CareerSource Heartland
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

Business Enhancement Committee Meeting
Wednesday, June 10, 2026
MINUTES

I. Call to order

The meeting was called to order at 9:01 a.m. by David Royal, Committee Chair. Mr. Royal inquired if any Requests for Public Comment had been made and was advised that none had been received.

II. Introductions

Roll was called to identify and confirm committee members present in the room and those participating by phone. Staff and others present were identified. Quorum was established. See end of minutes for attendance.

III. Topics

A. Action Items:

1. **Review and Discussion of the June 3, 2026, Education and Industry Consortium/Sector Strategies Meeting**

   Referring to the Education and Industry Report, Ms. Doubleday provided a brief overview of the meeting, touching on the very informative meeting with robust comments from the community regarding trends and all are noted in the report. No suggestions or recommendations for the Board were offered by Consortium members.

   Chair Royal asked for any comments or questions from the Committee, some discussion was offered.

   Ms. Doubleday did highlight some concerns from the School Districts with some of the credentials slated to come off the Master Credentials List (MCL) due to the wage rates required and linking certain programs to specific occupations. She asked for the Committee Members to share any of their contacts in the agriculture sector for her to speak with in an effort to garner support to keep Agricultural Mechanics on the MCL.

   With no added discussion for Board consideration, Chair Royal asked for a motion to accept the report.

   - A motion was made by Committee member, Mr. Efran Schraeder, to approve the report as presented.
   - Motion seconded by Committee member, Ms. Stephanie Etter.
   - Motion carried unanimously.

2. **Local Plan – Strategic Planning- 5 Pillars**

   Referring to the Action Item, Ms. Doubleday reported that the Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDB) to develop and submit to the State a comprehensive four-year Local Plan, with an update required every two years.

   CareerSource Heartland's (CSH) current four-year Local Plan (effective January 1, 2025-December 31, 2028) was submitted in October 2024. The two-year modification will be due later this year, around October. She added that the process involves strategic planning. CSH works closely with local partners and stakeholders. Numerous meetings and discussions regularly take place, and memoranda of understanding have been developed. CSH's Plan updates are typically, largely, based on the discussions and actions developed through these community meetings,

along with the current and projected needs of the local workforce system. Strong emphasis is placed on coordinating and collaborating with partners, reducing duplication of service delivery, and maximizing resources. Ms. Doubleday shared that the 5-Pillars, from federal guidance, is something new for CSH and the framework for this plan is modeled from the State's 5-Pillar Plan as it applies to our local mission. The Committee was asked to review the five plan components and identify any areas that can be improved or added to and share their feedback. Committee member Ms. Grimsley found the drafted pillars very comprehensive particularly to industry. Committee member Mr. Schraeder added that the plan was already very thorough and complete and complimented the effort put into this draft.

With no additional comments or discussion, Committee Chair Royal called for a motion to accept the 5-Pillars document as presented to be included in the Local Plan update.

- A motion was made by Committee member, Ms. Denise Grimsley, to recommend to approve and accept the 5-Pillars document as presented to be included in the Local Plan update.
- Motion seconded by Committee member, Mr. Efran Schraeder.
- Motion carried unanimously.

3. **Business Enhancement Committee Meeting Schedule FY 2026 - 2027**

CareerSource Heartland Board's Business Enhancement Committee (BEC) members have requested that a meeting schedule be established to enhance planning and promote regular attendance. The BEC meets quarterly to review the Education and Industry Consortium/Sector Strategies report any suggestions, as well as to define local goals and objectives to help underemployed workers improve their skills to enhance economic self-sufficiency. After a brief discussion of a typo in the document and a brief review of calendars, Chair Royal asked for a motion to accept the 2026/27 Meeting dates with the revisions as noted.

- A motion was made by Committee member, Ms. Alex Tijerina, to accept the schedule with the revisions as noted.
- Motion seconded by Committee member, Ms. Stephanie Etter.
- Motion carried unanimously.

4. **Statement for the record - 2026-2027 Demand Occupations List**

Ms. Doubleday stated that each year FloridaCommerce provides an updated list of Demand Occupations for the State and each of the 21 Workforce Boards. Although it is due by June 30th each year, the State has not yet provided the list for the committee or Board review and approval.

Other

As a courtesy, Committee member, Ms. Denise Grimsley, reminded everyone that the Financial Disclosure Form 1 is due June 30th.

IV. Adjourned

Committee Chair, David Royal, reminded the group about next week's Board meeting on Wednesday, June 17th and then adjourned the meeting at 9:20am.

Committee members present and participating: David Royal (Committee Chair), Andrew Bennett, Andrea Broomfield, Stephanie Etter, Denise Grimsley, Sondra Guffey, Fred Hawkins, Dawn Hoover, Raymond Royce, Efran Schraeder, Alex Tijerina

Committee members absent: Sonja Bennett, Billie Jo Decker, Sharon Wright

Public attendance: None

CSH staff present: Michele Arena, Donna Doubleday, Matthew Horkan, Ann Martin, Nica Morgan