



MINUTES
EXECUTIVE COMMITTEE MEETING – Virtual
Thursday, November 17, 2022 @ 10:00 am

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

CALL TO ORDER

The meeting was called to order by Immediate Past Chair, Adil Khan sitting in for Chair David McCraw, followed by introductions of those present.

APPROVAL OF MINUTES

Motion to approve the Executive Committee Meeting minutes of August 11, 2022, was made by Gary Clark and seconded by Sherry Sapp. All voted. Motion carried unanimously.

ACCEPTANCE OF CONSENT AGENDA

Motion to approve the Consent agenda was made by Gary Clark and seconded by Scott Dimmick. All voted. Motion carried unanimously.

COMMITTEE EDUCATION: None

OLD BUSINESS: None

EXECUTIVE COMMITTEE

Report: Board Chair Report

Immediate Past Chair Khan directed the committee to materials behind Tab 2 on pages 5-7 and highlighted the key points of the Chairs Report which included the current labor market information for Polk, board letter grades and a brief update on board realignment activities. There was some discussion on letter grades and their meaning. Chair Khan emphasized the key takeaways from Phase One from the multiple feedback sessions with workforce system stakeholders. CEO Campbell-Domineck shared with the committee that the grades should not be used to make comparisons to other boards. She also emphasized that the grades were established using baseline data and the only thing the team at CareerSource Polk needs to focus on is delivering quality services and performing, not attempting to manage performance.

Recommendation: Approve Request for Extension as Direct Provider of Services

Immediate Past Chair Khan directed the committee to materials behind Tab 2 on pages 9-12 to approve request to continue to serve as Direct Provider of Services. Sherry Sapp made a motion to approve the request, seconded by Gary Clark. The floor was open for discussion. There was minimal discussion. CEO Campbell-Domineck highlighted the process for approval and the request to grant authority to operate in perpetuity. All voted. Motion carried unanimously.

Recommendation: Approve Request for Extension as One-Stop Operator

Immediate Past Chair Khan directed the committee to materials behind Tab 2 on page 13 to approve request to continue to serve as One-Stop Operator. Scott Dimmick made a motion to approve, seconded by Gary Clark. The floor was open for discussion. Chair Khan called on CEO Campbell-Domineck to explain the difference between the OSO and the DPS. CEO Campbell-Domineck explained the difference between One-Stop Operator and Direct Provider of services and noted that the request was to serve in perpetuity. All voted. Motion carried unanimously.

Recommendation: Approval of 2023 Schedule of Operations for CareerSource Polk

Chair Khan called for a motion to approve the recommendation to the proposed schedule of operations. A motion to approve was made by Scott Dimmick and seconded by Sherry Sapp. The floor was open for discussion. CEO Campbell-Domineck reminded the committee of the adjusted workweek from 40 hours to 35 hours per week for CSP staff. CEO Campbell-Domineck also reminded the committee that there was no budget impact although all staff received an hourly wage adjustment to ensure their annual salary would remain the same. CEO Campbell-Domineck reminded the committee that with each staff member understood that should hours go back to a 40-hours work week, the hourly rate of pay for all CSP staff would return to the rate that aligns with their annual salary. There were no questions or comments. All voted and the motion was carried unanimously.

Report: Update on Status of CEO Corporate Priorities for 1st Quarter of PY2022-2023

Chair Khan highlighted some of the key accomplishments made during the 1st quarter as outlined in the report. Chair Khan and the committee commended CEO Campbell-Domineck for the great work she continues to do for the organization and the work being done within the community.

Recommendation: Approval of Chair Recommendation to Issue Performance Incentives to CEO for Q1

Dimmick made the motion to approve the Chair's recommendation to award the CEO an incentive in the amount of \$5,000 for the 1st quarter. Sherry Sapp seconded. The floor was open for discussion and there was minimal discussion. All voted. Motion carried unanimously.

FINANCE/AUDIT COMMITTEE

Recommendation: Approval to Audit for PY2021, year ending June 30, 2022

Board Secretary/Treasurer Scott Dimmick brought forth the recommendation from the committee to approve the Audit of PY2021, year ending June 30, 2022. The floor was open for discussion. Scott Dimmick highlighted key factors in the Audit including the unmodified opinion, no findings or material weaknesses. CEO Campbell-Domineck highly commended Vice President of Finance Gerardo Meza for his tremendous work ensuring all requests from the auditors was submitted within 24 hours so that the audit could be presented timely on CSPs schedule. Campbell-Domineck also shared the Auditors commendations related to the succession plan that was executed between the exiting VP of Finance and the new VP of Finance and how rare it was to see such a collaborative relationship to ensure smooth operations. The members of the Executive Committee thanked VP Meza for his great work. All voted. Motion carried unanimously.

Recommendation: Approval of the Form IRS 990 for PY2021, year ending June 30, 2022

Board Secretary/Treasurer Scott Dimmick brought forth the recommendation from the committee to approve the IRS Form 990 for PY2021, year ending June 30, 2022. The floor was open for discussion. There was no discussion. All voted. Motion carried unanimously.

WORKFORCE PERFORMANCE COUNCIL

Recommendation: Approval of One-Stop Operator Compliance Report for 1st Quarter

Council Chair Gary Clark brought forth the recommendation to approve the One-Stop Operator report as presented. The floor was open for discussion. There was minimal discussion. All voted. Motion carried.

Recommendation: Approval of Direct Provider of Services Report for 1st Quarter

Council Chair Gary Clark brought forth the recommendation to approve the Direct Provider of Services report as presented. The floor was open for discussion. There was minimal discussion. All voted. Motion carried.

YOUTH DEVELOPMENT COUNCIL

Recommendation: Approval to include youth in the Individual Training Account (ITA) Policy

Immediate Past Chair Adil Khan, in the absence of Council Chair Katrina Lunsford, brought forth the recommendation to approve adding WIOA Youth to the existing Individual Training Account Policy. The floor was open for discussion. Chair Khan called on CEO Campbell-Domineck to provide explain recommendation and she obliged. All voted. Motion carried unanimously.

Meeting adjourned at 11:20 am