

**CareerSource Heartland Joint Board of Directors Meeting  
Wednesday, October 22, 2025**

**MINUTES**

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**I. Call to order**

- A. The meeting was jointly called to order at 1:31 p.m. by Senator Denise Grimsley (Chair-Elect of the Board of Directors) and Commissioner Kevin Roberts (Executive Board Chair).
- B. Senator Grimsley inquired if any 'Request for Public Comment' had been made and was advised that none had.

**II. Introductions**

Senator Grimsley introduced herself and then called for introductions by Board members and others, including those participating by phone. Quorum was established. See end of minutes for all attendees.

**III. Set/Amend Agenda**

With no changes proposed, Senator Grimsley called for a motion to accept/approve the meeting agenda.

- A motion was made Board member, Stephanie Etter, to approve the agenda.
- Motion seconded by Board member, Alex Tijerina.
- Motion carried.
- LEO approved.

**IV. Consent Items**

Senator Grimsley inquired if there were any questions/corrections to any of the consent items presented. No corrections were noted. She called for a motion to accept: the minutes from the May 28, 2025 Ad-Hoc Nominating Committee, May 28, 2025 Ad-Hoc Strategic Planning Committee, June 10, 2025 Finance & Operations Committee, June 11, 2025 Business Enhancement Committee, and the June 18, 2025 Joint Board meeting; the Holiday and Office Closure Schedule Revised PY 2025-26; the Related Party Training Providers Action Item; the Review and Discussion of the Education and Industry Consortium meeting (Education and Industry/Sector Strategies quarterly report); the Pay Rate Adjustments for Employees Whose Jobs Change to Meet Organizational Needs Action Item; and the Request Transfer of Dislocated Worker Funding to Adult Funding Action Item. It was noted that the Action Items included in the Consent agenda were vetted by the Board Committees identified in the agenda. It was further noted that Stephanie Etter, President Fred Hawkins, and Joshua Exendine abstained from voting and signed conflict of interest forms for the Related Party Training Provider action.

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

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

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

**1. Action Item(s): Affirmation of Continued Membership of Board Members Whose Employment Has Changed**

Referring to the Action Item, Commissioner Roberts explained that along with appointing new members to CareerSource Heartland's (CSH) Board of Directors (BOD) , CSH's Executive Board (comprised of the Local Elected Officials) is responsible for reviewing BOD members whose employment has changed to ensure that the composition of the BOD continues to meet compliance requirements. He detailed the employment changes for William Allbritton, Senator Denise Grimsley, and Ms. Katherine McAuley. No questions or concerns were noted.

- A motion was made by Executive Board member, Commissioner Sumner, to affirm the continued membership of William Allbritton, Senator Denise Grimsley, and Katherine McAuley.
- Motion seconded by Executive Board member, Commissioner Miller.
- Motion carried unanimously.

**Information Item(s):**

1. None

**B. Board of Directors: Senator Denise Grimsley, Chair-Elect**

**Action Item(s):**

**1. Ratification of Revised Policy ADM 01-03**

Referring to the Action Item, Senator Grimsley asked if anyone had any questions or concerns. Hearing none, she called for a motion to approve the Ratification of Revised Policy ADM 01-03.

- A motion was made by Board member, Stephanie Etter, to approve the Ratification of Revised Policy ADM 01-03 as presented.
- Motion seconded by Board Member, Rick Herndon.
- Motion carried.
- LEO approved.

**2. Request for Approval to Contract with Related Parties**

Referring to the Action Item, Senator Grimsley asked if anyone had any questions or concerns. It was noted that Stephanie Etter, President Fred Hawkins, and Joshua Exendine will abstain from voting and have signed conflict of interest forms.

- A motion was made by Board member, Amanda Wilson, to approve contracting with Indian River and South Florida State Colleges to provide the training described in the Action Item, where the total amount for both contracts will not exceed three hundred thousand dollars (\$300,000), and where each contract amount will be based on the respective educational entity's interest and ability to provide these courses.
- Motion seconded by Board member, Rick Herndon.
- Motion carried.
- LEO approved.

**Information Item(s):**

1. None

**VI. Presentations**

**A. CareerSource Heartland's Youth Program**

Program Coordinator Eddie Cuencas reported on the progress of the Youth Program since its transition from South Florida State College to CareerSource Heartland. He presented success stories for current

and formerly enrolled youth, through which he demonstrated how investing in youth is beneficial to the entire community. Mr. Cuencas introduced Juan Lester, a former youth program participant and now owner of his own business, Lester's Air Conditioning. Mr. Lester explained how his experience in the youth program helped him become a successful business owner. Not including himself, his business now employs 8 Technicians. Lester's Air Conditioning provides services to all counties in central Florida.

## **VII. Committee Reports/Actions**

### **A. Youth Council: Gary Ritter, Chair/ Donna Doubleday, CSH President/ CEO**

Ms. Doubleday reported that the Youth Council met on 10/13/2025. Minus Mr. Lester's comments, the meeting consisted of Mr. Cuencas' presentation on the Youth Program at CSH.

### **B. Business Enhancement Committee: David Royal, Chair/Donna Doubleday/President/ CEO**

Ms. Doubleday reported that the Business Enhancement Committee met on 10/15/2025. A quorum was present. The Committee vetted and unanimously approved the *Related Party Training Providers* Action Item. This Action was included in today's Consent Agenda and subsequently approved by both Boards. It was noted that, for the Committee vote, Stephanie Etter and President Fred Hawkins abstained from voting and signed conflict of interest forms.

Ms. Doubleday added that the Committee reviewed the quarterly report for the September 24, 2025, meeting of the Education and Industry/Sector Strategies Consortium. A copy of this report was included in the Board's packet. The Committee had no recommendations to bring before the Board. Board members expressed no concerns with the information presented.

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

Senator Grimsley presented the written report submitted by the Finance & Operations Committee Chair, William Allbritton. The Committee met on 10/14/2025. A quorum was present at this meeting.

The Committee reviewed the Financial Reports covering 7/1/24 through 6/30/25, and 7/1/25 through 8/31/25. These reports were included in the Board meeting packet. No concerns were expressed regarding the information presented.

The Committee reviewed Florida Commerce's final CSH Financial Monitoring report for PY 2024-25. A copy of this report was emailed to all Members prior to the meeting. There were no findings, no other noncompliance issues, no observations, and no technical assistance issues. No concerns were expressed. The Committee praised staff for doing a great job.

The PY 2025-26 Internal Control Questionnaire and Assessment was reviewed. A copy of this report was emailed to all Members prior to the meeting. This is a self-assessment tool to help evaluate whether the local workforce board has sound internal controls that minimize risk to the organization. The comments explaining the reasons for each rating suggest CSH has strong internal controls in place. No concerns were noted by Committee members. This document has been signed by the Board Chair and submitted to FloridaCommerce.

The Committee reviewed the President/CEO's credit card charges and travel expenses. Since the last meeting Mrs. Doubleday had no credit charges. Her travel expenses totaled \$376.65, for local travel and workforce-related meetings.

Two of the Committee's Action Items, 1) *Pay Rate Adjustments for Employees Whose Jobs Change to Meet Organizational Needs* and 2) *Request to Transfer WIOA Dislocated Worker Funding to WIOA Adult Funding*, were included in the Consent Agenda and subsequently approved by both Boards. It was noted that both Actions had been vetted and unanimously approved by the Committee.

#### **1. Action Item: Annual Performance Incentives**

Referring to the action item in the agenda packet, Mr. Allbritton's written report explained that CSH has a Board approved Annual Performance Incentive Plan that rewards staff efforts when annual performance goals are met. As all PY 2024-25 Performance Indicators were met or exceeded, the F&O Committee unanimously voted to recommend approval of incentive awards as outlined in CareerSource Heartland's Annual Performance Incentive Plan, using a base not to exceed fifty thousand dollars (\$50,000), and to include an incentive for the President/CEO for an amount not to exceed four thousand two hundred fifty dollars (\$4,250). It was noted that the actual impact to the budget would be approximately thirty-four thousand dollars (\$34,000) and that this had been included in the original budget. It was further noted that the Board had the authority to award no incentive or a lesser incentive to the President/CEO.

Following discussion, Senator Grimsley called for a motion.

- A motion was made by Board Member, Katherine McAuley, to approve incentive awards as outlined in CareerSource Heartland's Annual Performance Incentive Plan following the methodology outlined in the Plan, using a base not to exceed fifty thousand dollars (\$50,000), and including an incentive for the President/CEO for an amount not to exceed four thousand two hundred fifty-dollars (\$4,250).
- Motion seconded by Board Member, Deborah Mancini.
- Motion carried.
- LEO approved.

## **VIII. Executive Reports**

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

The report was as presented in the packet with specific mention made to the items updated after the report was submitted below.

- Board vacancies/changes  
With some AARP funding restored, Skylar Harrison has returned to AARP and to Board Membership.
- Additional grants applied for:  
Non-Custodial Parent Employment Program CSH was awarded \$200,000.  
Rural Initiatives, CSH was awarded \$500,000.

Additionally, the Reemployment Assistance (RA) Trac phone is now in place in the Hardee Center. This provides a dedicated phone line for RA applicants/participants to contact FloridaCommerce regarding RA issues.

### **B. Programs Report:**

As presented in the packet with no items of note and no concerns voiced.

### **C. Finance Report:**

Financial reports for FY 2024-25 year-end June 30, 2025, and financial reports for FY 2025-26 July through August 31, 2025, were presented as explained by Mr. Allbritton's written report on the activities of the F&O Committee.

## **IX. Time for Board Members/Other**

- A. Economic Development updates were reported by Sondra Guffey for Desoto County, Commissioner Kenny Miller for Hardee County, Commissioner Kevin Roberts for Highlands County, and Alex Tijerina for Okeechobee County.
- B. Other items of interest by/for board members

Chief Programs Officer Ann Martin and Center Branch Coordinator Mary Smith presented updates for the DeSoto, Hardee, Highlands, and Okeechobee One-Stop Centers, respectively.

C. Senator Grimsley reminded members to complete the 2025-26 Board Member Refresher Training.

#### VIII. Next Board Meeting

Senator Grimsley announced the next board meeting will be held on January 28, 2026 at the CSH office in Sebring.

#### IX. Adjourn

As there were no other matters brought before the Board of Directors and/or the Executive Board, the meeting was adjourned at 2:43 p.m.

After the meeting was adjourned, Commissioner Kenny Miller led the members in the invocation and The Pledge of Allegiance.

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**Board members present/participating:** Senator Denise Grimsley – Chair-Elect, David Royal – Chair, Leigh Ann Bellamy, Andrea Broomfield, Sonja Bennett, Bille Jo Decker, Stephanie Etter, Joshua Exendine, Sondra Guffey, Skylar Harrison, Fred Hawkins, Rick Herndon, Dawn Hoover, Yessenia Irizarry, Christen Johnson, Deborah Mancini, Katherine McAuley, Emily Roesner, Raymond Royce, Efran Schraeder, Alex Tijerina, Glenn West, Amanda Wilson

**Board members absent:** William Allbritton, Gary Ritter

**Executive Board members present/participating:** Commissioner Kevin Roberts – Executive Chair, Commissioner Kenny Miller, Commissioner Michael Sumner

**Executive Board members absent:** Commissioner Jerod Gross- Vice-Chair

**CareerSource Heartland staff present/participating:** Donna Doubleday, Ann Martin, Michele Arena, Eddie Cuencas, Mary Smith, Dana Davis

**Public attendance:** Juan Lester/ Lester's Air Conditioning, Tamika Austin/ FloridaCommerce

