



**MINUTES
EXECUTIVE COMMITTEE MEETING**

Zoom Platform
May 20, 2021 | 10:00am

Members		Members		Staff & Guests Present	
Adil Khan, Chair	P	David Sorg	P	Stacy Campbell-Domineck	
Katrina Lunsford	E	Gary Clark	P		
David McCraw	P				

The meeting was called to order at 10:00am by Chair Khan followed by introductions of those present.

WELCOME & INTRODUCTIONS

Adil Khan, Chair

APPROVAL OF MINUTES

Motion to approve the Executive Committee meeting minutes of February 18, 2021, was made by Gary Clark, seconded by Sherry Sapp. All voted. Motion carried.

ACCEPTANCE OF CONSENT AGENDA

Motion to accept the Consent Agenda was made by Gary Clark, seconded by David Sorg. All voted. Motion carried.

OLD BUSINESS: Update on Investment of Unrestricted Funds

Chair Khan updated the committee on his and the CEOs meeting with GiveWell Community Foundation regarding their structure and the benefits of the investment partnership. He informed the committee that while the previous direction of the committee from two years ago was to invest \$750,000, the initial investment was \$250,000 to give the committee an opportunity to review performance and then increase investments in the future as they see fit. There were a few questions but no concerns.

COMMITTEE EDUCATION: N/A

CEO Campbell-Domineck reminded the committee that education would be provided at the full Board of Directors Meeting.

NEW BUSINESS:

Board Chair Recommendations (Richard Bryant)

Report: Board Member Attendance Compliance Report

Chair Khan directed the committee to page 6 for review of Board member attendance. There were no concerns or questions.

Report: Update on Status of CEO Corporate Priorities for 3rd Quarter

Chair Khan commended the CEO and highlighted some of the key accomplishments made during the 3rd Quarter as outlined in the report distributed on May 11th. There were no questions.

Recommendation: Approval to Issue Performance Incentives to CEO for 3rd Quarter

Chair Khan directed the committee to page 7 of the packet for the recommendation to award the CEO Incentives in accordance with our President/CEO Evaluation and Compensation Administration Policy. Based on the accomplishments aligned with the CEO Corporate Priorities during the quarter, Chair Khan recommended for approval \$4,500 for the 3rd quarter's incentive. Gary Clark made a motion to approve the Chair's recommendation and David McCraw seconded. Floor opened for discussion and there was none. All voted. Motion carried unanimously.

Recommendation: Approval of CEO Travel Analysis for PY2021-2022

Chair Khan directed the committee to pages 8-9 for the recommendation for approval of CEO Travel Analysis for PY2021-2022. Sherry Sapp made a motion to approve \$210 per month as travel reimbursement as shown in travel analysis statement and Gary Clark seconded. Floor opened for discussion. CEO explained that every year she presents the analysis based on an average typical month's travel on official business in lieu of completing a travel expense weekly and this is considered non-taxable travel reimbursement. Members expressed that the amount seems low. It was stated, should the CEO see that she is doing more

travel than what is projected, she is expected to come back with a revised Analysis for approval. All voted. Motion carried unanimously.

Recommendation: Approval of CEO Request for Use of Unrestricted Funds for PY2021-2022

Chair Khan directed the committee to page 10 for the recommendation for approval of the CEO's request for Use of Unrestricted Funds for PY2021-2022. David Sorg made a motion to approve recommendation and Sherry Sapp seconded. Floor opened for discussion. CEO explained that the request indicates \$20,000 and it is unlikely that all of this would be utilized. The proposed budget would cover different meetings/activities as outlined. There were no questions or concerns. All voted. Motion carried unanimously.

Recommendation: Approval of One-Time Compensation/Incentive for eligible Staff

Chair Khan directed the committee to page 11 for the recommendation for approval of \$15,000 to issue one-time compensation/incentives to eligible staff in accordance with CareerSource Polk's Merit and Compensation Policy. David McCraw made a motion to approve the recommendation and Sherry Sapp seconded. There was some discussion but no concerns. All voted. Motion carried unanimously.

Added Discussion and Recommendation: Use up to \$10,000 of Unrestricted Funds for breakfast at Annual Meeting

Chair Khan directed the CEO to give an update about the planning of the Annual Meeting. CEO Campbell-Domineck informed of that the sponsorships are low and have yet to reach the amount to cover the breakfast. She shared that she instituted a per person cost of \$20 for registration to ensure the breakfast was covered as CareerSource Polk cannot use formula funds to cover the cost of food. Chair Khan opened the floor for discussion stating that we have not charged our staff, business partners or other community leaders since 2013 to attend our annual meeting where we deliver our workforce message, and Annual report as well as recognize those companies who are leading the way in creating great places to work. Chair Khan charged the members to figure out a way, especially now, to bring our community back together without having to pay for a ticket. David McCraw made a motion to use up to \$10,000 to cover the breakfast meal and the motion as seconded by David Sorg. There was a decent amount of discussion resulting on the committee directed the CEO to refund any payments already submitted by staff and business leaders. No additional discussion or concerns. All voted. Motion carried unanimously.

Recommendation: Approval of Board Member Reappointments

Chair Khan directed the members to page 12 for Board members whose terms are up for renewal which include Cyndi Jantamaso – President of the Haines City Economic Development Council, Adil Khan - President & CEO of Lakeland Surgical & Diagnostic Center, David McCraw – Training Director of the Tampa Area JATC and Dr Melody Rider – President of Keiser University, Lakeland Campus. Sherry Sapp made a motion to approve member reappointments, seconded by Gary Clark. The floor opened for discussion. CEO Campbell-Domineck reminded the Committee that beginning July 1, 2021, all board member terms will reset if HB1507 is signed by the Governor. At that time, the committee will need to discuss staggering terms to ensure that all board member terms do not expire at the time. There was some additional discussion, but no concerns. All voted. Motion carried unanimously.

Recommendation: Approval of CSP Schedule of Operation for PY2021-2022

Chair Khan directed the members to page 13 for the proposed schedule of operations for next program year. Chair Khan reminded the committee that approval is a requirement outlined in the Grantee-Subgrantee Agreement with DEO. Chair Khan restated that it has not been a practice of this committee or the board to manage or dictate the operation hours or holidays for the organization and restated that the board entrusts operations to our President and CEO and are confident in her abilities to make decisions that work best for the staff, workforce customers and business partners. Gary Clark made a motion to approve, followed by a second from Sherry Sapp. The floor was opened for discussion. There was no further discussion. All voted and motion carried unanimously.

Recommendation: Approval to renew Vendor Services Agreement with Related Party

Chair Khan directed the members to page 14 for recommendation of approval to renew the vendor services agreement with Hatz Cleaning Services, owned and operated by Harry Oldham, brother of Arlalia Oldham-Wesley. Gary Clark moved to approve the recommendation, seconded by David Sorg. The floor was opened for discussion Campbell-Domineck reminded the committee about the Contracting Policy and related party transactions and transparency. She also stated that CareerSource Polk has always brought related party transactions to the board each quarter for information purposes, but not voted on. The relationship with this vendor is outlined in the recommendation. There was no additional discussion. All voted and motion carried unanimously.

Recommendation: Approval of Revised System-wide Salary Ranges

Chair Khan directed the committee to the recommendation on page 15 for approval of Revised System-wide Salary Ranges to go into effect on July 1, 2021. Gary Clark made a motion to approve, followed by a second from David McCraw. Chair Khan asked CEO Campbell-Domineck to go over the changes and she obliged, primarily stating that most of the change is related to grouping pay bands for similar positions and aligning the CEO Salary range with based that was established in 2014 but not included in the range. There was some discussion surrounding the need to ensure competitive salaries of CSP staff. All voted. Motion carried unanimously.

Ratification: Approval of Grantee Sub-Grantee Agreement with DEO

Chair Khan shared with the Committee that the DEO requested all regions approve the new Grantee-Sub-Grantee Agreement between CareerSource Polk and the Department of Economic Opportunity for PY2021-2022 by May 15, 2021. As a result, the CEO reviewed and forwarded to the Chair Khan for approval and signature. The agreement was then sent to the Board of County Commissioners for review and approval, then submitted to the DEO. CEO Campbell-Domineck shared that it is proper practice to have the Committee/Board ratify the actions of the Chair should an item require actions in a timeframe that does not allow for full Committee/Board meeting and discussion. Gary Clark made a motion to ratify the action of the Chair on behalf of the board. The motion was seconded by David Sorg. There were some clarifying questions. CEO Campbell-Domineck highlighted those areas that were removed. All voted. Motion carried unanimously.

Board Chair (Adil Khan)**Report: Board's Evaluation of CEO Performance for PY2019-2020**

Chair Khan directed the committee to the CEO Evaluation packet that was distributed via email to all members. The packet included the Summary evaluation of ratings and comments from all of CareerSource Polk's Board members on the CEO's Performance, along with the history of CEO Compensation and ETA Salary Cap for Executive Level II positions. Chair Khan again commended the CEO on the high rating with 100% board member feedback.

Recommendation: Approval of Merit Increase for President & CEO

Chair Khan recommended 3% increase based on the CEO evaluation yielding an outstanding rating from 100% board members. David Sorg made a motion to approve, and David McCraw seconded. The floor was opened for discussion. David Sorg asked about the Executive Level II Salary Cap and was directed to the document sent containing the CEO Salary information which includes the salary cap. It was also shared that any amount over the salary cap comes out of unrestricted. There were no further questions. All voted and motion carried unanimously.

Report: Board & Council Meeting Schedule for PY2021

Chair Khan directed the committee to page 16 for review of the Board & Council Meeting Schedule for PY2021. He reminded the committee that they already received notifications for these meetings however, there will additional notifications to include Zoom links if the meetings will be virtual.

Finance/Audit Committee (Sherry Sapp)**Recommendation: Approval of Form 990 Return of Organization Exempt from Income Tax**

Committee Chair Sherry Sapp brought forth the committee's recommendation to approve Form 990 Return of Organization Exempt from Income Tax. There were no questions or concerns. All voted. Motion carried.

Recommendation: Approval of Preliminary Budget for PY2021-2022

Sherry Sapp directed the members to the proposed budget and brought forth the recommendation on behalf of the Finance/Audit committee to approve the proposed preliminary budget for PY2021-2022. The floor was opened for discussion. Sherry Sapp highlighted some of the changes outlined in the budget comparison report. CEO Campbell-Domineck expressed that there were no concerns, though a slight decrease in funding. There was no further discussion. All voted and the motion carried unanimously.

Workforce Performance Council (Gary Clark)**Recommendation: Approval of ITA Providers for Continued Eligibility**

Gary Clark directed the members to the packet and brought forth the recommendation on behalf of the Workforce Performance Council to approve the following training providers for continued eligibility: ACCESS Computer Training and ATA Career Education. The floor was opened for discussion. CEO Campbell-Domineck informed the committee that WPC was unable to

approve the ATA Career Education at their meeting because the programs were inadvertently omitted from the recommendation form. They are now included in this packet. There were no additional questions. All voted and motion carried unanimously.

Recommendation: Approval of EWT/OJT Agreement with RITA Staffing (Related Party)

Committee Chair Gary Clark directed the members to page 21 for recommendation of approval to approve up to \$10,000 during PY2021 for Employed Worker Training with RITA Staffing of which board member Lisa Hall is an employee. Gary Clark brought for the recommendation on behalf of the workforce performance council for approval. The floor was opened for discussion Campbell-Domineck reminded the committee about the Contracting Policy and related party transactions and transparency. She also stated that CareerSource Polk has always brought related party transactions to the board each quarter for information purposes, but not voted on. CEO Campbell-Domineck has consistently requested guidance from DEO regarding the type of agreement this is and whether it requires approval and/or submission to DEO and CareerSource Florida. She stated that she has yet to receive a definitive response. She also stated that all proper forms for related party transitions are in the packet. There was no additional discussion. All voted and motion carried unanimously.

Recommendation: Approval of One-Stop Operator Compliance Report for 3rd Quarter of PY2020 and Recommendation: Approval of Direct Provider of Services Report for 3rd 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 3rd Quarter. Chair Khan opened the floor for discussion. Committee members noted that 100% of mandated partners have paid in full on their infrastructure costs and commended CEO Campbell-Domineck and her team for navigating the waters to get that outstanding task completed. All voted and the motion carried unanimously.

Youth Development Council (Chair Khan in the absence of Katrina Lunsford)

Recommendation: Approval of Basic Technology Training for Summer Youth Internship Program

Chair Khan directed the members to page 39 and brought forth the recommendation on behalf of the Youth Development Council to approve the Training course as proposed. The floor was opened for discussion. There was no discussion. All voted and the motion carried unanimously.

Ratification: Ratify the Approval of Staff to let RFQ for Summer Youth Training Grants for Teen Pregnancy Prevention

Chair Khan directed the members to page 40 and brought forth the recommendation on behalf of the Youth Development Council to ratify the decision of the Youth Development Council to authorize staff to let and RFQ for Summer Youth Teen Pregnancy Prevention Grants. The floor was opened for discussion. No discussion. All voted and the motion carried unanimously.

Nominating Committee (David Sorg)

Recommendation: Approval of Board Officers for PY2021-2022

Nominating Committee Chair David Sorg directed the committee to the recommendation on behalf of the nominating committee to approve the proposed slate of officers to include Adil Khan as Chair, David McCraw as Chair Elect and Sherry Sapp as Secretary/Treasurer. The floor was opened for discussion. There was no discussion. All voted and the motion carried unanimously.

Board Chair Recognition and Appreciation of Executive Committee

Chair Khan took a moment to recognize and thank the Executive Committee for their commitment and supporting your support during his first year as Board Chair. He confirmed that each Committee member should have received a \$50 gift card and a letter sent on behalf of the Chair.

President & CEO Update

CEO Campbell-Domineck shared that in the interest of time, updates will be provided at Board meeting.

There was no further business.

Meeting adjourned at 11:27am to proceed to the Board of Directors meeting scheduled for 11:30am.