



CareerSource Heartland
5901 US Hwy 27 South
Sebring, Florida 33870

**CareerSource Heartland Joint Board of Directors Meeting
Wednesday, June 18, 2025**

MINUTES

Prior to convening the meeting, 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 1:35pm by Raymond Royce (Board of Directors Chair) and Commissioner Kevin Roberts (Executive Board Chair).
- B. Mr. Royce inquired if any requests for public comment had been made and was advised that none had.

II. Introductions

Mr. Royce introduced himself. Roll was then called to identify and confirm Board members present in the room and those participating virtually. Staff and others present were identified (see end of meeting minutes for attendees). It was determined that quorum had been established.

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 member, Stephanie Etter, to approve the agenda as presented.
- The move was seconded by Board member, Glenn West.
- Motion carried unanimously.
- LEO approved

IV. Consent Items

Mr. Royce inquired if there were any questions/ corrections to any of the minutes presented or to any items on the consent agenda . No corrections/issues were noted. Mr. Royce called for a motion to accept the consent agenda items as presented, including the minutes from April 9, 2025, Business Enhancement Committee, April 14, 2025 Finance & Operations Committee, April 14, 2025 Youth Council, April 23, 2025 Joint Board Meeting, and May 28, 2025 Executive Committee ; the Board Meeting Schedule PY 2025-26, Holiday and Office Closure Schedule PY 2025-26, and the ITA and Expenditure Requirement Waiver Request.

- A motion was made by Board member, Efran Schraeder, to approve the consent agenda as presented.
- Motion was seconded by Board member, Stephanie Etter.
- Motion carried unanimously.
- LEO approved.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kevin Roberts, Chair Action Item(s):

1. Board Member Nomination

Referring to the Action Item,

Commissioner Roberts presented Billie Jo Decker for consideration.

- A motion was made by Commissioner Sumner to approve Ms. Decker as a member of the CSH Board.
- Motion seconded by Commissioner Gross.
- Motion carried unanimously.

Commissioner Roberts then read into the record the new mandatory members joining the Board on July 1.

B. Board of Directors: Raymond Royce, Chair

Action Item(s):

1. Certificates of Appreciation for Departing Board Members

Mr. Royce expressed appreciation for departing Board Members Yarima Cuencas, Mary Dow, Don Garner and Dylan Tedders.

2. Board Meeting Time

Referring to the Action Item, Mr. Royce stated a request had been made to change the time of the Board Meeting. After discussion, it was agreed that future meetings will remain at 1:30pm.

3. Contract Extension Desoto County Board of County Commissioners

Referring to the Action Item in the packet, Mrs. Doubleday stated in January this Board approved a Workforce Services contract for the DeSoto County Board of County /Commissioners to provide work-based training opportunities for multiple employees to meet their training needs. This contract expires June 30, 2025. The Desoto County Board of County Commissioners is requesting a contract extension through August 15, 2025, to allow sufficient time for training completion and submission of final invoice and accompanying documentation. There is no change to the contract amount.

*As a related-party contract, Commissioner Jerod Gross, CSH Executive Board member and Desoto Count Commissioner, abstained from voting and signed a conflict-of interest form.

- A motion was made by Board member, David Royal, to approve the extension of the Workforce Services Contract BA242503 with Desoto County Board of County Commissioners through August 15, 2025.
- Motion was seconded by Board member, Yarima Cuencas.
- Motion carried unanimously.
- LEO approved.

VI. Presentations

A. Andrew Treadwell, IRSC

Mr. Treadwell spoke about Okee One Data Center coming to Okeechobee.

VII. Committee Reports/ Actions – Requires Board and LEO Approval

A. Executive Committee: Commissioner Roberts, Chair

Commissioner Roberts reported on the May 28, 2025, meeting. He provided detail on Ms. Doubleday's annual performance evaluation. He then outlined the new or revised policies and procedures that were approved by the Committee. He advised anyone interested in viewing these documents to contact Ms. Doubleday.

B. Business Enhancement Committee: David Royal, Chair

Mr. Royal and/or Mrs. Doubleday to report on June 11, 2025, meeting.

Action Item(s):

1. Review/Approve the PY 2025-26 Local Demand Occupations List (DOL)

Referring to the Action Item, Mr. Royal explained that the Committee reviewed and recommends approval of the Local Demand Occupation List to include the additions recommended by staff. He added that an updated List was provided by FloridaCommerce after the Committee meeting, and that the only added impact was that Radiological Technology and Technicians was slated for removal. He indicated that staff recommends adding Radiological Technology and Technicians to the Local Demand Occupation List also.

- A motion was made by Board member, David Royal, to approve the PY 2025-26 Local Demand Occupations List as presented, and to include all additions recommended by staff.
- Motion was seconded by Board member, Stephanie Etter.
- Motion carried unanimously.
- LEO approved.

2. Review and Discussion of the Education and Industry Consortium Meeting

Mr. Royal reported that the Committee met on June 11, 2025, to review and discuss the June 4, 2025, Education and Industry Consortium Meeting. The report is included in the Board Packet. The Committee accepted the report as presented. No recommendations were made.

C. Finance and Operations Committee: William Allbritton, Chair

Mrs. Doubleday reported on the June 10, 2025, meeting in Mr. Allbritton's absence.

Action Item(s):

1. CareerSource Heartland FY 2025-26 Budget

Referring to the Action Item, Mrs. Doubleday explained that the budgets presented are a best guess as the exact allocations 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. Other funds are anticipated but amounts are not known. Slightly 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 is being asked to do more, and costs have risen. The Committee recommended approving the relocation budget, to include the cost-of-living increases as outlined in the Action Item. Increases include all eligible employees except the President/ CEO (CEO), which must be considered separately. The Committee recommended a 1% cost-of-living increase for the CEO (limited in consideration of her request).

Following discussion, Mr. Royce called for a motion concerning the budget.

- A motion was made by Board member, David Royal to approve the Proposed Budget FY 2025-26 Hardee Office closed (relocation).
- Motion was seconded by Board member, Glenn West.
- Motion carried unanimously.
- LEO approved.

Mr. Royce then called for a motion to approve cost-of-living increases for staff as indicated in the Action Item.

- A motion was made by Board member, Stephanie Etter, to approve cost-of-living increase for staff as indicated in the Action Item.
- Motion was seconded by Board member, David Royal.
- Motion carried unanimously.
- LEO approved.

Mr. Royce called for a motion concerning a cost-of-living increase for the President/ CEO.

- A motion was made by Board member, Glenn West, to approve 1% cost-of-living increase for the President/CEO.
- Motion was seconded by Board member, Yarima Cuencas.
- Motion carried unanimously.

- LEO approved.

2. Approval of Selection of Firm to Provide Legal Consulting Services

Referring to the Action Item, Mrs. Doubleday explained that CSH put out an RFQ for Legal Consulting Services. CSH received 4 responses to that RFQ. The responses were sent to a rating committee of three CSH Board members. The Finance and Operations Committee reviewed the raters' summaries and recommends using Lippes and Mathias for Legal Consulting Services.

Mr. Royce called for a motion to approve using Lippes Mathias as the firm to provide Legal Consulting Services.

- A motion was made by Board member, Glenn West, to approve Lippes Mathias as the firm to provide Legal Consulting Services.
- Motion was seconded by Board member, Yarima Cuencas.
- Motion carried unanimously.
- LEO approved.

Additional Information:

The Committee reviewed the Financial Reports covering July 1, 2024, through April 30, 2025, which were also included in the Board packet. No issues were noted. The Committee reviewed the President/CEO's credit card charges and travel expenses. Since the last report, Ms. Doubleday had no credit card charges. Her travel expenses totaled \$162.87, for local travel and workforce-related meetings.

D. Ad-Hoc Nominating Committee: Raymond Royce, Chair

Mr. Royce and/or Mrs. Doubleday to report on the May 28, 2025, meeting.

Action Item(s):

1. Approval of CSH Board Chair

Referring to the Action Item, Mr. Royce reported that Mr. David Royal was nominated and unanimously recommended by the nominating committee to serve as the new CSH Board Chair July 1, 2025-June 30, 2027.

- A motion was made by Board/Committee member, Raymond Royce, to elect David Royal as the Chair of CSH Board of Directors.
- Motion was seconded by Board member, Glenn West.
- Motion carried unanimously.
- LEO approved

2. Approval of CSH Board Chair Elect

Referring to the Action Item, Mr. Royce reported that Senator Denise Grimsley was nominated and unanimously recommended by the nominating committee to serve as the new CSH Board Chair-Elect July 1, 2025- June 30, 2027.

- A motion was made by Board/Committee member, Raymond Royce to elect Denise Grimsley as Chair-Elect of CSH Board of Directors.
- Motion was seconded by Board member, David Royal.
- Motion carried unanimously.
- LEO approved.

3. Approval of CSH Secretary/Treasurer

Referring to the Action Item, Mr. Royce explained that Mr. William Allbritton was nominated and unanimously recommended by the nominating committee to serve as the new CSH Secretary/Treasurer July 1, 2025- June 30, 2027.

- A motion was made by Board member, Raymond Royce, to approve to elect William Allbritton as Secretary/Treasurer July 1, 2025- June 30, 2027.
- Motion was seconded by Board member, David Royal.
- Motion carried unanimously.
- LEO approved.

E. Ad-Hoc Strategic Planning Committee, Raymond Royce, Chair

Mr. Royce, Mr. Royal and/ or Mrs. Doubleday to report on May 28, 25, meeting.

Action Item(s):

1. Approval of Relocation of Hardee County Center

Referring to the Action Item, Mr. Royal explained that several factors including but not limited to anticipated funding cuts and federal and state guidance and legislation, impact CSH's to continue to provide services at current locations and levels. The Committee recommended two actions.

1. To relocate the Hardee County Center location to a more economical location. The Development Group has offered office space.
2. To continue to conduct logical research on cost reduction actions.

Following discussion, Chair Royce called for motions.

- A motion was made by Board member, David Royal to relocate the Hardee County Center to a more economical location.
- Motion was seconded by Board member, Glenn West.
- Motion carried unanimously.
- LEO approved.
- A motion was made by Board member, David Royal, to utilize the offered space in The Development Group's location, if possible.
- Motion was seconded by Board member, Stephanie Etter.
- Motion carried unanimously.
- LEO approved.

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

The report is as presented in the packet with specific items commented on by Mrs. Doubleday.

B. Programs Report:

The report is as presented in the packet, no items of note, no concerns were noted.

C. Finance Report:

The Financial reports through April 2025 are as presented. No concerns were noted.

IX. Time for Board Members/Other

A. Economic Development updates were briefly reported by Commissioner Gross for Desoto County, Board Member Yarima Cuencas for Highlands County, and Commissioner Sumner for Okeechobee County.

B. Other items of interest by/for board members

Branch Manager, Shannon Kuen, provided an update on Highlands Career Center activities.

Branch Coordinator, Mary Smith, provided an update on Okeechobee Career Center activities.

C. Board members were reminded to complete Form 1 by July 1. Departing members were reminded to also complete Form 1F after July 1.

X. Next Board Meeting

Board Chair Royce announced the next board meeting to be held on October 22, 2025 at the CSH office in Sebring.

XI. Adjourn

As there were no other matters to bring before the Board of Directors and/or the Executive Board, the meeting was adjourned at 3:30pm.

Board members present/participating: Raymond Royce – Chair, David Royal – Chair-Elect, Leigh Ann Bellamy, Andrea Broomfield, Yarima Cuencas, Billie Jo Decker, Stephanie Etter, Skylar Harrison, Fred Hawkins, Rick Herndon, Dawn Hoover, Yessenia Irizarry, Christina Martin, Katherine McAuley, Efran Schraeder, Glenn West, Amanda Wilson.

Board members absent: William Allbritton, Mary Dow, Joshua Exendine, Don Garner, Denise Grimsley, Christen Johnson, Deborah Mancini, Wayne Olson, Gary Ritter, Dylan Tedders

Executive board members present/participating: Commissioner Roberts – Executive Chair, Commissioner Gross Vice-Chair, Commissioner Miller, Commissioner Sumner

Executive board members absent: None

Public attendance: Andrew Treadwell

CareerSource Heartland staff present/participating: Donna Doubleday, Ann Martin, Michele Arena, Shannon Kuen, Dana Davis