CareerSource Heartland
5901 US Hwy 27 South
Sebring, Florida 33870

CareerSource Heartland Joint Board of Directors Meeting
Wednesday, June 17, 2026

MINUTES

David Royal led the members in the invocation and The Pledge of Allegiance.

I. Call to order

A. The meeting was jointly called to order at 1:32 p.m. by David Royal (Chair of the Board of Directors) and Commissioner Kevin Roberts (Executive Board Chair).

B. Chair Royal inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

Chair Royal introduced himself and then called for introductions by Board members and others, including those participating virtually. Quorum was established. See end of minutes for all attendees.

III. Set/Amend Agenda

With no changes proposed, Mr. Royal called for a motion to accept/ approve the meeting agenda.

- A motion was made Board member, Mr. William Allbritton, to approve the agenda.
- Motion seconded by Board member, Senator Denise Grimsley.
- Motion carried.
- LEO approved.

IV. Consent Items

Chair Royal inquired if there were any questions/corrections to any of the consent items presented. One correction to the program year date of the Holiday and Office Closure Schedule was noted. With that change, he called for a motion to approve the items on the Consent Agenda, which included the meeting minutes from the April 7, 2026 Finance & Operations Committee; April 8, 2026 Business Enhancement Committee; April 15, 2026 - Joint Board Meeting; and May 27, 2026 Executive Committee; and the Action Items- Selection of Vendor for Copy Services (F&O); Approval of the FY 2026-27 Board Meeting Schedule and Action Item- Approval of the FY 2027/27 Holiday and Office Closure Schedule. It was noted that the Action Items included in the Consent agenda were vetted by the Board Committees identified in the agenda.

- A motion was made by Board member, Ms. Alex Tijerina, to approve all items in the Consent Agenda with the correction to the FY 2027/27 Holiday and Office Closure Schedule from FY 2027/27 to FY 2026/27.
- Motion seconded by Board member, Senator Denise Grimsley.
- Motion carried unanimously.
- LEO approved.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kevin Roberts, Executive Board Chair

1. **Action Item(s): Board Membership Affirmations**

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Referring to the Action Item, Commissioner Roberts explained that the Local Elected Officials (LEOs) (CareerSource Heartland's [CSH] Executive Board) must select members according to criteria established by the Governor and the State, which ensures a majority of its members represent business and meet the required Board composition. To remain compliant with Board membership as outlined in Florida's Workforce Accountability Act, a rotating schedule of economic development and education (Superintendent) membership was previously approved by this Board. To fill the seats of the respective education and economic development members rotating out, Commissioner Roberts presented Dr. Jake Reynolds (Education/Superintendent); Ms. Sarah Evers (Economic Development); and Ms. Yarima Cuencas (Economic Development) and read each of their bios into the record. He added that the effective dates of members rotating off will be June 30, 2026, and those rotating on will begin July 1, 2026. He then called for motions.

- A motion was made by Executive Board member, Commissioner Gross, to appoint Dr. Jake Reynolds to the CSH Board of Directors.
- Motion seconded by Executive Board member, Commissioner Sumner.
- Motion carried unanimously.

- A motion was made by Executive Board member, Commissioner Sumner, to appoint Sarah Evers to the CSH Board of Directors.
- Motion seconded by Executive Board member, Commissioner Gross.
- Motion carried unanimously.

- A motion was made by Executive Board member, Commissioner Sumner, to appoint Yarima Cuencas to the CSH Board of Directors.
- Motion seconded by Executive Board member, Commissioner Gross.
- Motion carried unanimously.

2. Action Item(s): Board Member Nomination

Referring to the Action Item, Commissioner Roberts repeated that the Local Elected Officials (LEOs) (CareerSource Heartland's [CSH] Executive Board) are responsible for appointing members to the CSH Board of Directors. The membership must be consistent with the requirements of federal and state law. New members must be appointed to fill the same category of membership. He presented Ms. Denise Whitehead for consideration for appointment to the CSH Board of Directors to replace Gary Ritter and read her bio into the record. He then called for a motion.

- A motion was made by Executive Board member, Commissioner Sumner, to appoint Denise Whitehead to the CSH Board of Directors.
- Motion seconded by Executive Board member, Commissioner Gross.
- Motion carried unanimously.

B. Board of Directors: David Royal, Chair

1. Presentation of Departing Board Member Certificates of Appreciation

Chair Royal thanked each of the four departing Board members for their time and service to the CSH Board of Directors: representing education, Ms. Sonja Bennett; representing DeSoto County economic development, Ms. Sondra Guffey; representing Okeechobee County economic development, Ms. Alex Tijerina; and representing government, Mr. Gary Ritter. Chair Royal expressed sincere appreciation for each of the members' contributions to workforce development and to this organization during their Board tenures.

1. Action Item(s): Requires Board and LEO Approval

a. Action- Workforce Services Contract – Decker Plumbing and Drains

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Decker Plumbing & Drains has requested training funds in the amount not to exceed $9,500.00 to provide work-based training opportunities to meet their workforce needs. This training request includes $9,000.00 for Apprenticeship OJT, and $500.00 for the employer's "equitable funding fee" due to the sponsor. These training dollars are being made available through CareerSource Heartland's allocated WIOA funds. Staff requests approval of a Workforce Services Contract for this purpose, with a completion date no later than March 31, 2027.

As this is a related-party contract, Billie Jo Decker, CSH Board member and Owner/Manager of Decker Plumbing & Drains abstained from voting on this action and signed a conflict-of-interest form.

Following brief discussion, Chair Royal called for a motion.

- A motion was made by Board Member, Ms. Stephanie Etter, to approve a Workforce Services Contract with Decker Plumbing and Drains in an amount not to exceed $9,500.00, with a completion date not later than March 31, 2027.
- Motion seconded by Board Member, Mr. William Allbritton.
- Motion carried unanimously.
- LEO approved.

VI. Presentations

Treasure Coast Fire and Medical Institute (TCFMI) – Kevin Franklin, TCMFI President, and Justin Hazellief, Okeechobee Public Safety Director/Fire Chief:

Chair Royal introduced Kevin Franklin and Justin Hazellief, sharing their impressive educational and safety backgrounds. A compelling presentation was made on TCMFI's performance as a training provider and their expansion into Okeechobee. The presentation spurred significant discussion about EMR and EMT being slated for removal from the State's Master Credentials List (MCL). These occupations are critical to local safety and are pathways to Paramedic and Firefighter jobs. The Board's discussion led to recommended actions that will enable CSH to submit applications to the State requesting that EMR and EMT remain on the MCL.

Commissioner Roberts complimented the presenters and the presentation and asked about the other agencies collaborating. Mr. Franklin shared several collaborating partners including those within the Heartland region.

VII. Committee Reports/Actions

A. Executive Committee: Commissioner Kevin Roberts, Chair

1. Information Item(s):

Commissioner Roberts reported on the May 27, 2026 Executive Committee meeting. A quorum was present. He commented that no Board actions are needed since per the CSH Board's bylaws, the decisions of the Executive Committee are final.

a. Chief Executive Officer Performance Evaluation

Commissioner Roberts provided details on Ms. Doubleday's annual performance evaluation, including the process that was followed and the final scores, and adding positive comments.

b. Approval of CSH's Current Policies & Procedures

Commissioner Roberts outlined the new/revised policies and procedures that were approved by the Committee.

He added that Ms. Doubleday's evaluation and the approved policies and procedures are available for review. Board members expressed no concerns with either item.

B. Business Enhancement Committee: David Royal, Chair/Donna Doubleday/President/ CEO

1. Information Items(s):

a. Review and Discussion of the CSH Education and Industry Consortium/Sector Strategies Quarterly Meeting

Committee Chair Royal reported on the June 10, 2026, Business Enhancement Committee (BEC) meeting, noting that the Committee reviewed the June 3, 2026, CSH Education and Industry (E&I) Consortium/Sector Strategies Meeting quarterly report. Ms. Doubleday touched on several of the Consortium members' comments. A copy of the report was included in the Board's packet. No recommendations were made. Chair Royal commended the efforts of the Consortium.

b. Local Plan – Strategic Planning – 5 Pillars

Committee Chair Royal stated that although the instructions had not yet been received, the Two-Year Update to CSH's WIOA Local Plan will be due later this year. This process involves strategic planning. CSH works closely with partners and stakeholders. CSH's Local Plans are largely based on the discussions and actions that are developed through community meetings, combined with the current and projected needs of the local workforce. The federal workforce strategy, America's Talent Strategy: Building the Workforce for the Golden Age, outlines five core pillars to align training with employer needs. The Committee discussed the five pillars and presented the draft of related local objectives and strategies for inclusion in CSH's two-year modification to the Local Plan. Discussion ensued. No formal action was taken since the final Plan modification will be presented for approval in the future.

c. PY 2026-27 Demand Occupations List (DOL)

It was noted for the record that the State had not yet provided the PY 2026-27 Demand Occupations List (DOL), delaying approval of training programs for the local Eligible Training Provider List (ETPL). As soon as it is received, the DOL will be sent out for comment, and brought before the BEC and the Board for final approval.

C. Finance & Operations Committee: William Allbritton, Committee Chair

Committee Chair, William Allbritton reported that the Finance and Operations (F&O) Committee met on 6/9/2026. A quorum was present at this meeting. He reported that one item, the Selection of Vendor for Copy Services, was included in the Board's Consent Agenda, and added these items were fully vetted, with the Committee unanimously recommending Board approval. The vendor selected for Copy Services was Toshiba.

1. Action Item(s): Requires Board and LEO Approval

a. Action- CareerSource Heartland FY 2026-27 Budget

Committee Chair Allbritton reported that the Committee reviewed CareerSource Heartland's (CSH) proposed budget for fiscal year (FY) 2026-27, included in the packet. This budget's recurring revenue is based on the figures provided by CSF for the 3 main funding sources, while the non-recurring revenue is based on last year's figures for other anticipated funding sources (e.g., SNAP, NCPEP). The budget also includes a cost-of-living increase of 1.25% for individuals who have been employed at CSH at least 6 months but less than one full year, and a 2.5% increase for individuals employed 1 year or more. The Committee unanimously recommended that the Board approve the FY 2026-27 proposed budget as presented, to include the outlined pay increases. The Committee also recommended that the Board approve a 1% pay increase for the CEO. Commissioner Roberts commented that the CEO respectfully requested, if any increase is approved for her position, that increase be capped at 1%.

Following brief discussion, Chair Royal called for a motion.

- A motion was made by Board member, Mr. William Allbritton, to approve the proposed budget

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for FY 2026-2027; approval of the pay increases as outlined herein, and including a 1% increase for the CEO.

- Motion seconded by Board Member, Ms. Stephanie Etter.
- Motion carried unanimously.
- LEO approved.

1. Information Item(s):

a. Financial Reports

Committee Chair Allbritton reported that the Committee reviewed the Financial Reports covering July 1, 2025, through April 30, 2026, and directed the Board to the reports in the packet. He added that the Committee expressed no concerns with the information presented.

b. Indirect Cost Allocation Changes Update

Mr. Allbritton added Ms. Arena reported that clarification was received from the State on the changes to the Indirect Cost Allocation methodology, and the good news is that these changes will have much less negative impact than originally anticipated.

c. CEO Travel and Credit Card Charges

He reported that the Committee reviewed the President/CEO's Credit Card Charges and Travel Expenses. Since the last meeting Ms. Doubleday had $501.08 in credit card charges for books for the entrepreneurial workshops facilitated by CSH; and her travel expenses totaled $113.03 for local travel.

Committee Chair, William Allbritton, asked if there were any questions or concerns. None were noted.

D. Youth Council Committee

1. Information Items(s):

a. Presentation: CSH Youth Program Performance To Date

Ms. Doubleday reported on the June 8, 2026, Youth Council Committee (YC) meeting. Directing members to a copy of the report in the packet, she stated that Program Coordinator, Mr. Eddie Cuencas, delivered a great presentation showcasing CSH's Youth Program, including positive outcomes, success stories and challenges facing today's youth.

b. Youth Council Chair

Ms. Doubleday reported that the Youth Council elected a new Chair in consideration of Gary Ritter's upcoming July 10th retirement. Effective July 11, Ray Royce will become CSH's Youth Council Chair.

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

Ms. Doubleday reviewed the report as presented in the packet, with emphasis placed on several items of significant importance. Chair Royal offered an additional kudo for CSH from Okeechobee Primary Care.

IX. Time for Board Members/Other

A. Updates by Economic Development Representatives and/or their respective Commissioners

Economic Development updates were provided by Commissioner Jarod Gross for Desoto County, Sara Beth Murphy for Highlands County, and Alex Tijerina for Okeechobee County.

B. Center Manager Reports

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CSH Center reports were provided by Robin Rossetti for Desoto and Hardee, Melanie Wright for Highlands, and Mary Smith for Okeechobee.

C. Other

A member suggested upgrading the technology used for the virtual meeting attendees. Ms. Doubleday explained the budget constraints and solicited recommendations for equipment. Commissioner Roberts expressed appreciation for and encouraged all members to attend in person.

Next Board Meeting

Chair Royal reminded members to complete their Form 1 or 1F by July 1. He announced the next board meeting will be held on October 21, 2026 at the CSH office in Sebring. He asked if there were anything more, with nothing offered he wished everyone a great summer.

IIX. Adjourn

As there were no other matters brought before the Board of Directors and/or the Executive Board, the meeting was adjourned at 3:25 p.m.

Board members present/participating: David Royal – Chair, William Allbritton, Leigh Ann Bellamy, Andrea Broomfield, Sonja Bennett, Billie Jo Decker, Stephanie Etter, Senator Denise Grimsley (Chair-Elect), Fred Hawkins, Dawn Hoover, Yessenia (Jessy) Irizarry, Christen Johnson, Debbi Mancini, Emily Roesner, Alex Tijerina, Trudy Williams, Amanda Wilson, and Sharon Wright

Board members absent: Joshua Exendine, Sondra Guffey, Skylar Harrison, Rick Herndon, Gary Ritter, Raymond Royce, Efran Schraeder, Glenn West

Executive Board members present/participating: Commissioner Kevin Roberts (Chair & CLEO), Commissioner Jerod Gross (Chair-Elect), and Commissioner Michael Sumner

Executive Board members absent: Commissioner Kenny Miller

CareerSource Heartland staff present/participating: Michele Arena, Donna Doubleday, Ann Martin, Nica Morgan, Robin Rossetti, Melanie Wright, and Mary Smith

Public attendance: Tameka Austin, Kevin Franklin, Justin Hazellief, Sara Beth Murphy

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