



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

**Executive Committee Meeting
Wednesday, May 27, 2026 –10:30am
MINUTES**

I. Call to Order

The meeting was called to order at 10:45am. by Commissioner Kevin Roberts, Committee Chair. Commissioner Roberts 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. Approval of CSH's Chief Executive Officer's Performance Evaluation

Each Executive Committee member had independently completed an evaluation of CSH's President/CEO's annual performance. The results were compiled into one document. All committee members received a copy of Mrs. Doubleday's final Performance Evaluation for review and approval. Following brief discussion, Commissioner Roberts called for a motion.

- A motion was made by Committee member Denise Grimsley to approve CSH's Chief Executive Officer's Performance Evaluation.
- Motion was seconded by Committee member William Allbritton.
- Motion carried unanimously.

B. Approval of CSH's Current Policies & Procedures

Following the Board's previously approved policy, all new and revised policies and procedures implemented since the 2025 approval process were presented for review and approval. All committee members received copies of these documents for advance review. Following brief discussion, Commissioner Roberts called for a motion.

- A motion was made by Committee member David Royal to approve CSH's new and revised Policies and Procedures as presented.
- Motion seconded by Committee member Denise Grimsley.
- Motion carried.

III. Other

There were no other matters brought before the Executive Committee.

IV. Adjourn

Committee Chair, Commissioner Roberts, adjourned the meeting at 10:52am

Committee members present and participating: Commissioner Kevin Roberts (Chair), William Allbritton, Denise Grimsley, and David Royal

Committee members absent: Gary Ritter and Raymond Royce

Public attendance: Debbie Roberts

CSH staff present: Donna Doubleday, Ann Martin, Michele Arena, Nica Morgan