

CAREERSOURCE POLK'S

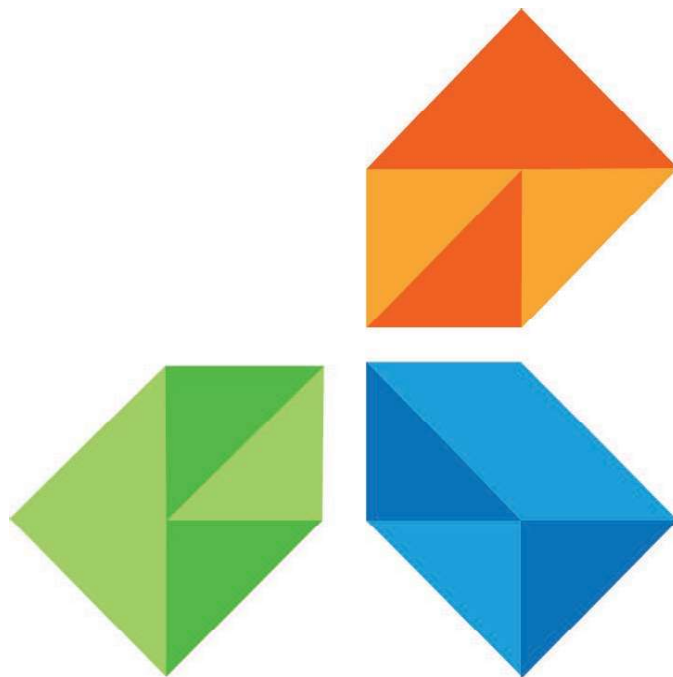
Board of Director's Meeting

Thursday, November 21, 2024 – 11:30 A.M.

Regal Lakeland

925 Bartow Rd, Lakeland, FL 33801

2nd Floor – Community Resource Room



COLLABORATE. INNOVATE. LEAD.



BOARD OF DIRECTORS MEETING AGENDA
COLLABORATE. INNOVATE. LEAD.

CONFLICT OF INTEREST: Board and Council members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. If you have a conflict with any agenda items that require approval, please complete form 8B prior to the meeting, whether or not you are able to attend.

Quorum is established by having one-third of the current membership present. For this meeting, there must be at least 6 (18 x 1/3) members present. In addition, at least 51% must be from the private sector.

I. CALL TO ORDER, WELCOME, AND INTRODUCTIONS	Gary Clark, Chair
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II. PUBLIC COMMENT
During the Public Comment period individuals from the public may raise their hand to be recognized by the Chair and given up to three minutes to make their comment.

III. APPROVAL OF MINUTES	
Recommendation: Approve Board of Directors Meeting Minutes – September 6, 2024	Pages 4-5

IV. ACCEPTANCE OF CONSENT AGENDA	
1. Related Party Transactions Report - 1 st Quarter of PY2024-2025	Pages 6-7
2. Subrecipient Monitoring Corrective Action Plan for Report of September 2024	Pages 8-17

CUSTOMER TESTIMONIALS (Letters from M. Green & M. Askew) – S. Campbell-Domineck

V. PRESENTATION: Audit Report PY2023-24 | IRS Form 990 - Ben Clark, James Moore & Co.

VI. BOARD EDUCATION: 2022-2023 Performance Presentation - FloridaCommerce Staff

VII. CHIEF EXECUTIVE OFFICER’S REPORT

VIII. ACTIONS ITEMS REQUIRING APPROVAL & KEY REPORTS FOR INFORMATION

Board Administration (Chair Clark)

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| 1. Recommendation: Approve New Sexual Abuse & Misconduct Prevention Policy | Pages 18-22 |
| 2. Recommendation: Approve CSP Systemwide Salary Ranges for PY2024-2025 | Pages 23-29 |
| 3. Ratification: Approve Chair Appointments to Education/Industry Consortium Members | Page 30 |
| 4. Report: Grantee Sub-Grantee Agreement Board Terms of Compliance Checklist | Pages 31-32 |
| 5. Recommendation: Approve CEO Contract for Renewal | Pages 33-35 |

Finance /Audit Committee (Karen Case)

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|---|-------------|
| 6. Recommendation: Approve Audit Report PY 2023-24, year ending June 30, 2024 | Page 36 |
| 7. Recommendation: Approve 2023 IRS Form 990 | Page 37 |
| 8. Recommendation: Approve Prior Approval Transfer Request Form | Pages 38-39 |
| 9. Recommendation: Approve Modifications to Final Budget | Pages 40-41 |
| 10. Recommendation: Approve CEO request to purchase new phone system | Page 42 |

Workforce Performance Council (Cyndi Jantomaso – excused)

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| 11. Recommendation: Approve One-Stop Operator Report 1 st Quarter PY2024-2025 | Page- 43-50 |
| 12. Recommendation: Approve Direct Provider of Services 1 st Quarter PY2024-2025 | Pages 51-55 |

13.Recommendation: Approve ITA Cap Increase for Top Tier Programs PY2024-2025	Page 56
Youth Development Council (Karen Case)	
14.Recommendation: Approve Youth Policy Definition for “Needs Additional Assistance”	Page 57
15.Recommendation: Approve Program Design for 2025 Summer Internship Initiative	Pages 68-61
16.Recommendation: Approve Design for CSP Year-Round Young Leaders Program	Pages 62-66
IX. INFORMATIONAL REPORTS	
<i>Board Administration</i>	
1. Report: Committee/Council Assignments for PY2024-2025	Page 68
2. Report: Board Meeting Attendance Roster for Q1 – PY2024-2025	Page 69
3. NOTICE: Required Board Member Refresher Training – Due by December 24, 2024	Page 70
4. Report: CSP Investment with GiveWell Community Foundation July - October 2024	Page 71-74
<i>Finance/Audit Committee</i>	
5. Report: Detailed Budget Variance, Summary, & Comments Report – Q1 - PY2024-2025	Pages 75-77
6. Report: Earmark Report 1 st Quarter of PY2024-2025	Page 78
7. Report: Grant Summary Report 1 st Quarter of PY2024-2025	Page 79
8. Report: Unrestricted Funds Report – 1 st Quarter PY2024-2025	Page 80
<i>Workforce Performance Council</i>	
9. Report: ITA Provider Expenditure Analysis Report 1 st Quarter PY2024-2025	Page 81
10. Report: Enrollment vs. Placement PY2020-2024	Pages 82-83
11. Report: Get There Faster Grant PY2024-2025	Page 84
12. Report: Hope Florida PY2024-2025	Page 85
13. Report: Business Services Report 1 st Quarter PY2024-2025	Pages 86-87
14. Report: CareerSource Polk Customer Traffic/Services Report 1 st Quarter PY2024-2025	Page 88
15. Report: CareerSource Polk Customer Concerns 1 st Quarter PY2024-2025	Page 89
16. Report: Employee Shoutouts for 1 st Quarter PY2024-2025	Pages 90-91
<i>Youth Development Council</i>	
17. WIOA Youth Factsheet	Pages 92-93
18. Young Leaders Program Services Report - 1 st Quarter PY2024-2025	Pages 94-97
<i>Other Informational Reports</i>	
19. Notes of Education/Industry Consortium Meeting	Page 98
20. CareerSource Polk’s Primary Indicators of Performance Report for PY2023-2024	Page 99
21. Outreach and Communications Cumulative Analytics Report for PY2023-2024	Pages 100-110
Other Business	
Adjournment	