

**CareerSource Heartland Joint Board of Directors Meeting  
Wednesday, January 24, 2024**

**MINUTES**

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Prior to convening the meeting, Board Chair-Elect David Royal led the group in an invocation and the Pledge of Allegiance.

**I. Call to order**

- A. The meeting was jointly called to order at 1:33 p.m. by Raymond Royce (Chair of the Board of Directors) and Commissioner Kelly Owens (Executive Board Chair).
- B. Mr. Royce inquired if any 'Request for Public Comment' had been made and was advised that none had.

**II. Introductions**

Mr. Royce introduced himself and then called for introductions by Board members and others, including those participating by phone. See end of minutes for all attendees.

**III. Set/Amend Agenda**

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

- A motion was made by Board Chair-Elect, David Royal, to approve the agenda.
- Motion was seconded by Board member, Gary Ritter.
- Motion carried.
- LEO approved.

**IV. Consent Items**

Mr. Royce inquired if there were any questions/corrections to any of the minutes presented. No corrections were noted. He called for a motion to accept the minutes from the October 16, 2023, Business Enhancement Committee, October 24, 2023, Finance and Operations Committee, and October 25, 2023 Joint Board meetings.

- A motion was made by Board member, Gary Ritter, to approve the presented minutes.
- Motion was seconded by Board member Mary Dow.
- Motion carried.
- LEO approved.

**V. Executive Board/ Board of Directors Chair Actions**

**A. Executive Board: Commissioner Kelly Owens, Chair**

**Action Item(s):**

1. Potential Board Member – Don Garner – Owner/President/ CFO Suncoast Trucking Academy Incorporated.

Referring to the Action Item, Executive Chair Commissioner Owens explained the Executive Board's role in approving CareerSource Heartland (CSH) Board member nominations and presented the biography for Don Garner. When asked if there were any questions regarding Mr. Garner's nomination none were noted.

- A motion was made by Executive Board member, Commissioner Roberts, to appoint Don Garner to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Gross.
- Motion carried unanimously.
- LEO approved.

**B. Board of Directors: Raymond Royce, Chair**

**Action Item(s):**

1. Eligible Training Provider List

Referring to the action item, Donna Doubleday (CSH President/CEO) explained that historically the state’s Eligible Training Provider List (ETPL) has been updated and maintained by the LWDB’s. The Law has recently changed. CSF recently passed a new ETPL policy that indicates LWDB’s must select approved training providers from the state’s ETPL. LWDB’s may add additional requirements for the training providers; however, this could result in providers being on the state list that would not be on the local list. CSH is requesting the board’s guidance concerning the eligibility of providers and programs on the ETPL. During discussion it was determined that adding requirements could limit training options for participants. Choosing not to limit options, the Board decided to follow the State’s ETPL.

- A motion was made by Board Chair-Elect David Royal to continue to recognize and follow the State’s ETPL with no added local requirements.
- Motion was seconded by Executive Board member, Yessenia Irizarry.
- Motion carried unanimously.
- LEO approved.

**Information Item(s):**

1. None

**VI. Presentations**

- A. James Halleran, CPA – James Moore Certified Public Accountants & Consultants – Presentation of Audit Results. James Halleran presented the Audit results.
- B. Youth Program Success – Panther Youth Partner Program Participant  
Due to technical difficulties with the video presentation, Daniel (Mike) Davis (Panther Youth Partners Coordinator), spoke about the success stories of two of the Panther Youth Partner’s participants.

**VII. Committee Reports/Actions**

**A. Youth Council: Gary Ritter, Chair**

Committee Chair, Gary Ritter, reported that the Youth Council met on January 10, 2024, and the Panther Youth Partner Presentation was given to them at this time. Daniel (Mike) Davis also presented the Panther Youth Partners presentation to the Joint Board. A brief discussion followed in reference to the program’s challenges and achievements.

**B. Finance & Operations Committee: William Allbritton, Chair**

Ms. Doubleday gave a brief report on the Finance & Operations Meeting which was held on January 22, 2024.

## **Action Item(s):**

### **1. CSH Sebring Center Lease Extension**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that the building at 5901 US 27 South, Sebring Florida is currently for sale. At the request of the realtor, CSH President/CEO signed an intent to Extend the Lease Term for 5 years, changing the end date from June 30, 2025, to June 30, 2030, subject to approval of the CareerSource Heartland Board of Directors. After some discussion and clarification that this action would benefit CSH, the Committee agreed to recommend approval. At the time of this meeting, the property owner had not yet signed this Letter of Intent, so the Committee agreed to approve the action recommending extending the lease to June 30 of any year up to and including June 2030, subject to the property owner's approval. The Property Owner has since signed the Letter of Intent. Approval of the recommendation will allow the President/CEO to sign an amendment extending the lease term.

- A motion was made by Board member, Glenn West to extend the lease term as presented.
- Motion was seconded by Mary Dow.
- Motion carried.
- LEO approved.

## **Discussion Item(s)**

### **1. SNAP Funding**

The Committee was made aware of anticipated funding shortages in the allocations CSH receives for the Supplemental Nutrition Assistance Program (SNAP). At the current rate of spending, allocated funds may be exhausted as early as March. There is no other funding source to charge these services to. This is an issue for many of the local boards throughout the State. The State is aware of the issue and has indicated there will be no additional funding for this year. They are working on solutions. Committee discussion included clarification on how funds were received, how individuals were referred to CSH, the program's services, and the impact on customers and staff. The Committee suggested that Ms. Doubleday submit written concerns to Florida Commerce to ensure a documentation trail is in place. Although presented as a discussion item, if funds are exhausted, the Board may need to make some tough decisions. In that event, an action will be brought before the Board, or the Executive Committee.

## **Information item(s)**

- 1) Florida Commerce Financial & Programmatic Monitoring Update  
Ms. Doubleday presented general information on Florida Commerce's programmatic and partial administrative monitoring. She indicated that the monitoring was very thorough. The committee was made aware of a few findings, 2 programmatic that staff were already aware would be identified, and 1 administrative that consisted of a few required phrases missing from a procedure. Florida Commerce has just started the fiscal and continued administrative monitoring. The final report will be released when all monitoring has been completed.
- 2) Monitoring Services RFQ (Admin, Fiscal, Programmatic, One-Stop)  
Ms. Doubleday reported that a Request for Qualifications for Administrative, Fiscal, Programmatic, and One-Stop Monitoring Services was released on January 11. Proposals are due March 8.

3) Temporary Staffing Services RFP

Ms. Doubleday reported that a request for Proposals for an entity to provide Temporary Staffing Services to serve as Employer of Record for Transitional Jobs and Work Experience opportunities was released on January 16. Those proposals are due March 15.

In both cases, the contracts are in the third year of three possible and expire on June 30. Proposals received will be presented to designated committee members for review, and Committee recommendations are anticipated to be presented to the Board at the April meeting.

4). Review of President/CEO travel and credit card charges:

Michele Arena (CFO) presented the President/CEO's travel Expenses and credit card charges. Since the last meeting, Ms. Doubleday has had \$193.45 in credit card charges. This was for attendance at a multiple day FWDA retreat in Sarasota. She received travel checks totaling \$312.92 for in and out of area travel for the various related meetings.

## VIII. Executive Reports

### A. President/CEO Report: Donna Doubleday

1. President/CEO Report. This report provides information and an overview on activities since our last Board meeting. The report was as presented in the packet including the Finance and Programs reports.

## IX. Time for Board Members/Other

- A. Economic Development updates were reported by Sondra Guffey for DeSoto County, Denise Grimsley for Hardee County, Commissioner Kevin Roberts for Highlands County, and Gary Ritter for Okeechobee County.
- B. Other items of interest by/for board members  
Center Branch Managers Lenora White, Shannon Kuen and Mary Smith presented updates for the DeSoto, Hardee, Highlands, and Okeechobee One-Stop Centers respectively.

## VIII. Next Board Meeting

Mr. Royce announced the next board meeting will be held on April 17, 2024 at the CSH office in Sebring.

## IX. 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.

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**Board members present/participating:** Raymond Royce – Chair, David Royal – Chair Elect, Leigh Ann Bellamy, Russell Brown, Mary Dow, Lois Hilton, Yessenia Irizarry, Brenda Longshore, Wayne Olson, Gary Ritter, Glenn West, Amanda Wilson, Joshua Exendine, Denise Grimsley, Fred Hawkins, Dawn Hoover, Deborah Mancini, Andrea Broomfield, Sondra Guffey, Skylar Harrison, Lindsey McCain, Angel Wiggins

**New Board members present/participating:** Don Garner

**Board members absent:** William Allbritton, Kaylee King, Jeff Jones,

**Executive Board members present/participating:** Kelly Owens – Executive Chair, Kevin Roberts, Judith George, Jerod Gross

**CareerSource Heartland staff present/participating:** Donna Doubleday, Ann Martin, Michele Arena, Shannon Kuen, Mary Smith, Matthew Horkan, Brian Mercurio, Melody Snider

**Public attendance:** Mike Davis, Zory Figeroa