CareerSource Heartland
5901 US Hwy 27 South
Sebring, Florida 33870

CareerSource Heartland Joint Board of Directors Meeting
Wednesday, April 15, 2026

MINUTES

David Royal led the members in the invocation and The Pledge of Allegiance.

I. Call to order

A. The meeting was jointly called to order at 1:30 p.m. by David Royal (Chair of the Board of Directors) and Commissioner Kevin Roberts (Executive Board Chair).

B. Chair Royal inquired if any 'Request for Public Comment' had been made and was advised that none had.

II. Introductions

Chair Royal introduced himself and then called for introductions by Board members and others, including those participating virtually. Quorum was established. See end of minutes for all attendees.

III. Set/Amend Agenda

Chair Royal directed members to the revised agenda and Action Item (item V.B.1.) that was sent out earlier in the week, noting a copy of each had been placed at each seat. He called for a motion to accept that revised agenda. Commissioner Jerod Gross abstained due to a related party Action Item for Desoto County on the agenda.

- A motion was made Board member, Efran Schraeder, to approve the revised agenda.
- Motion seconded by Board member, Glenn West.
- Motion carried.
- LEO approved.

IV. Consent Items

Chair Royal inquired if there were any questions/corrections to any of the consent items presented. None were noted. He called for a motion to approve the items on the Consent Agenda, which included the minutes from the January 20, 2026 Finance & Operations Committee; January 21, 2026 Business Enhancement Committee; January 26, 2026 Youth Council Committee; and January 28, 2026 - Joint Board Meeting; and the Action Items- Request to Revise Revision of Employee Handbook (F&O); Request to Contract for Auditing Services (F&O); and Action- Request to Contract with IT Provider for Managed Services (F&O). It was noted that the Action Items included in the Consent agenda were vetted by the Board Committees identified in the agenda.

- A motion was made by Board member, Raymond Royce, to approve the presented minutes.
- Motion seconded by Board member, William Allbritton.
- Motion carried.
- LEO approved.

V. Executive Board/ Board of Directors Chair Actions

A. Executive Board: Commissioner Kevin Roberts, Executive Board Chair

1. **Action Item(s): Appointment of New Board Member**

Referring to the Action Item, Commissioner Roberts explained that the Chief Local Elected Officials (CLEOs) (CareerSource Heartland's [CSH] Executive Board) must select members according to criteria established by the Governor and the State, which ensures a majority of its members represent business and meet the required Board composition. He presented Ms. Trudy Williams for consideration for appointment to the CSH Board of Directors and read her bio into the record. He then called for a motion.

- A motion was made by Executive Board member, Commissioner Miller, to appoint Trudy Williams to the CSH Board of Directors.
- Motion seconded by Executive Board member, Commissioner Sumner.
- Motion carried unanimously.

Commissioner Roberts welcomed Ms. Williams and thanked her for her willingness to serve.

B. Board of Directors: David Royal, Chair

1. Action Item(s): Requires Board and LEO Approval

a. Action- Workforce Services Contract – DeSoto County Board of County Commissioners

The DeSoto County Board of County Commissioners has requested training funds in the amount not to exceed $10,500 to provide work-based training opportunities to meet their workforce needs. This training request includes 5G Power Skills curriculum training for ten (10) employees and computer classes for seventeen (17) employees. These classes are being made available through CSH's State Rural Initiatives Grant. Staff requests approval of a Workforce Services Contract for this purpose, with a completion date of June 30, 2026.

As this is a related-party contract, Commissioner Jerod Gross, CSH Executive Board member and Commissioner on the DeSoto County Board of County Commissioners, abstained from voting and signed a conflict-of-interest form.

Following brief discussion, Chair Royal called for a motion.

- A motion was made by Board Member, Raymond Royce, to approve a Workforce Services Contract with the DeSoto County Board of County Commissioners in an amount not to exceed $10,500, with a completion date of June 30, 2026.
- Motion seconded by Board Member, Rick Herndon.
- Motion carried unanimously.
- LEO approved.

VI. Presentations

A. David Royal, Nutrient Stewardship Director, The Nature Conservancy: Changing in Florida Agriculture

Mr. Royal's presentation on Agriculture included topics ranging from the acres of farming, number of farm acres lost, the average age of a Florida farmer, nutrient and irrigation management, water resource protection, and herbicide/fertilizer improvements. He then focused on state-of-the-art farm technology such as implements and machinery using robotics, remote control, and GPS technologies to better manage the crops and land. Mr. Royal shared success stories and best practices now being implemented in agriculture. He added that agriculture is one of today's most technologically advanced industries.

Commissioner Roberts complimented the presentation and asked about the other agencies collaborating. Mr. Royal shared several collaborating partners, including Colleges, Universities, and IFS Extension Agents statewide.

VII. Committee Reports/Actions

A. Business Enhancement Committee: David Royal, Chair/Donna Doubleday/President/ CEO

1. Action Items(s): Requires Board and LEO Approval

a. Action - Review and Discussion of the CSH Education and Industry Consortium/Sector Strategies Quarterly Meeting

Ms. Doubleday reported on the April 8, 2026 Business Enhancement Committee (BEC) meeting, noting that the Committee reviewed the March 11, 2026 CSH Education and Industry (E&I) Consortium/Sector Strategies Meeting quarterly report. A copy of the report was included in the Board's packet. She touched on the highlights of the E&I meeting and complimented the presentation. She added that the BEC members had no recommendations to bring before the Board. Following discussion, Board members made no recommendations for further action. Chair Royal commended the efforts of the Education and Industry Consortium.

b. Action – 50% ITA Expenditure Requirement Consideration of Waiver Request

A minimum of 50 percent of the Title I funds for Adults and Dislocated Workers passed through to Local Workforce Development Boards (LWDB) must be expended on Individual Training Accounts (ITA) unless the LWDB obtains a waiver from CareerSource Florida (CSF). Historically, CSH has requested and received a waiver allowing a 30% expenditure rate. The committee voted to recommend Board approval of staff's recommendation to request a waiver allowing an ITA expenditure rate of 30% for FY 2026-2027.

Following review and discussion, Chair Royal called for a motion.

- A motion was made by Board Member, Raymond Royce, to request a waiver allowing an ITA expenditure rate of 30% for FY 2026-2027.
- Motion seconded by Board Member, William Allbritton.
- Motion carried unanimously.
- LEO approved.

B. Finance & Operations Committee: William Allbritton, Committee Chair

Committee Chair, William Allbritton reported that the Committee met on 4/7/2026. A quorum was present at this meeting. The Committee reviewed the Financial Reports covering 7/1/2025 through 2/28/2026 and expressed no concerns with the information provided. The reports were included in the Board packet. He reported that three action items (the Request to Revise the Revision of Employee Handbook, the Request to Contract for Auditing Services, and the Request to Contract with IT Provider for Managed Services) were included in the Board's Consent Agenda. These items were fully vetted, with the Committee unanimously recommending Board approval.

Two additional action items were presented to the Board. Each requires approval by 2/3 of the Board, a quorum having been established, as they are related party items.

1. Action Item(s): Requires Board and LEO Approval

a. Action- Request to Contract with Sunshine Staffing to Serve as Employer of Record (EOR) for WIOA Transitional Jobs and Work Experience

Referring to the Action Item, Committee Chair Allbritton reviewed the Item details and reported that the Committee unanimously voted to recommend that the Board approve contracting with Sunshine Staffing to serve as employer of record for WIOA Transitional Jobs/Work Experience Training, for year three of three in an amount not to exceed $150,000 and obligated in increments of $25,000 based upon program needs.

As this is a related-party contract, Jessy Irizarry, CSH Board member and employee of Sunshine Staffing abstained from voting on this action and signed a conflict-of-interest form.

Following brief discussion, Chair Royal called for a motion.

- A motion was made by Board member, William Albritton, to renew the contract with Sunshine Staffing to serve as employer of record for WIOA Transitional Jobs/Work Experience Training, for year three of three in an amount not to exceed $150,000 and obligated in increments of $25,000 based upon program needs.
- Motion seconded by Board Member, Efran Schraeder.
- Motion carried unanimously.
- LEO approved.

b. Action- Request for Sunshine Staffing to Serve as Employer of Record for CareerSource Heartland Temporary Employment Needs

Referring to the Action Item, Committee Chair Allbritton reviewed the Item details and reported that the Committee unanimously voted to recommend Board approval to contract with Sunshine Staffing to serve as Employer of Record for CSH temporary employees as the need arises, for program year 2026-27, in an amount not to exceed $9,500.

As this is a related-party contract, Jessy Irizarry, CSH Board member and employee of Sunshine Staffing abstained from voting on this action and signed a conflict-of-interest form.

Following brief discussion, Chair Royal called for a motion.

- A motion was made by Board member, William Albritton, to contract with Sunshine Staffing to serve as Employer of Record for CSH temporary employees as the need arises, July 1, 2026, through June 30, 2027, allowing an amount not to exceed $9,500.00 for this purpose.
- Motion seconded by Board member, Rick Herndon.
- Motion carried unanimously.
- LEO approved.

1. Information Item(s):

a. Taylor, Hall, Miller, Parker P.A. Contract Renewal for Monitoring
b. Indirect Cost Allocation Changes
c. CEO Travel and Credit Card Charges

Mr. Allbritton notified the Board of the intent to renew the contract with Taylor, Hall, Miller, Parker, P.A. (THMP) for Administrative, Financial, Programmatic, and One-Stop Monitoring. This is the third of three possible contract years. There is no increase in cost. The Board previously selected THMP as the entity to perform this monitoring. The cost is below the threshold requiring Board approval for this renewal. No concerns were raised.

Ms. Arena (CFO) explained mandated State changes to the Indirect Cost Allocation method which will change allocation to various funding sources. The new method excludes costs including support services, ITA training, and stipends. Though CSH will not lose money, this will change how funds are distributed. Since this is a new process, it is too early to discern what this means and how budget and programs will be affected.

Ms. Arena presented the President/CEO's travel expenses and credit card charges. Since the last meeting, there were $202.00 in credit card charges for stamps. Her travel reimbursement expenses totaled $117.48.

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

VIII. Executive Reports

A. President/CEO Report: Donna Doubleday

Ms. Doubleday reviewed the report as presented in the packet, with emphasis placed on several items of significant importance.

IX. Time for Board Members/Other

A. Updates by Economic Development Representatives and/or their respective Commissioners
Economic Development updates were provided by Sondra Guffey for Desoto County, Commissioner Kenny Miller for Hardee County, Commissioner Roberts for Highlands County, and Alex Tijerina for Okeechobee County.

B. Center Manager Reports
CSH Center reports were provided by Robin Rossetti for Desoto and Hardee, Melanie Wright for Highlands, and Mary Smith for Okeechobee.

C. Other

Chair Royal commented on the review from Rural King to CSH offering such a well-organized and professional Hiring Event for them.

Next Board Meeting

Chair Royal announced the next board meeting will be held on June 17, 2026 at the CSH office in Sebring.

IIX. Adjourn

As there were no other matters brought before the Board of Directors and/or the Executive Board, the meeting was adjourned at 2:55 p.m.

Board members present/participating: David Royal – Chair, William Allbritton, Leigh Ann Bellamy, Andrea Broomfield, Sonja Bennett, Billie Jo Decker, Stephanie Etter, Senator Denise Grimsley (Chair-Elect) , Sondra Guffey, Fred Hawkins, Rick Herndon, Dawn Hoover, Yessenia (Jessy) Irizarry, Christen Johnson, Debbi Mancini, Gary Ritter, Emily Roesner, Raymond Royce, Efran Schraeder, Alex Tijerina, Glenn West, Amanda Wilson, Sharon Wright and *Trudy Williams- *membership approved during the meeting

Board members absent: Joshua Exendine and Skylar Harrison

Executive Board members present/participating: Commissioner Kevin Roberts (Chair & CLEO), Commissioner Jerod Gross (Chair-Elect), Commissioner Kenny Miller, and Commissioner Michael Sumner

Executive Board members absent: None

CareerSource Heartland staff present/participating: Michele Arena, Donna Doubleday, Ann Martin, and Nica Morgan

Public attendance: Yarima Cuencas - Highlands EDC