



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING – Virtual**  
**Thursday, April 28, 2022 @ 1:30 pm**

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

**CALL TO ORDER**

The meeting was called to order by Chair, Adil Khan, followed by introductions of those present.

**APPROVAL OF MINUTES**

Motion to approve the Executive Committee Meeting minutes of February 17, 2022, was made by Gary Clark and seconded by Sherry Sapp. There were no corrections. All voted. Motion carried unanimously.

**COMMITTEE UPDATE**

Chair Khan provided an update on CSP Investment with GiveWell as outlined in the March 2022 Account Statements.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**EXECUTIVE COMMITTEE (Adil Khan)**

**Recommendation: Acknowledgement of Lakeland Regional Health’s Intent to apply for Employed Worker Training and or On-the-Job Training Grant**

Chair Khan called on President & CEO Stacy Campbell-Domineck to explain the request for acknowledgment. CEO Campbell-Domineck reminded the committee of the ongoing need for clarification from DEO regarding the intent of the contracting policy and made the committee aware of her conversation with the team at DEO regarding the need to re-evaluate how monitors are interpreting the policy. Campbell-Domineck shared, as outlined on the Request for Committee and/or Board Action/Approval, that Individual Training Accounts, Employed Worker Training Grants, On-the-Job Training Grants, Customized Training Grants, etc. are grants for workforce services and considered “statutorily mandated services that are not competitively procured and therefore should not be treated as a contract. CEO Campbell-Domineck pointed out the following:

In accordance with CSF policy and CareerSource Polk Bylaws: Employed Worker Training and On-the-Job Training grants are a part of the four exemptions to the prohibition to allow the workforce boards to provide statutorily mandated services. Because there is currently no complete clarity or agreement between CareerSource Polk’s CEO and the DEO, this matter is being brought before the board for record keeping and informational purposes ONLY:

- Because LRH intends to apply for a grant for workforce services, which is a statutorily mandated service, this information is being presented to the board solely for transparency purposes. The CEO continues to seek clarification from DEO on application of conflict-of-interest when Florida Statutes clearly defines conflict as special private gain or loss to the board member.
- While CareerSource Polk Board member Scott Dimmick, Senior Vice President & Chief Human Resources Officer, is an employee of Lakeland Regional Health, a non-profit healthcare organization, there is no special private gain or loss to the board member. As outlined in s. 112.3143(1)(c), Florida Statutes “Special private gain or loss” means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal.

The committee agreed with the assessment and acknowledged the intent as presented. There was no further discussion.

**Recommendation: Approval of 3% Cost of Living Adjustment for all staff**

Chair Khan directed the committee called for a motion to approve the request for a 3% Cost of Living Adjustment for all CSP staff to be retroactive back to January 1, 2022. Katrina Lunsford made a motion to approve the recommendation, followed by a second from David McCraw. Chair Khan opened the floor for discussion and directed the committee the request in their packets. CEO Campbell-Domineck pointed out the error on the agenda requesting 3.5% can clarified that the request is for 3% as outlined in the request form. There was some discussion. All voted. Motion carried unanimously.

**Report: Update on Status of CEO Corporate Priorities for 3<sup>rd</sup> Quarter of PY2021-2022**

Some of the CEO's activities and accomplishments were highlighted noting the significance in increased activity during the quarter.

**Recommendation: Approval to Issue Performance Incentives to CEO for 3<sup>rd</sup> Quarter**

Chair Khan recommended an incentive amount of \$4000 for the quarter, consistent with the previous quarters. Clark made the motion to approve the Chair's recommendation to award the CEO an incentive in the amount of \$4,000 for the 3<sup>rd</sup> quarter. Sapp seconded. Floor opened for discussion and there was no additional discussion. All voted. Motion carried unanimously.

**Recommendation: Nominations for PY2022-2024 Slate of Officers**

Chari Khan recommended the David McCraw, current Chair-Elect, for Chair beginning PY2022, Scott Dimmick as Treasurer and Gary Clark as Chair-Elect. Katrina Lunsford made the motion to approve the Chair's recommendation, followed by a second from David McCraw. There was some discussion. All voted and the motion carried unanimously.

**Finance/Audit Committee**

**Recommendation: Approval of Audit Report for PY2020 Year Ending June 30, 2021**

Chair Khan acknowledged the absence of Treasurer and Finance/Audit Committee Chair Sherry Sapp and called for a motion to approve the Audit which was distributed to the committee via email seven days prior to the meeting. The committee was reminded of the link that was provided in the meeting notice sending members to the website to view both the Audit report and the 990. McCraw made a motion to approve the audit followed by a second from Gary Clark. The floor was opened for discussion and Chair Khan asked CEO Campbell-Domineck to go over the results. CEO Campbell-Domineck shared that CareerSource Polk received an unmodified opinion on the Financial Statements, but there were material weaknesses in the internal controls over Federal awards under WIOA and CARES that were reported as material weaknesses. Campbell-Domineck shared that the corrective action taken was that \$797,249 was returned to the DEO, however, no funds were returned to United Way as they provided a statement that the \$125,126 provided for administering the Polk Unites project and had no expectation that funds be return. After limited discussion, all vote and the motion carried unanimously.

**Recommendation: Approval of IRS Form 990 Return of Organization Exempt from Income Tax**

Chair Khan called for a motion to approve the IRS Form 990 which was distributed to the committee via email seven days prior to the meeting. Clark made a motion to approve the Form 990 which as seconded by Gary Clark. There was limited discussion with no concerns. All voted and the motion carried unanimously.

**Workforce Performance Council (Gary Clark)**

**Recommendation: Approval of One-Stop Operator Compliance Report for 2<sup>nd</sup> Quarter**

Council Chair Gary Clark brought forth the recommendation to approve the report as presented. The floor was opened for discussion. Council Chair Clark went through the report with the committee and there were no questions. All voted. Motion carried unanimously.

**Recommendation: Approval of Direct Provider of Services Report for 2<sup>nd</sup> Quarter**

Council Chair Gary Clark brought forth the recommendation to approve Direct Provider of Services Report. The floor was opened for discussion. There was no discussion. All voted. Motion carried unanimously.

**Youth Development Council (Katrina Lunsford)**

There was no meeting

**President & CEO Update**

CEO Campbell-Domineck shared with the committee the CareerSource Florida Ethics & Transparency Policy and discussed the concerns highlighted in the news article related the CEO at CareerSource Pinellas. CEO Campbell-Domineck shared her opinion of the Whistle Blower allegation related to executive compensation being posted to the website and the appearance of conflicting information between the Form 990 and the DEO Form requiring the top five salaries. CEO Campbell-Domineck also reminded the committee of the documents that are required to be posted to the website.

CEO Campbell-Domineck briefly discussed the Board's Strategic Planning Meeting in May as well as the intent of the Legislature to realign local workforce boards. There was some discussion regarding the history of these types of discussions and concerns regarding a county as large as Polk being realized with Tampa or Orlando. Committee members requested additional information as it is presented and to keep them abreast of the discussions. CEO Campbell-Domineck was asked if she had begun any conversations with Polk's legislative delegation to educate them on the issues. CEO Campbell-Domineck stated that she had not and that is not her area of expertise or comfort. CEO Campbell-Domineck was directed to put together talking points for the committee to review and to reach out to the delegation.

Meeting adjourned at 11:22 am