

**Executive Committee Meeting**  
**Monday, May 6, 2024 –10:00 am**  
**MINUTES**

**I. Call to Order**

The meeting was called to order at 10:06 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 Discussion of the status of SNAP Program Funding.**

Referring to the action item in the agenda packet, Ms. Doubleday reported that a series of technical assistance calls with FloridaCommerce and CareerSource Florida (CSF) resulted in their direction to CSH staff to review the cases of SNAP participants served since October 1, 2023, co-enroll participants into other programs as allowable, and re-allocate staff time accordingly. The intent is to recover some SNAP funds so that mandated case management activities can be resumed. A Funding Allowability Crosswalk was developed and provided by FloridaCommerce, indicating which other funding streams and activities may be used, and how much staff time can be allocated to each. It also identifies which activities staff must solely charge to SNAP. Using this tool, CSH evaluated the potential impact on expenditures reported for the month of February.

CSH staff is still awaiting guidance from FloridaCommerce on the process to ensure clear and accurate documentation of actions taken on cases that have been closed in the required data system. Also, CSF and FloridaCommerce indicated they are considering guidance that can be issued to minimize LWDB concerns surrounding performance and monitoring impacts related to this issue.

Following robust discussion, Executive Committee Chair Owens called for a motion.

- A motion was made by Committee member Gary Ritter to allow CSH to resume SNAP case management activities effective immediately.
- Motion seconded by Committee member William Allbritton.
- Motion carried unanimously.

**B. Request for additional Closure of CareerSource Heartland Centers.**

Referring to the Action Item in the agenda packet, Ms. Doubleday stated that considering SNAP funding concerns combined with proposed PY 2024-25 funding decreases, changes are needed in the allocation of staff time and activities, as well as in daily operations. Staff requested permission to close all CSH Centers at noon on Friday, May 17, to conduct an all-staff meeting combined with focused group sessions for related brainstorming and discussion.

Following a brief discussion Executive Committee Chair Owens called for a motion.

- A motion was made by Committee member Raymond Royce to approve staff's request to close all CSH Centers at noon on Friday, May 17, for the proposed purpose and to grant the President/CEO the authority to call for additional Center closures for this purpose as deemed necessary.
- Motion seconded by Committee member Gary Ritter.
- Motion carried.

### 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, William Allbritton, Raymond Royce

**Committee members absent:** David Royal

**Public attendance:** none

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