

**Executive Committee Meeting**  
**Monday, April 1, 2024 –10:00 am**  
**MINUTES**

**I. Call to Order**

The meeting was called to order at 10:20 a.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 and Approval of CSH's Updated Policies and Procedures**

Referring to the action item in the agenda packet, Commissioner Owens asked if any member of the committee had questions, comments, or concerns regarding any of the policies/procedures presented. Electronic copies of the policies/procedures under review were made available to committee members prior to today's meeting. After a brief discussion, Executive Committee Chair Owens initiated approval of the action by outlining the procedures presented and calling for a motion.

- A motion was made by Committee member, David Royal, to approve all policies/procedures as presented.
- Motion seconded by Committee member, Gary Ritter.
- Motion carried unanimously.

**B. Review and Approval of Chief Executive Officer Evaluation**

Referring to the action item in the agenda packet, Commissioner Owens asked if any member of the committee had any questions or comments about the evaluation. The final copy incorporates the ratings and comments submitted by each member of CSH's Executive Committee. An electronic copy of the final evaluation was provided to the committee members prior to today's meeting. After discussion, Executive Committee Chair Owens initiated an action to approve the evaluation and called for a motion.

- A motion was made by Committee member, David Royal, to approve the Chief Executive Officer's Evaluation as presented.
- Motion seconded by Committee member Gary Ritter.
- Motion carried unanimously.

**C. Review Status of SNAP Funding**

Referring to the action item in the agenda packet, Ms. Doubleday reported that CSH has fully exhausted PY 2023-2024 SNAP allocations. In January, CSH notified CareerSource Florida and FloridaCommerce that CSH's SNAP allocations would likely be exhausted by

March. CSH received \$150,000 less in SNAP allocations for PY 2023-24 than in the previous year. Staff recently submitted a request to FloridaCommerce for an increase in SNAP funding allocations. No response has been received to date. Ms. Doubleday reported that FloridaCommerce conducted a SNAP funding analysis survey to gather feedback from LWDBs regarding the administration of the program at the local level. Results have not yet been shared.

Ensuing discussion included questions and comments surrounding the impacts to customers, impacts to performance, and the possibility of the use of other available funding sources for this program. A committee member shared information about the current status of funding through the United States Department of Agriculture, which funds the SNAP program. Following robust discussion, Executive Committee Chair Owens called for a motion.

- A motion was made by Committee member Gary Ritter to temporarily suspend SNAP operations, effective immediately, until funding is available.
- Motion seconded by Committee member David Royal.
- Motion carried unanimously.

### III. Other

There were no other matters brought before the Executive Committee.

### IV. Adjourn

Committee Chair, Commissioner Owens, adjourned the meeting at 10:40 a.m.

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**Committee members present and participating:** Commissioner Kelly Owens (Chair), Gary Ritter, David Royal

**Committee members absent:** Raymond Royce and William Allbritton

**Public attendance:** none

**CSH staff present:** Donna Doubleday, Ann Martin, Michele Arena, Melody Snider