

CAREERSOURCE POLK'S

Board of Directors Meeting

Thursday, May 21, 2026 – 11:30 A.M.

Location: CareerSource Polk Admin Office Bldg. - Bartow
CEO Conference Room – 2nd Floor



COLLABORATE. INNOVATE. LEAD.



BOARD OF DIRECTORS MEETING AGENDA
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CONFLICT OF INTEREST: Board and Council members are reminded of applicable conflict-of-interest provisions. Any member with a conflict must disclose it and abstain from both discussion and voting. When declaring a conflict, please state: your name and position on the Board or Council; the nature of the conflict; and the individual(s) or entity(ies) who may gain or lose as a result. If you have a conflict related to any agenda item requiring approval, Form 8B must be completed prior to the meeting, regardless of whether you are able to attend.

Quorum: Chair or Co-Chair and two appointed members present or two-thirds of the appointed members present (4).
Council Members: Gary Clark (Chair), David McCraw, Karen Case, Scott Dimmick, Katrina Lunsford, Cyndi Jantomaso

Ratification: A formal approval action. The board reviews an already-taken action and *confirms* it as officially authorized and binding.

I. CALL TO ORDER, WELCOME, AND INTRODUCTIONS	Gary Clark, Chair
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II. PUBLIC COMMENT: *During the Public Comment period, members of the public may raise their hand to be recognized by the Chair and are permitted up to three minutes to present their comments.*

III. ACCEPTANCE OF CONSENT (Pages 105-131)

1. Report: Budget Variance Detailed, Summary, & Comments 3 rd Quarter of PY2025-2026	Pages 106-108
2. Report: Earmark Report 3 rd Quarter of PY2025-2026	Page 109
3. Report: Grant Summary Report 3 rd Quarter of PY2025-2026	Page 110
4. Report: Unrestricted Funds Report 3 rd Quarter of PY2025-2026	Page 111
5. Report: Related Party Transactions Report 3 rd Quarter of PY2025-2026	Page 112
6. Report: ITA Provider Expenditure Analysis Report 3 rd Quarter of PY2025-2026	Page 113
7. Report: Training Provider Summary (Enrollment vs. Placement)	Pages 114
8. Report: Business Services Report 3 rd Quarter of PY2025-2026	Pages 115-117
9. Report: CareerSource Polk Customer Tracker/Services Report 3 rd Quarter of PY2025-2026	Page 118
10. Report: CareerSource Polk Customer Concerns 3 rd Quarter of PY2025-2026	Page 119
11. Report: Employee Shoutouts for 3 rd Quarter of PY2025-2026	Pages 120-122
12. Report: THMP Programmatic Monitoring Report	Pages 123-124
13. Report: FloridaCommerce Programmatic Monitoring Report - Preliminary	Pages 125-129
14. Report: Youth Leaders Report 3 rd Quarter of PY2025-2026	Pages 130-131

IV. APPROVAL OF MINUTES

1. Recommendation: Approve Board of Directors Meeting Minutes – February 19, 2026	Pages 4-6
2. Recommendation: Approve Education & Industry Consortium Meeting Minutes- March 23, 2026	Pages 7-8

V. COMMITTEE EDUCATION

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

VI. ACTIONS ITEMS REQUIRING APPROVAL

Board Administration (Chair Clark)

1. Recommendation: Approve Revisions to the Board Bylaws	Page 9
2. Recommendation: Approve Board Member Nomination: Karen Steverson, Keiser University	Pages 10-12

3. Recommendation: Approve to Proceed with Contract Negotiations Managed Services Solutions	Pages 13-14
4. Ratification: Approve Interlocal Agreement between CareerSource Polk and Polk County BoCC	Page 15
5. Ratification: Request to Extend Designation as Direct Provider of Services	Page 16
6. Ratification: Request for Subsequent Board Redesignation and Board Composition	Page 17
7. Recommendation: Approve Pre-Enrollment Participant Expectations Policy	Pages 18-19
8. Recommendation: Approve Pre-Enrollment Orientation, Participant Expectations, and Employment Reporting Local Operating Procedure	Pages 20-24
9. Recommendation: Approve Exit Timing and Exit Delay Policy	Page 25
10. Recommendation: Approve Exit Timing and Exit Delay Local Operating Procedure	Pages 26-28
11. Recommendation: Approve Co-Enrollment Policy	Pages 30-33
12. Recommendation: Approve Pre-Exit Employment Planning & Co-Enrollment Alignment Local Operating Procedure	Pages 34-37
13. Recommendation: Approve Employment Outcomes Measurement and Documentation for WIOA Programs Policy	Pages 38-41
14. Recommendation: Approve Employment Outcomes Measurement and Documentation for WIOA Local Operating Procedure (Q2 & Q4)	Pages 42-44
<u>Finance /Audit Committee (Karen Case)</u>	
15. Recommendation: Approve Preliminary Budget for PY2026-2027	Page 45
<u>Workforce Performance Council (Cyndi Jantomaso – excused)</u>	
16. Recommendation: Approval of One-Operator Compliance Report 3 rd Quarter PY2025-2026	Pages 46-53
17. Recommendation: Approval of Director Provider of Services Report 3 rd Quarter PY2025-2026	Pages 54-58
18. Recommendation: Approval of SNAP E&T Local Operating Procedures Booklet	Pages 59-80
19. Recommendation: Approval of Board Policy for Training using ITAs	Pages 81-83
20. Recommendation: Approval of ITA Issuance, Payment, and Administration Using the State ETPL Local Operating Procedure	Pages 84-88
<u>Youth Development Council (Katrina Lunsford)</u>	
21. Recommendation: Approve Updated Work Experience WTP/TANF Local Operating Procedure	Pages 89-93
22. Recommendation: Approve Updated WIOA Youth Eligibility Local Operating Procedure	Pages 94-97
23. Recommendation: Approve Updated “Needs Additional Assistance” Local Operating Procedure	Pages 98-100
24. Recommendation: Approve Updated Youth Incentives Local Operating Procedure	Pages 101-104
President & CEO Update	
Other Business	
Adjourn	