



MINUTES
EXECUTIVE COMMITTEE MEETING
Thursday, November 18, 2021 @ 10:00 am

Members		Members		Staff & Guests Present
Adil Khan, Chair	P	David Sorg	P	Stacy Campbell-Domineck
Katrina Lunsford	P	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 August 12, 2021, was made by Gary Clark and seconded by Sherry Sapp. All voted. Motion carried unanimously.

COMMITTEE UPDATE

Chair Khan updated the committee on the status of the board’s investment of unrestricted funds with GiveWell Community Foundation thus far. Clark asked about the tolerance level for the investment portfolio to which Chair Khan responded that most of the funds were in moderate and some in aggressive. There was some additional discussion but not concerns.

ACCEPTANCE OF CONSENT AGENDA

Motion to approve the Consent agenda was made by Katrina Lunsford and seconded by Sherry Sapp. All voted. Motion carried unanimously.

OLD BUSINESS

Chair Khan reminded the committee of the original decision to invest \$750,000 of unrestricted funds, but the committee thought it prudent to invest \$250,000 starting out, monitor and come back. After additional discussion, David Sorg made a motion to investment the remaining \$500,000 of the amount originally intended. The motion was seconded by Gary Clark. The floor was opened for discussion which focused on monthly updates for the committee, the structure of GiveWell and if CareerSource Polk was set up to receive donation from donors of the foundation. CEO Campbell-Domineck informed that CSP is indeed able to receive donation and she needs to do a little tweaking the description of services as Lori Martini suggested to give a better picture of how support would be of benefit to our clients. All voted and the motion carried unanimously.

NEW BUSINESS

EXECUTIVE COMMITTEE (Adil Khan)

Recommendation: Approval to Revisions to System-wide Salary Ranges

Chair Khan directed the committee to materials behind Tab 2 of the packet for the request to revise systemwide salary ranges for all positions. Lunsford made a motion to approve, seconded by Sorg. The floor was opened for discussion. There was a healthy discussion regarding the salaries with a key focus on the fact that they appear to be low especially with what’s happening in the workforce. The committee reviewed the recommendations and the current ranges. After much discussion, the committee voted to approve an amendment to the original request which maintains the base (minimum) but increase the maximum for every position. This would gives the CEO the leverage to make adjustments as needed to remain competitive and provide support in retaining staff. All voted. Motion carried unanimously.

Report: Update on Status of CEO Corporate Priorities for 1st Quarter of PY2021-2022

Chair Khan highlighted some of the key accomplishments made during the 1st quarter as outlined in the report distributed last week. Chair Khan and the committee commended CEO Campbell-Domineck for the work she continues to do to elevate the organization and for her recognition within the community.

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

Sorge 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. Floor opened for discussion and there was some discussion regarding the average amount awarded in the past. Sorg thanked the CEO for all her work and continued dedication. 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.

Recommendation: Approval to Issue an RFP for Audit Services for PY2022

Chair Khan called for a motion to approve the recommendation to issue an RFP for Audit Services. A motion to approve was made by David McCraw and seconded by David Sorg. The floor was opened for discussion. There was some discussion regarding the limitation on the number of years the board is allowed to use the same audit firm. CEO Campbell-Domineck explained the policy and statute that allows for up to five years with the same firm, the requirement to competitively procure with an exception that allows for the same firm if the managing/lead partner was not the lead the previous five years. There was additional discussion regarding the timeline for the completion of the audit. David McCraw made the motion, seconded by David Sorg. All voted. Motion carried unanimously.

Recommendation: Approval to Issue an RFP for One Stop Operator for PY2022

Chair Khan called for a motion to approve the recommendation to issue an RFP for One-Stop Operator. A motion to approve was made by David McCraw and seconded by David Sorg. The floor was opened for discussion. There was some discussion regarding the difference between the One-Stop Operator and the Direct Provider of Services. CEO Campbell-Domineck explained the difference. She also reminded the committee that there was an attempt to procure these services before but there were no successful bidders, so the board decided to request approval from the BoCC and CareerSource Florida Board of Directors to be the OSO. There was no additional discussion. All voted. Motion carried unanimously.

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

Chair Khan informed the committee that the Audit was not complete in accordance with the timeline. The CEO will inform when the audit is ready for review and approval.

Finance/Audit Committee

There was no meeting due to Audit being delayed.

Workforce Performance Council (Gary Clark)

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

Council Chair Gary Clark brought forth the recommendation to approve the report as presented. Sorg seconded. The floor was opened for discussion. There was minimal discussion. All voted. Motion carried unanimously.

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

Council Chair Gary Clark brought forth the recommendation to approve the report as presented. Sorg seconded. The floor was opened for discussion. There was minimal discussion. All voted. Motion carried unanimously.

Recommendation: Approval of Training Provider for Initial Eligibility

Council Chair Gary Clark brought forth the recommendation to approve Cruz Institute located in Kissimmee providing training in Air Conditioning, Refrigeration, and Heating Technology and Electrician Technology. Sorg seconded. The floor was opened for discussion. There was minimal discussion and members were reminded that a provider who meets the qualifications may not be denied based on cost or location. All voted. Motion carried unanimously.

Youth Development Council (Katrina Lunsford)

Recommendation: Approval of Request to Issue RFQ for Teen Pregnancy Prevention Initiatives

Council Chair Katrina Lunsford brought forth the recommendation to approve staff utilization of any excess TANF funds and to proceed with letting an RFQ to secure organizations to deliver programs that seek to develop and engage our youth while minimizing out-of-wedlock pregnancies. A motion was made by Sorg and seconded by Sapp to approve. Floor was opened for discussion. There was some discussion regarding the number of young people being engaged through these initiatives. CEO Campbell-Domineck informed that CSP had more youth engaged last summer in programs because of the partnership the organizations including Parker Street Ministries, Boys & Girls Clubs, Made Men, Made Women, Lake Wales Care Center and more. All voted. Motion carried unanimously.

President & CEO Update

CEO Campbell-Domineck provided an update on the successful job fair that took place on the day before as well as the great work of the CareerSource Polk team. CEO Campbell-Domineck also informed the committee of the Get There Faster grant proposals CSP submitted in partnership with CareerSource Tampa Bay (approved), CareerSource Central Florida (no word yet) and CareerSource Research Coast (no word yet). She also informed on the planned partner grant submission for a federal Good Jobs Challenge grant to train and place underrepresented populations in IT and Communications related fields.

Chair Khan directed the committee to page 4 of the packet for the recommendation to award the CEO Incentives in accordance with our President/CEO Evaluation and Compensation Administration Policy. Based on the accomplishments aligned with the CEO Corporate Priorities during the quarter, Chair Khan recommended for approval of an incentive in the amount of \$4,500 for the 4th quarter. Gary Clark made a motion to approve the Chair's recommendation and David McCraw seconded. Floor opened for discussion and there was none. All voted. Motion carried unanimously.

Meeting adjourned at 11:35 am