

**Business Enhancement Committee Meeting**  
**Wednesday, April 19, 2023 – 1:30 p.m.**  
**MINUTES**

**I. Call to order**

The meeting was called to order at 1:32 p.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. It was determined that quorum had not been established and that action would proceed via consensus. See end of minutes for all attendees.

**III. Topic**

**Action Items:**

**A. Request to Increase Individual Training Account Caps**

Referring to the Action Item in the committee packet, Donna Doubleday (CSH President/CEO) reviewed the purpose and the current board-approved caps for Individual Training Accounts (ITAs). She stated that the costs of attending training are increasing. To assist CSH customers, staff recommend increasing ITA caps to \$7,000 per customer entering training in a Targeted Industry and \$6,000 per customer entering training in a Non-Targeted Industry. No increase is recommended for the Advanced Manufacturing Initiative at this time. She added that changes to ITA caps require an update to the Board's Local Plan. If any changes are made, staff requests approval to update the Local Plan accordingly.

After discussion, committee Chair David Royal asked if there were additional questions or concerns. None were noted.

- A motion was made by committee member, Kaylee King, to recommend approval of staff's recommendation to increase ITA caps to \$7,000 per customer entering training in a Targeted Industry and \$6,000 per customer entering training in a Non-Targeted Industry, with no change to the Advanced Manufacturing Initiative ITA cap, and to direct staff to update CSH's Local Plan accordingly.
- Motion seconded by committee member, John Varady.
- Motion carried unanimously.

**B. Request to Increase Customized Training Cap**

Referring to the Action Item in the committee packet, Donna Doubleday (CSH President/CEO) reviewed Customized Training (CT) and the Board's current cap for this training option. She reported that Florida's Legislature is considering several bills that provide funds to educational entities for workforce education and training. In light of the potential impact to the use of WIOA funding for traditional training, staff recommends increasing work-based training opportunities and increasing the current CT cap(s) from \$1,000 to the Individual Training Account (ITA) caps approved by this Board.

After a brief discussion of options, committee Chair David Royal called for a motion.

- A motion was made by committee member, Kaylee King, to recommend approval of staff's recommendation to increase the CT caps to the Board approved ITA caps.
- Motion seconded by committee member, Allen Moore.
- Motion carried unanimously.

**C. Request to Set Job Openings Threshold for Local Demand Occupations**

Referring to the Action Item in the committee packet, Donna Doubleday (CSH President/CEO) reviewed details regarding eligibility of credentials to be added to Florida's Master Credentials List (MCL). One criterion is that there must be evidence that the number of current or future job openings for the occupation exceeds either a threshold established by the local workforce development board or a minimum of 30 openings where no local threshold exists. Staff respectfully requested the establishment of a local threshold for the minimum number of local job openings for an occupation to be considered in local demand.

After a brief discussion of options, committee Chair David Royal called for a motion.

- A motion was made by committee member, Raymond Royce, to recommend setting the local job opening threshold to fifteen (15) for an occupation to be considered in local demand.
- Motion seconded by committee member, Meredith Durastanti.
- Motion carried unanimously.

**D. Request to Add Nursing Assistant to the PY 2022-2023 DOL**

Referring to the Action Item in the committee packet, Donna Doubleday (CSH President/CEO) reported that staff initially understood that WIOA funds could be spent on training for credentials listed on the MCL. While this is partially true, staff recently learned for PY 2022-23, the credential also needs to be on the local demand occupation list (DOL). Because of staff's initial understanding, Certified Nurse Assistant was not included on the request to add occupations to the PY 2022-23 DOL. To ensure compliance, staff requested retroactive addition of Nursing Assistant to the PY 2022-23 DOL.

Following a brief discussion, committee Chair David Royal, called for a motion.

- A motion was made by committee member, Meredith Durastanti, to recommend retroactive approval of Certified Nursing Assistant (SOC code 31-1131) to the PY 2022-23 Local Demand Occupations List.
- Motion seconded by committee member, Sondra Guffey.
- Motion carried unanimously.

**IV. Other**

No other business was brought before the committee.

**V. Adjourn**

Committee Chair, David Royal, adjourned the meeting at 1:43 p.m.

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**Committee members present and participating:** David Royal (Committee Chair), Andrea Broomfield, Meredith Durastanti, Sondra Guffey, Kaylee King, Allen Moore, Raymond Royce, John Varady

**Committee members absent:** Bobby Bennett, Russell Brown, Kevin Cundiff, Elizabeth Densmore, Denise Grimsley, Terri Hemings, Jeff King, Thomas Litzel, Jacquelyn Lockhart, Angel Wiggins, Mike Willingham

**Public attendance:** None

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