



MINUTES
EXECUTIVE COMMITTEE MEETING – Virtual
Thursday, February 16, 2023 @ 10:00am

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

CALL TO ORDER

The meeting was called to order at 10:05a by Chair David McCraw, followed by introductions of those present.

APPROVAL OF MINUTES

Motion to approve the Executive Committee Meeting minutes of November 17, 2022, was made by Katrina Lunsford and seconded by Gary Clark. All voted. Motion carried unanimously.

BOARD EDUCATION: CEO Campbell-Domineck informed the committee that Sheriff Grady Judd will provide the education segment during the full board meeting and the topic will address expungements and the impact of arrest records with no convictions that show up in background checks.

ACCEPTANCE OF CONSENT AGENDA

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

OLD BUSINESS: There was no old business.

EXECUTIVE COMMITTEE

Report: Board Chair Report

Chair McCraw 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. Chair McCraw thanked the executive committee for their participation in the webinars hosted by Ernst & Young regarding board realignment. He also informed the committee that he reached out to Commissioner Lindsey to thank him for his leadership and participation. Chair McCraw shared with the committee the plans for CareerSource Florida Board of Directors, at their February 23, 2023 Board of Directors meeting, to vote on one of three options for board realignment and that the options were not known at this time.

Ratification: Approve Hourly Wage Adjustments to align with 35-hour work week - July 1, 2022

Chair McCraw directed the committee to page 11 of the agenda packet for the committee to ratify the previous decision to change to a 35-hour work week. Katrina Lunsford made a motion to ratify the action and the motion was seconded by Adil Khan. The floor was open for discussion. Chair McCraw called on CEO Campbell-Domineck to explain the necessity of this action since it was previously addressed. CEO Campbell-Domineck reminded the committee that this action was addressed in a previous meeting, but the change in the rate of pay for employees was not changed on the system-wide salary ranges on the website as identified by THMP monitors. CEO Campbell-Domineck reminded the committee that the approval was to increase the hourly wage, but reduce the hours worked so that the staff would receive the same annual salary they were currently receiving. CEO Campbell-Domineck shared that the monitors were concerned that based on the document that was posted to the website, it appeared that some staff (after reviewing the personnel action forms (PAF) it would appear that they were being paid above the approved hourly range. Campbell-Domineck informed that she simply removed the hourly wage from the system-wide salary ranges but left the annual pay for each position which cured the issue. There was some discussion regarding the value of work, quality of life, taking care of the team and maintaining productivity. There was a question as to whether this change only impacted non-exempt staff. CEO Campbell-Domineck explained that the action also included exempt staff because of the manner in which the time-tracking system is set up for a 35-hour work week based on an hourly wage. All voted. Motion carried unanimously.

Report: Recent Statement of CSP Investment with GiveWell Community Foundation

Chair McCraw directed the committee to the December 2022 GiveWell Statement for CareerSource Polk’s Investment on page 12.

Report: Board Member Attendance Compliance

Chair McCraw directed the committee to page 13 of the agenda packet to review the Board Member Attendance Compliance Report and expressed that there were currently no concerns with member attendance.

Report: Status of CEO Corporate Priorities for 2nd Quarter of PY2022-2023

Chair McCraw highlighted some of the key accomplishments made during the 2nd quarter as outlined in the report. Chair McCraw 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 Q2

Chair McCraw brought forth the recommendation to approve an incentive for the CEO in the amount of \$5,500 for the 2nd quarter. Scott Dimmick seconded. The floor was open for discussion and there was minimal discussion. All voted. Motion carried unanimously.

FINANCE/AUDIT COMMITTEE

Recommendation: Approve Staff Request for TANF Funds for Summer Youth Internships Board Secretary/Treasurer Scott

Dimmick brought forth the recommendation from the committee to approve staff requests to use TANF Funds for Summer Youth Internships for Summer 2023 as outlined on page 18 of the agenda packet. The floor was open for discussion. CEO Campbell-Domineck informed the committee that she directed her business services team to conduct a quick survey of past employer worksites to assess their appetite for use of prevailing wages/stipend amounts for the positions the youth would be gaining experience. The committee reviewed the results. There was some discussion. All voted. Motion carried unanimously.

WORKFORCE PERFORMANCE COUNCIL

Recommendation: Approval of One-Stop Operator Compliance Report for 2nd Quarter

Chair McCraw brought forth the recommendation in the absence of Sherry Sapp 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 2nd Quarter

Chair McCraw brought forth the recommendation in the absence of Sherry Sapp to approve the Direct Provider of Services report as presented. The floor was open for discussion. There was minimal discussion. All voted. Motion carried.

Recommendation: Approve Training Providers and Programs for Initial Eligibility

Chair McCraw brought forth the recommendation in the absence of Sherry Sapp to approve both Lamont Technical Academy, Winter Haven, FL, and the following training programs to be included on the 2022-23 Regional Demand Occupations List: Phlebotomy Technician, Medical Administrative Specialist, and Medical Billing/Coding, and Herzing University of Tampa's Diploma – Practical Nursing to be on the 2022-23 Regional Demand Occupations List. The floor was open for discussion. There was minimal discussion. All voted. Motion carried unanimously.

YOUTH DEVELOPMENT COUNCIL

Recommendation: Approval of Staff to use excess TANF Funds for Teen Pregnancy Prevention Initiative for Summer 2023

Council Chair Katrina Lunsford brought forth the recommendation, on behalf of the Youth Development Council to approve staff to use any excess TANF funds to support Purpose 3: To reduce incidence of out-of-wedlock pregnancies including summer youth internships. The floor was open for discussion. There was some discussion of successes from the past year and the providers. CEO Campbell-Domineck highlighted the success of Made Men Made Women program and the long-term impact this vendor has on working with young women on the step team. Dimmick asked if this could be a year-round program? CEO Campbell-Domineck discussed the limited funding and the greater need to create opportunities during the summer months. All voted. Motion carried unanimously.

Meeting adjourned at 11:15 am