



EXECUTIVE COMMITTEE 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: Chair or Co-Chair and two appointed members present or 2/3 of the appointed members present (4). Council Members: Gary Clark (Chair), David McCraw, Karen Case, Scott Dimmick, Katrina Lunsford, Cyndi Jantomaso	
I. CALL TO ORDER, WELCOME, AND INTRODUCTIONS	Gary Clark, Chair
II. PUBLIC COMMENT <i>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.</i>	
III. APPROVAL OF MINUTES	
Recommendation: Approve Executive Committee Meeting Minutes – August 8, 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
V. COMMITTEE EDUCATION: History & Structure of CEO Corporate Priorities (CEO)	Pages 18-20
VI. CHIEF EXECUTIVE OFFICER’S REPORT	
VII. ACTIONS ITEMS REQUIRING APPROVAL & KEY REPORTS FOR INFORMATION	
<u>Board Administration (Chair Clark)</u>	
1. Recommendation: Approve New Sexual Abuse & Misconduct Prevention Policy	Pages 21-25
2. Recommendation: Approve CSP Systemwide Salary Ranges for PY2024-2025	Pages 26-32
3. Ratification: Approve Chair Appointments to Education/Industry Consortium Members	Page 33
4. Report: Grantee Sub-Grantee Agreement Board Terms of Compliance Checklist	Pages 34-35
5. Report: 2023-2024 Summary Board Evaluation of CEO Competency	Attached
6. Recommendation: Approve CEO Contract for Renewal	Pages 36-38
7. Recommendation: Approve Proposed CEO Corporate Priorities for PY2024-2025	Attached
<u>Finance /Audit Committee (Karen Case)</u>	
8. Recommendation: Approve Audit Report PY 2023-24, year ending June 30, 2024	Page 39
9. Recommendation: Approve 2023 IRS Form 990	Page 40
10. Recommendation: Approve Prior Approval Transfer Request Form	Pages 41-42
11. Recommendation: Approve Modifications to Final Budget	Pages 43-44
12. Recommendation: Approve CEO request to purchase new phone system	Page 45
<u>Workforce Performance Council (Cyndi Jantomaso – excused)</u>	
13. Recommendation: Approve One-Stop Operator Report 1 st Quarter PY2024-2025	Page- 46-53

14. Recommendation: Approve Direct Provider of Services 1 st Quarter PY2024-2025	Pages 54-58
15. Recommendation: Approve ITA Cap Increase for Top Tier Programs PY2024-2025	Page 59
Youth Development Council (Karen Case)	
16. Recommendation: Approve Youth Policy Definition for “Needs Additional Assistance”	Page 60
17. Recommendation: Approve Program Design for 2025 Summer Internship Initiative	Pages 61-64
18. Recommendation: Approve Design for CSP Year-Round Young Leaders Program	Pages 65-69
VIII. INFORMATIONAL REPORTS	
Board Administration	
1. Report: Committee/Council Assignments for PY2024-2025	Page 71
2. Report: Board Meeting Attendance Roster for Q1 – PY2024-2025	Page 72
3. NOTICE: Required Board Member Refresher Training – Due by December 24, 2024	Page 73
4. Report: CSP Investment with GiveWell Community Foundation July - October 2024	Page 74-77
Finance/Audit Committee	
5. Report: Detailed Budget Variance, Summary, & Comments Report – Q1 - PY2024-2025	Pages 78-80
6. Report: Earmark Report 1 st Quarter of PY2024-2025	Page 81
7. Report: Grant Summary Report 1 st Quarter of PY2024-2025	Page 82
8. Report: Unrestricted Funds Report – 1 st Quarter PY2024-2025	Page 83
Workforce Performance Council	
9. Report: ITA Provider Expenditure Analysis Report 1 st Quarter PY2024-2025	Page 84
10. Report: Enrollment vs. Placement PY2020-2024	Pages 85-86
11. Report: Get There Faster Grant PY2024-2025	Page 87
12. Report: Hope Florida PY2024-2025	Page 88
13. Report: Business Services Report 1 st Quarter PY2024-2025	Pages 89-90
14. Report: CareerSource Polk Customer Traffic/Services Report 1 st Quarter PY2024-2025	Page 91
15. Report: CareerSource Polk Customer Concerns 1 st Quarter PY2024-2025	Page 92
16. Report: Employee Shoutouts for 1 st Quarter PY2024-2025	Pages 93-94
Youth Development Council	
17. WIOA Youth Factsheet	Pages 95-96
18. Young Leaders Program Services Report - 1 st Quarter PY2024-2025	Pages 97-100
Other Informational Reports	
19. Notes of Education/Industry Consortium Meeting	Page 101
20. CareerSource Polk’s Primary Indicators of Performance Report for PY2023-2024	Page 102
21. Outreach and Communications Cumulative Analytics Report for PY2023-2024	Pages 103-113
Other Business	
Adjournment	