CareerSource HEARTLAND

5901 US Hwy 27 South, Suite 1
Sebring, Florida 33870

Finance & Operations Committee Meeting
Tuesday, June 10, 2025 – 9:00 a.m.

MINUTES

I. Call to order

The meeting was called to order at 9:07 a.m. by Mr. William Allbritton, Committee Chair. Mr. Allbritton 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 (see end of meeting minutes for attendees). It was determined that quorum had not been established. It was clarified that committee actions can proceed via consensus vote.

III. Topics

A. Presentation/discussion of:

1. Financial Reports

Financial reports for July 1, 2024, through April 30, 2025, were presented. No expenditure concerns were noted.

B. Action Items:

1. CareerSource Heartland FY 2025-26 Budget

Referring to the action item in the agenda packet, Mrs. Doubleday (President/CEO) explained that the budgets presented are a best guess as the exact numbers of funding from the state are not available at this time. For revenues, preliminary planning allocations were received for the main sources of funding which include WIOA, TANF, and Wagner Peyser. There is other anticipated funding but there are no guarantees. A little less than last year's amounts were used for planning due to anticipated funding cuts. Two budgets were prepared: one reflects relocation of the Hardee County Center, and one to keep the Hardee County Center in the current location. In the relocation budget there is $9,000.00 unassigned. Remaining in the current location suggests a deficit of $93,000.00. The action item also includes a cost-of-living increase for the staff, with specifics detailed in the Action Item. This may seem unconventional due to the cuts in funding. However, staff are being asked to do more, and costs have risen. The CEO is not requesting an increase. However, if one is allotted the CEO would ask that it be limited to 1%. A committee member asked how the requested increase would impact the proposed budgets and was advised that 2.5% was included for all staff in both proposals, including the CEO.

- A motion was made by committee member, Yessenia Irizarry, to recommend the CSH budget reflecting the relocation of the Hardee County Center.
- Motion seconded by committee member, Glenn West.
- Motion carried unanimously by consensus.

- A motion was made by committee member, Glenn West, to approve the salary increases for staff as outlined in the Action Item, and a 1% increase in salary for the CEO.
- Motion seconded by committee member, Yessenia Irizarry.

- Motion carried unanimously by consensus.

2. **Request for Selection of Firm to Provide Legal Consulting Services**

   Referring to the action item in the agenda packet, Ms. Doubleday (CSH President/CEO) requested selection of a Firm to Provide Legal Consulting Services. CSH received four proposals that were sent to the rating team of three Board members. The ratings, rankings, and comments were reviewed by the Committee. Following discussion:

   - Motion was made by committee member, Glenn West, to recommend selection of Lippes Mathias as the Firm to provide Legal Consulting Services.
   - Motion seconded by committee member, Yessenia Irizarry.
   - Motion carried unanimously by consensus.

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

Michele Arena (CSH CFO) presented the President/CEO's travel expenses and credit card charges. Since the last meeting, there were no credit card charges, and her travel reimbursement expenses totaled $162.87.

Committee Chair, William Allbritton, asked if there were any questions or concerns about the expenses as presented. None were noted.

IV. Other

Mr. Allbritton asked if any committee members or staff had anything else to bring to the meeting. None were noted.

V. Adjourn

Committee Chair, William Allbritton, adjourned the meeting at 9:26 a.m.

Committee members present and participating: William Allbritton (Chair), Yessenia Irizarry, Glenn West

Committee members absent: Mary Dow, Rick Herndon, Raymond Royce

Public attendance: None

CSH staff present: Donna Doubleday, Dana Davis, Michele Arena, Ann Martin and Matthew Horkan