

Business Enhancement Committee Meeting
Wednesday, October 15, 2025
MINUTES

I. Call to order

The meeting was called to order at 9:07 am. by David Royal, Committee Chair. Mr. Royal 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. It was determined that quorum had been established. See end of minutes for all attendees.

III. Topic

Action Items:

A. Related Party Training Providers

Referring to the action item in the agenda packet, Mrs. Doubleday explained that in September 2024, CareerSource Florida (CSF) revised the Local Workforce Board Conflict of Interest Policy. The previous policy included exemptions applicable to Training Providers, which the CareerSource Heartland (CSH) Board subsequently approved. This exempted Related Party Training Providers from requiring Board/State approval on contracts/agreements that provide WIOA funded occupational/vocational training to customers through Individual Training Accounts (ITA).

CSF's revised policy does not specifically include exemptions, although the definition of "contract" in the procedure suggests such an exemption may exist. The definition was reviewed. Related party contracting requirements were also discussed.

CSH has Agreements with Training Providers to outline statements of work, payment processes, performance reporting requirements, access to records, information sharing, and termination clauses. However, there are no dollar amounts for which to obtain approval. No Training Provider is guaranteed a set amount of funds. Doing so would obligate funds that may or may not be used, since customer choice dictates which eligible Provider will receive an eligible individual's ITA.

In the interest of transparency and accountability, staff requested Board acknowledgment that the following Training Providers are Related Parties and requested Board approval to continue to issue customer ITAs to each, as appropriate. (Indian River State College, South Florida State College). Although a local training provider, Miller Dynamics was not included in this request. Due to other priorities, they are not presently pursuing approval to provide WIOA funded training to customers through ITAs.

Following discussion, Committee Chair Royal called for a motion.

- A Motion was made by Committee member, Efran Schraeder, to acknowledge that Indian River State College and South Florida State College are Related Party Training Providers, and approval to continue to issue customer Individual Training Accounts (ITAs) to each as appropriate.
- Motion seconded by Committee member, Raymond Royce.

- Motion carried unanimously.

*As related-parties, Stephanie Etter, CSH Board Member and Indian River State College employee, Fred Hawkins and Joshua Exendine, CSH Board Members and South Florida State College employees, abstained from voting on this action and signed conflict of interest forms.

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

CSH held an Education and Industry Consortium meeting on September 24, 2025, at South Florida State College (SFSC), Crews Center, 200 US Hwy 27 S, Avon Park, FL 33825. The report was included in the meeting packet for review and discussion. Committee member, David Royal, asked if the consortium committee was shrinking or was it just attendance. Mrs. Doubleday explained this was the first meeting at the location of one of the committee members. Mrs. Doubleday stated a lot of the members join via Zoom, so with most of the meeting being a tour, virtual attendance was less feasible. Mr. Schraeder referenced a handout that was given to the attendees. Mrs. Doubleday stated that handout would be added to the Board's packet and a copy emailed to this committee. Following discussion, the Committee had no recommendations for formal action. The report was accepted as written.

IV. Other

No other business was brought before the committee.

V. Adjourned

Committee Chair, David Royal, adjourned the meeting at 9:15am.

Committee members present and participating: David Royal (Committee Chair), Sonja Bennett, Billie Jo Decker, Denise Grimsley, Raymond Royce, Efran Schraeder, Alex Tijerina

Committee members absent: Andrea Broomfield, Stephanie Etter, Sondra Guffey, Fred Hawkins, Dawn Hoover

Public attendance: None

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