



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

Members		Members		Staff & Guests Present
Adil Khan, Chair	P	David Sorg	P	Stacy Campbell-Domineck
Katrina Lunsford	A	Sherry Sapp	A	
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 November 18, 2021, was made by Gary Clark and seconded by David McCraw. There were corrections. All voted. Motion carried unanimously.

COMMITTEE UPDATE

Chair Khan provided an update on CSP Investment with GiveWell as outlined in the November and December 2021 Account Statements. Gary Clark inquired about the type of account and shared information regarding the type of accounts CPS Investment Advisors have. CEO Campbell-Domineck agreed to resend the Agreement between CSP and GiveWell for his review.

ACCEPTANCE OF CONSENT AGENDA

Motion to approve the Consent agenda was made by Gary Clark and seconded by David McCraw. There were no questions. All voted. Motion carried unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

EXECUTIVE COMMITTEE (Adil Khan)

Report: Board of Directors Attendance and Compliance Roster

Chair Khan directed the committee to the Board Roster and commented on the fact that board attendance looks great this far. No real concerns about members' participation in meetings. CEO Campbell-Domineck did highlight that there are a few members who are in the process of completing their required Online Board Member Orientation. There was no action necessary on this report.

Recommendation: Approval of Employed Worker Training Grant with RITA Staffing – Related Party

Chair Khan called for a motion to approve staff to execute an EWT agreement with RITA staffing if eligible. Gary Clark made the motion and McCraw provide a second. The floor was open for discussion. Chair Khan reminded the committee of the need for board approval because it is a related party transaction. CEO Campbell-Domineck shared that the required Conflict of Interest form was attached as required. There was no further discussion. All voted. Motion carried unanimously.

Report: Update on Status of CEO Corporate Priorities for 2nd Quarter of PY2021-2022

Chair Khan highlighted some of the key accomplishments made during the 2nd quarter as outlined in the report distributed last week.

Recommendation: Approval to Issue Performance Incentives to CEO for 1st Quarter

McCraw made the motion to approve the Chair's recommendation to award the CEO an incentive in the amount of \$4,000 for the 2nd quarter. Gary Clark seconded. Floor opened for discussion and there some discussion. All voted. Motion carried unanimously.

Recommendation: Approval to Issue Performance Incentives to eligible staff

Lunsford made the motion to approve the request to allow the CEO to utilize \$100,000 issue performance incentives to staff. The motion was seconded by David Sorg. Floor opened for discussion and there was some discussion regarding the average amount awarded in the past, the climate and the hard work and dedication of all staff helping to get Floridians, not just in Polk, through this

pandemic, with non-stop assistance with the unemployment system. CEO Campbell-Domineck shared the many challenges that have surfaced and the professional demeanor in which her team has delivered services to thousands of angry customers. CEO Campbell-Domineck did inform that CSP lost a highly valuable team member who was stressed from all that was going on and the treatment from customers. There was additional discussion about the amount that resulted in the committee amending the recommendation to approve the utilization of \$210,000 in incentive monies to reward the staff. The friendly amendment was accepted. All voted. 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 was 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 2nd 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 2nd 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