MINUTES
EXECUTIVE COMMITTEE MEETING
May 21, 2026 | 10:00 a.m.
COLLABORATE. INNOVATE. LEAD.

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

CALL TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order by Chair Gary Clark at 10:00 a.m.

PUBLIC COMMENT - None

ACCEPTANCE OF CONSENT AGENDA

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

APPROVAL OF MINUTES

Chair Clark called for a motion to approve the Executive Committee meeting minutes of February 19, 2026, and the Education and Industry Consortium meeting minutes of March 23, 2026. A motion was made by Karen Case and seconded by David McCraw. Chair Clark opened the floor for discussion. There was minimal discussion regarding the Education & Industry Consortium. Discussion. A vote was called, and the motion carried unanimously.

COMMITTEE EDUCATION: Unrestricted Funds: Background and Current Practice (Gerardo Meza, Vice President of Finance)

Chair Clark called on Gerardo Meza, Vice President of Finance to update the committee on CSPs unrestricted funds. Meza provided an overview the Resolution of PY 2024–2025 Audit Findings and Financial Control Enhancements which remediates two findings noted in the PY 2024–2025 audit and to strengthen ongoing financial controls and grant compliance.

Board Administration (Chair Clark)

Recommendation: Approve Revisions to the Board Bylaws

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

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

Chair Clark called for a motion to approve the recommendation, outlined on pages 10-12, to add Karen Steverson, President of Keiser University, as Private Education Representative. The motion was made by Karen Case and seconded by Scott Dimmick. Chair opened the floor for discussion. There was minimal discussion. All voted and the motion carried unanimously.

Recommendation: Approve CEOs Updated Request for $260,000 in Unrestricted Funds for PY2026-2027

Chair Clark called for a motion to approve the CEO's requests to increase the budget request originally approved in February from $160,000 to $260,000 in unrestricted funds for PY2026–2027 as outlined on page 13 of the agenda packet. The motion was made by David McCraw and seconded by Katrina Lunsford. Chair Clark then opened the floor for discussion. CEO Campbell-Domineck. A vote was taken. The motion carried unanimously.

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

Chair Clark called for a motion to approve the staff to proceed with contract negotiations with Inspired Technologies for managed services solutions. The motion was made by Katrina Lunsford and seconded by Scott Dimmick. Chair Clark opened the floor for discussion. There was no discussion, all voted. 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 Katrina Lunsford and seconded by Cyndi Jantomaso. 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 David McCraw and seconded by Katrina Lunsford. 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 Karen Case and seconded by Katrina Lunsford. 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 Katrina Lunsford and seconded by Karen Case. CEO Campbell-Domineck provided an overview. With minimal discussion, the motion carried unanimously.
Finance /Audit Committee (Karen Case)
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
On behalf of the committee, Chair Karen Case presented the recommendation to approve an additional $200,000 be added to the organization's investment held with GiveWell. The Committee reviewed the unrestricted funds report and determined that these funds are available for investment while maintaining adequate cash balances to support ongoing operations. by $200,000, as outlined on page 47.
Workforce Performance Council (Cyndi Jantomaso)
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. CEO Campbell-Domineck provided an overview of each LOP and the need to update to refine and support practices to improve performance as outlined in our Performance Improvement Plan. There was some 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. CEO Campbell-Domineck provided a justification for the refined policy to better align with state guidance and local "customer choice" focus. There was some discussion, a vote was called, and the motion carried.

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 91-95 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.

Other Business: None

Meeting adjourned at 11:15 a.m.