



**CareerSource Heartland Joint Board of Directors Meeting  
Wednesday, June 19, 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 1:40 p.m. by Raymond Royce (Chair of the Board of Directors) and Commissioner Kevin Roberts (Executive Board Vice-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 by phone. 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**

Mr. Royce presented a Request to Amend the Agenda as follows:

1. To change Action Item 5 – The Grantee/Subgrantee Agreement to an information item.
2. To Add Action Item 7 – Workforce Services Contract with The Development Group.
3. To add Action Item 8 – Workforce Services Contract with DeSoto Memorial Hospital.

Mr. Royce called for a motion to accept/approve the meeting agenda as amended.

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

**IV. Consent Items**

Mr. Royce inquired if there were any questions/corrections to any of the consent items presented. None were noted. He called for a motion to accept the minutes from the April 3, 2024 Business Enhancement Committee, April 16, 2024 Finance & Operations Committee, April 17, 2024 Joint Board, and the May 6, 2024 Executive Committee meetings.

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

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

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

1. **Board Member Nomination** – Stephanie Etter – Dean-School of Continuing and Adult Education.

New Board members effective 7/1/2024, as the result of the Board approved rotation of education and economic development representatives, include Dylan Tedders – Superintendent of Schools, School Board of Okeechobee County; and Yarima Cuencas – Economic Development Manager, Highlands County Economic Development.

Referring to the Action Item, Executive Vice Chair Roberts explained the Executive Board’s role in approving CareerSource Heartland (CSH) Board member nominations. He then presented the biographies for Stephanie Etter, Dylan Tedders, and Yarima Cuencas and asked if there were any questions. There were none. He clarified that no action was required for Mr. Tedders or Ms. Cuencas as these rotations were previously approved through board action and vetting of the individuals had been properly completed.

- A motion was made by Executive Board member, Commissioner Judith George to appoint Stephanie Etter to the CSH Board.
- Motion was seconded by Executive Board member, Commissioner Jared Gross.
- Motion carried.

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

**Action Item(s):**

1. **Certificates of Appreciation for Departing Board Members**

Certificates of appreciation for departing Board members present were presented. Certificates for those who were not in attendance will be mailed.

2. **Review and approval of FY 2024-25 CSH Holiday and Office Closures**

Referring to the Action Item, Donna Doubleday (CSH President/CEO), presented the proposed Holiday and Office Closure Schedule for Fiscal Year (FY) 2024-25.

- A motion was made by Board member, Gary Ritter, to approve the FY 2024-25 Holiday and Office Closure Schedule as presented.
- Motion was seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

3. **Review and Approval of the Board Meeting Schedule – PY 2024-25**

Referring to the Action Item, Donna Doubleday (CSH President/CEO) presented the proposed Board Meeting Schedule for PY 2024-25. Chair Royce identified a correction to the presented October 2025 date.

- A motion was made by Board member, Gary Ritter, to approve the FY 2024-25 Board Meeting Schedule as corrected.
- Motion was seconded by Board member Glenn West.
- Motion carried.
- LEO approved.

4. **ITA Expenditure Requirement Waiver Request**

Referring to the Action Item in the Board packet, Donna Doubleday explained that the law requires a minimum of 50% of Title 1 funds for Adults and Dislocated Workers be expended on Individual Training Accounts (ITAs). CareerSource Florida (CSF) recognizes

that workforce entities have fixed overhead costs that impact their ability to meet the 50% ITA expenditure requirement. CSF has approved a policy allowing workforce boards to request waivers as deemed appropriate. Since 2012, CSH has historically requested and received a waiver.

This year, in light of funding cuts and increasing overhead costs, CSH staff requested Board approval to apply for a 20% ITA expenditure rate waiver for 2024-25.

- A motion was made by Board member, Gary Ritter, to approve applying for a 20% ITA expenditure rate waiver for 2024-25.
- Motion seconded by Board member, Mary Dow.
- Motion carried.
- LEO approved.

## **5. Grantee / Subgrantee Agreement**

This Action Item was changed to an Information Item as the Agreement has not been received from the State at this time. However, once the Agreement is received, an Executive Committee Meeting will be called to obtain approval of the Agreement.

## **6. Board Member Terms**

Referring to the Action Item, Ms. Doubleday explained that the Board had previously approved a schedule of member terms based on the service start dates and member categories of the current members at that time. Due to numerous changes, the previously approved schedule has been revised and updated, and was presented to the Board for approval. No changes were recommended concerning the 8-year terms for new members.

- Motion was made by Board member Gary Ritter to approve the revised schedule of current Board member terms.
- Motion was seconded by Glenn West.
- Motion carried.
- LEO approved.

## **7. Workforce Services Contract with the Development Group**

Referring to the Action Item, Ms. Doubleday explained that in 2013 the Board approved the use of Workforce Services Contracts which allow the President/CEO to enter into master contracts with an organization represented by a board member. These contracts have proven to be an effective method of obtaining board approval for expenditure of funds on related-party business, eliminating the need to call special meetings for this purpose. The Development Group requested training funds in the amount of \$5000 to provide work-based training opportunities for at least one current employee in the areas of accounting, proforma development, and business analysis.

\*As a related-party contract, Denise Grimsley, CSH Board member and The Development Group employee, abstained from voting on this action item and signed a conflict-of-interest form.

After a brief discussion, Raymond Royce called for a motion.

- A motion was made by Gary Ritter to approve the Workforce Services Contract with the Development Group in the amount of \$5000 with a completion date of June 1, 2025.

- Motion was seconded by Glenn West.
- Motion carried.
- LEO approved.

### **8. Workforce Services Contract with DeSoto Memorial Hospital**

Referring to the Action Item, Ms. Doubleday explained that DeSoto Memorial Hospital had requested training funds in the amount of \$5,000 to provide work-based training opportunities for multiple employees in nursing and healthcare occupations with a completion date of April 30, 2025.

\*As a related-party contract, Lois Hilton, CSH Board member and DeSoto Memorial Hospital employee, abstained from voting on this action. She also signed a conflict-of-interest form.

After a brief discussion, Raymond Royce called for a motion.

- A motion was made by Board member Gary Ritter to approve a Workforce Contract with DeSoto Memorial Hospital in the amount of \$5000, with a completion date of April 30, 2025.
- Motion was seconded by Mary Dow.
- Motion carried.
- LEO approved.

## **VI. PRESENTATIONS**

### **A. Zack Farr – Biotech Applied Research**

Zack Farr conducted a presentation on “Bio-charting a Sustainable Future for Florida Agriculture.”

## **VII. COMMITTEE REPORTS/ACTIONS**

### **A. Executive Committee: Commissioner Owens, Committee Chair / Executive Board Chair**

#### **Information Items**

1. Review/Discussion of the Status of SNAP Program Funding.
2. Request for Additional Closure of CareerSource Heartland Centers.

In Commissioner Owens’ absence, Ms. Doubleday reported that the Executive Committee met on 5/6/2024 to review the information items below. Quorum was established at this meeting. Referring to the meeting minutes included in the packet, she reviewed the discussions of the Committee, and reported that the Committee voted to resume SNAP Case Management activities effective on 5/6, and to approve the closure of CSH Centers on 5/17 to conduct all staff brainstorming sessions surrounding funding decreases and changes needed in daily operations.

### **B. Business Enhancement Committee: David Royal, Committee Chair / Board Chair-Elect**

Committee Chair, David Royal, asked Ms. Doubleday to report on the Business Enhancement Committee held on 6/18/2024. As quorum was not met, the meeting proceeded by consensus.

#### **Action Item:**

#### **1. Approval of the 2024-25 Local Demand Occupations List (LDOL)**

Referring to the action item in the agenda packet, Ms. Doubleday informed the Board that the Committee met to review the LDOL and voted to recommend approval of LDOL as presented with the addition of the occupations recommended in the Action Item.

- A motion was made by Board member, Gary Ritter, to approve the proposed 2024-25 Local Demand Occupations List (LDOL) as presented with the inclusion of *Helpers, Construction Trades; Nursing Assistant; Correctional Officers and Jailers; Early Childhood Education; Emergency Medical Technicians/Paramedics; Food Preparation and Serving Related Workers, All Others; Patient Care Technicians; Public Safety Telecommunicators; and Roofers.*
- Motion seconded by Board member, Glenn West.
- Motion carried.
- LEO approved.

## 2. Request to Revise ITA Caps

Referring to the Action Item in the Board Packet, Ms. Doubleday explained that Individual Training Accounts (ITAs) are used to provide financial assistance for training to eligible WIOA Adults and Dislocated Workers. ITAs are issued for participants to approved training providers and are used to ensure the payment of tuition and books or other expenses associated with CareerSource Heartland's (CSH) current threshold for allowable ITA investment is \$6,000 education and training. Related training must result in the attainment of an industry-recognized credential and/or certification, or a degree awarded by an authorized educational institution. per customer entering training for an occupation in a Non-Targeted Industry, \$7,000 per customer entering training for an occupation in a Targeted Industry, and \$7,500 per customer entering training in an occupation in CSH's Sector Strategies Advanced Manufacturing Initiative. These thresholds do not include supportive services required for participation in training.

CSH WIOA participants are facing price increases for food, housing, transportation, childcare, insurances, and utilities, as well as the supplies/equipment related to training. To help offset these cost increases and to increase the probability of successful completion of training, CSH staff recommended the following revisions to CSH's ITA caps:

- \$6,500 per customer entering training in a non-targeted Industry.
- \$8,000 per customer entering training in a Targeted Industry Cluster (currently defined locally as Agriculture, Biofuels and Renewable Energy, *Healthcare and Life Sciences\**, Information Technology, Logistics and Distribution, and Niche Manufacturing/Processing (e.g. aviation, building component design, food and beverage or value-added agriculture, plastics, etc.) and to include occupations identified as high-skill high wage on the Demand Occupations List; and
- \$9,000 per customer entering training related to CSH's Sector Strategies Initiative (Manufacturing and Healthcare\*).

Note: \*Healthcare is identified as both a Targeted Industry Cluster and as one of CSH's identified Sector Strategies Industries. Considering the high demand and local shortage of healthcare workers, staff suggested including Healthcare in the \$9,000 category.

- A Motion was made by Board Member Mary Dow to approve the revision of the ITA caps to \$6,500 per customer entering training in Non-Targeted Industry; \$8,000 per customer entering training in a Targeted Industry Cluster; and \$9000 per customer entering training related to CSH's Sector Strategies Initiative, and to include Healthcare in the \$9,000 category.
- Motion was seconded by Glenn West.
- Motion carried.
- LEO approved.

### **3. Strategic Planning Discussion**

Referring to the Action Item in the Board packet, Ms. Doubleday explained that WIOA requires local workforce boards to develop four-year comprehensive Local Plans, with updates due every two years. CSH submitted its' full four-year plan in April of 2020, which will expire June 30, 2024. A new plan is due by early October.

This process involves strategic planning. CSH works closely with our partners and stakeholders. Numerous meetings and discussions have already taken place. Memoranda of Understanding are developed. CSH's Local Plan incorporates the discussions and actions developed through these meetings, along with the current and projected needs of the local workforce system. Strong emphasis is placed on coordinating and collaborating with partners, reducing duplication of service delivery, and maximizing resources.

A component of the planning process includes the review of CSH's mission, vision and strategic imperatives, and training considerations. After review and active discussion of these items, the Committee voted to recommend keeping the strategic imperatives as written and to adjust the language in the mission and vision statements. Upon presentation of the Committee's recommendations, additional suggestions were made by Joint Board members. Following active discussion, members agreed to retain the strategic imperatives as written, to remove duplicative language, and to adjust the Vision and Mission Statements as outlined in the motion, below.

- A motion was made by Board member Glenn West to retain the Strategic Imperatives as written; to remove CareerSource Heartland's name from the Vision and Mission Statements; to adjust the Vision Statement to read "To continue to serve as an innovative leader in identifying and developing a skilled talent force in our community; and to adjust the Mission Statement to read "To promote and enhance career development opportunities".
- Motion was seconded by Board member Mary Dow.
- Motion carried.
- LEO approved

### **4. Review and Discussion of the Education and Industry Consortium Meeting**

Referring to the Action Item, Ms. Doubleday reviewed the quarterly report and Committee member comments. During the discussion Ms. Doubleday reiterated there is real concern for the Agricultural and Construction training programs. Representatives from these sectors have stated that training credentials are helpful at best, but not required to get hired for these jobs. This becomes problematic for the school districts who provide related training. If these occupations/credentials are not listed on the Master Credentials List, educational entities will not receive funding to offer these courses. Discussion ensued. No action was taken nor recommendations made.

### **C. Finance & Operations Committee: William Allbritton Chair**

In the Absence of Committee Chair William Allbritton, Ms. Donna Doubleday reported that the Finance & Operations Committee met on 6/18/2024 to review/discuss the financial reports, President/CEO travel/credit card charges, and the below action items. Quorum was established at this meeting.

The financial reports indicating expenditures through April 2024 were reviewed. No concerns were expressed by the committee.

**Information Items:**

- **SFSC ISY/OSY 2024-25 Contract Amounts:**  
SFSC was asked to decrease their budget in accordance with proposed cuts to CSH allocations. The final contracted amounts will be \$302,294.90 for In-School, and \$307,712.16 for Out-of-school. These amounts reflect the 50% minimum requirement on Out-of-school expenditures since the waiver was incorporated in CareerSource Florida's Comprehensive Plan. The total of \$610,007.06 is above CSH's full \$528,955 projected annual allocation. However, carryover funds are available to cover the difference. This will result in 1 Project Specialist being laid off, and does not include wage increases, at SFSC's choice.
- **Get-There-Faster Grant Update**  
This grant ends 6/30. Performance is indicated in the Programs Report.
- **FloridaCommerce Programmatic and Financial Monitoring Report Update**  
Staff has responded to multiple requests for clarification or additional information on documentation that was provided for the financial and administrative components of FloridaCommerce's annual monitoring of CSH. Although we are not currently aware of any findings, no feedback has been received on the additional submitted documentation.
- **President/CEO Credit Card Charges and Travel Expenses**  
The committee also reviewed the President/CEO's credit card and travel check expenses. Ms. Doubleday's credit card had charges of \$2,970 for Facilitator Licenses. Her travel expenses since the last meeting totaled \$132.16.

**Action Item:**

**1. FY 2024-25 Budget Approval**

Referring to the action item in the agenda packet, Ms. Doubleday reminded the Board that CSH funds may be allocated for either 1 or 2 years. First year funds must be obligated or expended to avoid deobligation by the state.

Referring to the budget, Ms. Doubleday informed the Board allocations have decreased significantly. Continued sustainability at current levels is questionable.

Some of the revenue amounts listed are estimated as no planning figures have been provided to date (e.g. SNAP).

CSH has applied for a Grant to serve non-custodial parents. Special grants can help extend the life of other allocated funding.

The proposed budget includes a 3% pay increase for individuals employed 1 year or longer, and 1.5% ( $\frac{1}{2}$  of the original percentage per approved policy) for individuals employed 6 months to 1 year. The requested 3% increase includes the Chief Executive Officer, the Chief Financial Officer, the Chief Programs Officer, and the Director of IT.

- A motion was made by Board member, Gary Ritter, to approve the FY 2024-25 budget including the approval of the pay increases as outlined herein, to include the Chief Executive Officer, the Chief Financial Officer, the Chief Programs Officer, and the Director of IT.
- Motion seconded by Board member, Glenn West.
- Motion carried.

- LEO approved.

## VII. Executive Reports

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

Ms. Doubleday reviewed the items outlined in the report as presented in the packet and drew attention to the Programs Report and Kudos section.

## IX. Time for Board Members/Other

- Economic Development updates were reported by Sondra Guffey for DeSoto County , Yarima Cuencas, for Highlands County, and Kaylee King and her assistant Alex for Okeechobee County, there was no report for Hardee County.
- 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

Board Chair, Raymond Royce, announced the next Board meeting will be held on October 23, 2024 at the CSH office in Sebring. He reminded members to complete Form 1 and reminded members that the proposed 2025 Board Meeting calendar was included in today's packet.

## IX. Adjourn

As there were no other matters to bring before the Board of Directors and/or the Executive Board, the meeting was adjourned at 3:46 p.m.

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**Board members present/participating:** Raymond Royce – Chair, David Royal – Chair Elect, Mary Dow, Stephanie Etter, Don Garner, Sondra Guffey, Skylar Harrison, Lois Hilton, Dawn Hoover, Jessy Irizarry, Christen Johnson, Kaylee King, Deborah Mancini, Gary Ritter, Glenn West, Angel Wiggins, Amanda Wilson.

**Board members absent:** Commissioner Kelly Owens, William Allbritton, Leigh Ann Bellamy, Joshua Exendine, Denise Grimsley, Fred Hawkins, Jeff Jones, Brenda Longshore, Wayne Olson.

**Executive board members present/participating:** Commissioner George, Commissioner Roberts, Commissioner George

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

**Public attendance:** Yarima Cuencas, Dylan Tedders, Zack Farr, Alexandria Patten, M. Powell, J.T. Clark.