensure that healthcare providers, insurers, and government agencies all speak the same "language" when it comes to patient care and reimbursement. Under laws like HIPAA, healthcare</p>

organizations must use standardized code sets for electronic transactions. Codes are used to bill insurance companies and government programs like Medicare and Medicaid. For example, CPT (Current Procedural Terminology): Used for medical procedures and services. HCPCS (Healthcare Common Procedure Coding System): Covers services not included in CPT, like ambulance rides or medical equipment. Following much discussion, the motion was brought to a vote and passed unanimously.

Youth Development Council (Council Chair, Katrina Lunsford)

Recommendations: None

Chair Clark noted that there were no recommendations from the Youth Development Council.

Other Business

CEO Campbell-Domineck provided an update on the following topics:

- Closing of the Winter Haven Career Center due to Florida Commerce choosing to put the building on the market;
- CSP Board awarded \$2,500 by GiveWell Community Foundation to support CSP's strategic planning process.
- The Summer Youth Leadership Institute set to begin June 2 and run through June 6 (Serving over 350 youth)
- Board member resignation of Patti Gander (taken on a new role); and the absence of board member John Hall.
- CSP's new van, involved in Sheriff's shootout in parking lot of corporate office and business services.
- Hope Florida controversy
- Partnership with the Lakeland Housing Authority and YouthBuild
- Healthcare 'Industry Insights'. Staff day at LRH learning about industry needs, careers and more.
- Board recognition and appreciation of 28 years of service fulfilled by Ms. Jacquelyn Smith as she plans to retirement in July 2025. Ms. Jackie is one of the two longest standing employees let in the organization.

Meeting adjourned at 11:35am