

REVISED MINUTES
BOARD OF DIRECTORS MEETING
November 21, 2024 | 11:30 a.m.
COLLABORATE. INNOVATE. LEAD.

Members		Members		CSP Staff & Guests Present	
Clark, Gary Chair	P	Jantomaso, Cyndi	E	Alicia Abichid-Anderson	Joylette Stevens
Adams, John	E	Lunsford, Katrina	P	Stacy Campbell-Domineck	Kathy Suttles
Altieri, Jorge	P	McCraw, David	P	Erick Castillo	Ben Clark, Auditor James Moore Co.
Bull, Larry	P	Olivas, Yesse A.	P	Lidia Cordova	Daniel Harper - FloridaCommerce
Case, Karen	E	Reis, Ryan	P	Arthur Harris	Kaitlyn Jensen - FloridaCommerce
Dimmick, Scott	P	Sapp, Sherry	P	Jarvis Kendrick	Yvette McCullough - FloridaCommerce
Gander, Patti	P	Wilson, Amanda	E	LaTonya Mays	
Garcia-Falconetti, Angela	E	Woodard, Derrick	P	Cristina Mazarredo	
Garner, Ginger	E	Wright, Sharon	P	Barbara Mincy	
Khan, Adil	P			Gerardo Meza	

CALL TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order by Chair Gary Clark at 11:36 a.m. and asked all board members and staff, when introducing themselves to share where they were originally from. Introductions revealed that members were from all over including Antigua, Connecticut, Georgia (2), Florida (11), Illinois (2), Massachusetts, Mississippi, Missouri (2), Puerto Rico and Tennessee.

PUBLIC COMMENT: There were no public comments

APPROVAL OF MINUTES

Chair Clark called for a motion to approve the September 6, 2024 meeting minutes. The motion was made by Adil Khan 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. Adil Khan made a motion to approve. Sharon Wright seconded. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

CUSTOMER TESTIMONIALS (Letters from M. Green & M. Askew)

Chair Clark called on CEO Campbell-Domineck to share the employer and customer testimonial letters of Merissa Green with the City of Haines City and Maachiah Askew, recipient of vehicle at CSP Annual Meeting.

Green's letter shared the positive experience with the Summer Youth Internship Program, highlighting the tremendous benefit this program is to the community and the phenomenal intern that was assigned to her department and the work she did over the summer that supports her career goals and supports the City's goals. Key highlights of Ms. Green's letter of appreciation include: "One of Jazirah's notable achievements was her involvement in producing the city's onboarding video for our Human Resources Department. This project required a high level of creativity, technical skill, and coordination, all of which Jazirah handled with professionalism and enthusiasm. Additionally, she had the opportunity to interact with local TV journalists, gaining valuable insights into the media industry."

Even after her internship officially ended, Jazirah remained eager to contribute. She played a key role in producing a video featuring her peers for City Government Week, a program aimed at promoting civic engagement through the Florida League of Cities. Her dedication to this project exemplifies her commitment to community service and her passion for communication and marketing.

Askew received a CareerSource Polk Workforce Incentive Award (a Kia Sorrento) at CareerSource Polk's Annual meeting. Since receiving her car, as stated in her letter, Maachiah has obtained a job as Community Outreach Coordinator for Habitat

for Humanity Lake-Sumter. She has relocated and now lives in Eustis in an affordable apartment her job has provided for her. She shared "Without the gift of my car, I would not have been able to take the opportunity to move here, and support Habitat for Humanity's cause. Another bonus about the move is that the Lake-Sumter State College campus is only 10 minutes away! I am now able to take in person classes again and get more out of my education."

PRESENTATION: CareerSource Polk's Audit Report PY2023-24 | IRS Form 990

Ben Clark of James Moore & Co. presented the Audit of the Financial Statements and Federal Awards for year ended June 30, 2024. The summary of auditors' results includes an *unmodified opinion, no material weaknesses, no significant deficiencies*, classification as a low risk auditee, no findings and no questioned costs.

BOARD EDUCATION: CareerSource Polk's Annual Performance for 2022-2023 - FloridaCommerce Staff

Daniel Harper, Data Quality Manager at DEO, introduced himself and other team members who would be presenting including Yvette McCullough and Kaitlyn Jensen. The team highlighted CareerSource Polk's local funding, local board direct client services and administrative expenditures which remained below the 10% cap at 8.88% for PY2021 and 8.45% for PY2022. The report also highlighted CareerSource Polk's Individual Training Account expenditure rates for the two program years at 75.9% and 71.9%, both exceeding the 30% expenditure rate requirement. CareerSource Polk also exceeded that Work Experience expenditure rates for the two program years at 36.16% and 38.07% of the required 20%. Also exceeding the federally required Out-of-School Youth Expenditure rate for both program year at 97.55% and 77.75% of the required 75% and 50% respectively. The team also addressed CSPs Primary Indicators of Performance highlighting that CSP met 5 of the 18 measures and exceeded 13 of the 18 measures for PY2022. CareerSource Polk received a letter grade of a C+ for PY2022. The results of the Programmatic and Fiscal Monitoring Activities were shared noting, by Yvette McCullough, Chief, Bureau of Financial Monitoring & Accountability, that the one fiscal finding in the report for PY2022 was not a finding and will be downgraded to an observation in next year's morning report.

CHIEF EXECUTIVE OFFICER'S REPORT

CEO Campbell-Domineck shared a few updates related to CSPs PTO policy, CSP offices and the need to vacate the Winter Haven facility (state-owned) by June 30, 2025. She also shared that CSP is still waiting to move into the Haines City Youth site with the delay being related to network access. The CEO shared that she will be following up with the City of Fort Meade, who has acquired a new City Manager, to get an update on the status of the new Community Center which is supposed to have offices for CareerSource Polk as outlined in the grant proposal that was submitted to FloridaCommerce. A total of \$4,000,000 was awarded to Fort Meade for this purpose. CEO Campbell-Domineck also highlighted CSP completed performance negotiations with FloridaCommerce, status of legal matters, health insurance for employees and new CEO board appointments to Lakeland Regional Health and appointed by the Mayor as a Commissioner to the Lakeland Housing Authority.

ACTIONS ITEMS REQUIRING APPROVAL & KEY REPORTS FOR INFORMATION

Board Administration (Executive Committee Chair, Gary Clark)

Recommendation: Approve New Sexual Abuse & Misconduct Prevention Policy

Chair Clark called for a motion to approve the new Sexual Abuse & Misconduct Prevention Policy on pages 18-22 of the agenda packet that was sent out on November 13, 2024. Katrina Lunsford made the motion to approve. Karen Case seconded. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approve CSP Systemwide Salary Ranges for PY2024-2025

Chair Clark called for a motion to approve Systemwide Salary Ranges for PY2024-2025 to be retroactive to July 8, 2024 on pages 23-29 of the agenda packet. Scott Dimmick made the motion to approve. Ryan Reis seconded. Chair Clark opened the floor for discussion. CEO Campbell-Domineck noted that the reason the changes would be retroactive to July 8 instead of July 1. All voted. Motion carried.

Ratification: Approve Chair Appointments to Education/Industry Consortium Members

Chair Clark called for a motion to ratify the Chair's member appointments to the Education/Industry Consortium as noted on page 30 of the agenda packet. Adil Khan made the motion to approve. Katrina Lunsford seconded. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Report: Grantee Sub-Grantee Agreement Board Terms of Compliance Checklist

Chair Clark noted that this was simply a report of compliance. CEO Campbell-Domineck emphasized that while the report does not require approval, it is being put before the board as a reminder and an update of the compliance requirements as outlined in the Grantee-Subgrantee Agreement between FloridaCommerce, the County and the local board. The checklist reflects, as of the date of the meeting what is complete. The CEO shared that the two items that do not reflect compliance include the submission of the Audit and posting to CSPs website as well as the designated CLEO being included on CSP website. CEO Campbell-Domineck stated that once the board approves the DRAFT Audit and CSP receives the final document from the Auditors, it will be posted to the website and copies will be electronically sent to the required entities. CEO Campbell-Domineck also stated that the Polk County Board of County Commissioners just completed their investiture ceremony and board organizational meeting which includes the appointment of new officers so a link to the page will be included on CSP website by Monday, November 25, 2024.

Recommendation: Approve CEO Contract for Renewal

Chair Clark called for a motion to approve the CEO Contract for renewal from July 1, 2024 through June 30, 2029 as noted on pages 33-35 of the agenda packet. David McCraw made the motion to approve. Katrina Lunsford seconded. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approve CEO Request to Change PTO Policy

CEO Campbell-Domineck requested approval of the revision to the PTO Policy which changes the base PTO amount for those who are less than 5 years with the CSP from 84 hours to 90 hours. The motion was made by Adil Khan and seconded by Scott Dimmick. The floor was opened for discussion. There was some questions and discussion. All voted and the motion carried unanimously.

Finance /Audit Committee (Committee Chair, Karen Case, Secretary/Treasurer)

Recommendation: Approve Audit Report PY 2023-24, year ending June 30, 2024

Finance/Audit Committee Chair Karen Case brought forth the recommendation on behalf of the committee to approve the Audit Report PY 2023, year ending June 30, 2024. Chair Clark opened the floor for discussion. No questions. All voted. Motion carried unanimously.

Recommendation: Approve 2023 IRS Form 990

Committee Chair Case brought forth the recommendation on behalf of the committee to approve the 2023 IRS 990, year ending June 30, 2024. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approve Prior Approval Transfer Request Form

Committee Chair Case brought forth the recommendation on behalf of the committee to approve the Prior Approval Transfer Request. Chair Clark opened the floor for discussion. Chair Clark asked VP of Finance Gerardo Meza to explain the request. VP Meza stated the request was to allow the authority to use dislocated worker funds for adult or vice versa should one of the funding streams have been exhausted and the other has a surplus. All voted. Motion carried unanimously.

Recommendation: Approve Modifications to Final Budget

Committee Chair Case brought forth the recommendation on behalf of the committee to approve the modifications to the final budget. Chair Clark opened the floor for discussion. VP Meza went over the changes from the final budget to the noted modifications. All voted. Motion carried unanimously.

Recommendation: Approve CEO request to purchase new phone system

Committee Chair Case brought forth the recommendation on behalf of the committee to approve the CEOs request to purchase a new phone system. Chair Clark opened the floor for discussion. There was some discussion. All voted. Motion carried.

Workforce Performance Council (Council Chair, Cyndi Jantomaso – excused)

Recommendation: Approve One-Stop Operator Report 1st Quarter PY2024-2025

In the absence of the Council Chair, Chair Clark brought forth the recommendation to approve the One-Stop Operator Compliance Report for 1st Quarter PY2024 on pages 43-50 of the agenda packet. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approve Direct Provider of Services 1st Quarter PY2024-2025

Chair Clark brought forth the recommendation from the council to approve the Direct Provider of Services Report for 1st Quarter

PY2024 on pages 51-55. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approve ITA Cap Increase for Top Tier Programs PY2024-2025

Chair Clark brought forth the recommendation from the Council to approve the Individual Training Account (ITA) Cap Increase for Top Tier Programs to \$15,000 on page 56. Chair Clark opened the floor for discussion. CEO Campbell-Domineck reminded the board that when the preliminary funding was received from FloridaCommerce there were significant cuts to CSP's WIOA funding. At that time, the board approved staff's request to lower the cap for all tiers for ITAs. CEO Campbell-Domineck shared that much of CSPs WIOA funding has been restored. There was no further discussion. All voted. Motion carried unanimously.

Youth Development Council (Council Chair, Katrina Lunsford)

Recommendation: Approve Youth Policy Definition for "Needs Additional Assistance"

Youth Development Council Chair Katrina Lunsford brought forth the recommendation on behalf of the committee to approve the definition for "Needs Additional Assistance" as outlined on page 56. Chair Clark opened the floor for discussion. All voted. Motion carried unanimously.

Recommendation: Approve Program Design for 2025 Summer Internship Initiative

Youth Development Council Chair Katrina Lunsford brought forth the recommendation on behalf of the committee to approve CSPs Program Design for the 2023 Summer Internship Initiative as outlined on pages 58-61. Chair Clark opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Recommendation: Approve Design for CSP Year-Round Young Leaders Program

Council Chair Katrina Lunsford brought forth the recommendation on behalf of the committee to approve CSPs Year-Round Young Leaders Program as outlined on pages 62-66. Chair Clark opened the floor for discussion. All voted. Motion carried unanimously.

INFORMATIONAL REPORTS

Chair Clark directed the board to the informational reports and asked if there were any questions regarding any report they have viewed. There were no questions.

Other Business None

Meeting adjourned at 1:05pm

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.

Karen Case

Date