

Executive Committee Meeting
Thursday, June 2, 2022 – 1:30 p.m.
MINUTES

I. Call to Order

The meeting was called to order at 1:33 p.m. by Commissioner Kelly Owens, committee Chair. Commissioner Owens inquired if any Requests for Public Comment had been made and was advised that none had.

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 (see end of meeting minutes for attendees). A quorum was established.

I. Topic:

Action Items:

A. Review/Approval of CSH's New/Updated Policies & Procedures

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that, last year, the Executive Committee reviewed and approved all active policies and procedures then in place. Moving forward annually, all new and updated policies and procedures are presented to the Executive Committee for review and acknowledgment. The Executive Committee's review and recommendations will then be presented at the next scheduled board meeting.

Proceeding with this process, Ms. Doubleday reviewed key points from the new and updated policies. Committee members were provided copies of the policies under review in advance.

Executive Committee Chair, Commissioner Owens, initiated approval of the action calling for a motion.

- A motion was made by committee member, Gary Ritter, to approve both new and amended policies and procedures as presented.
- Motion seconded by committee member, Raymond Royce.
- Motion carried unanimously.

B. Information Items

- Development of CareerSource Heartland's Local Plan Update

Ms. Doubleday informed the committee that WIOA requires LWDBs to submit comprehensive 4-year plans with a 2-year plan update to reflect changes in the market and local economic conditions. Ms. Doubleday explained that the 2-year update currently under development must be aligned with CareerSource Florida's plan, which has been shared with the Board.

The LWDB's Plan, vision, direction, and general strategic goals were reviewed and discussed by the Executive Committee. Several suggestions were made, which will be shared with the full board and incorporated into the update.

III. Other

There were no other matters brought before the Executive Committee.

IV. Adjourn

Committee Chair, Commissioner Owens, adjourned the meeting at 2:06 p.m.

Committee members present and participating: Commissioner Kelly Owens (Chair), Yessenia Irizarry, Gary Ritter, Raymond Royce

Committee members absent: David Royal

Public attendance: none

CSH staff present: Donna Doubleday, Ann Martin, Michele Arena, Brian Mercurio