

						revised	
	CAREER SOURCE HEARTLAND COMMITTEE ASSIGNMENTS					10/3/2025	
	Board Member Name	Private Sector	Business Enhancement*	Finance & Operations	Youth Council**	Executive	Joint Admin.
	EXECUTIVE BOARD - The LEO's						
1	Kevin Roberts - Chair					X	X
2	Jerod Gross - Vice Chair						X
3	Kenny Miller						
4	Michael Sumner						
	REGULAR BOARD:	(note: Chairs of each committee serve on the Executive Committee)					
1	Allbritton, William - Sec./Treas.	✓		Chair		X	
2	Bellamy, Leigh Ann				X		
3	Broomfield, Andrea	✓	X				
4	Bennett, Sonja		X				
5	Decker, Billie Jo	✓	X				
6	Etter, Stephanie		X				
7	Exendine, Josh				X		
8	Guffey, Sondra		X				
9	Grimsley, Denise Board Chair Elect	✓	X				
10	Hawkins, Fred		X				
11	Herndon, Rick	✓		X			
12	Hoover, Dawn	✓	X				
13	Irizarry, Yessenia	✓		X			
14	Johnson, Christen	✓			X		
15	Mancini, Deborah	✓			X		
16	McAuley, Katherine	✓			X		
17	Ritter, Gary				Chair	X	
18	Roesner, Emily	✓			X		
19	Royal, David - Board Chair	✓	Chair	All by virtue	of position	X	X
20	Royce, Raymond -	✓	X			X	X
21	Schraeder, Efran	✓	X				
22	Tijerina, Alex		X				
23	West, Glenn			X	X		
24	Wilson, Amanda				X		
		14	12	5	10	5	4
	** Youth Council Community Member:						
	Martin, Christina- Vocational Rehab christina.martin@vr.fldoe.org						

(BRIEF) STANDING COMMITTEE DESCRIPTIONS

With few exceptions, committees have no power or authority and are accountable to the full Board.

Business Enhancement Committee: The Business Enhancement Committee serves as a catalyst between industry, economic development organizations and training providers to identify skills needed to fill critical jobs necessary for business retention, expansion and recruitment activities. Meetings are scheduled as necessary.

The committee is also charged with Fundraising activities (see detailed committee description).

Finance and Operations Committee: The Finance & Operations (F&O) Committee shall be responsible for formulating the Board's Bylaws for review and approval by the CareerSource Heartland (CSH) Board of Directors. This committee also reviews, analyzes and recommends approval or disapproval of all budgetary and/or financially-related matters, to include review of the annual budget prior to consideration by the CSH Board of Directors. This committee is charged with overseeing the monitoring, evaluation, and auditing of all aspects of the organization's program performance to assure compliance with the Laws, Regulations, State and local policies, and the Plan(s) of Service. Other responsibilities include review of all fiscal and programmatic monitoring reports.

The committee is also charged with follow-up and reporting of Business Enhancement Committee fundraising activities (see detailed committee description).

At a minimum, the committee meets quarterly, prior to a regularly scheduled board meeting.

Youth Council: The Youth Council promotes successful entry into the workforce through education and workplace experience that leads to self-sufficiency and career advancement. Key components of the strategy include efforts that enlist business, education and community support for students to achieve long-term career goals, ensuring that young people and adults entering the workplace for the first time have the academic and occupational skills required to succeed in the workplace. First-time entrants may include students, displaced homemakers, older Americans, veterans, persons with disabilities and/or welfare recipients, as well as youth who are no longer enrolled in schools. The committee meets as necessary.

Executive Committee: This committee reviews the activities and reports of all other committees and the overall operation of the board. It is authorized to act on an emergency basis on behalf of the full Board. The committee meets as necessary.

Joint Administrative Review Committee: The purpose of the committee shall be to act as the final step of the grievance procedure process for all of the administrative processes of the board. All decisions of the committee shall be final, with no further appeal process, except as stipulated by law. The committee meets as necessary.

Business Enhancement Committee

The Business Enhancement Committee (BEC) serves as a catalyst between industry, economic development organizations, educators, and training providers, to identify skills needed to fill critical jobs necessary for business retention, expansion, and recruitment activities. This committee also assists in strategic planning and in defining local goals and objectives that help unemployed and underemployed workers improve their skills to enhance their economic self-sufficiency. Strategies embrace the concept of lifelong learning.

The committee is comprised of a majority of representatives from private sector businesses. Committee members are appointed by the Committee Chair. Membership is not limited to members of the CareerSource Heartland (CSH) Board of Directors. Individuals who are not CSH Board members are considered “community” members. At a minimum, composition of the BEC will include the following non-private sector partners:

- A representative of Economic Development Organizations within the region
- The President or designee of any state/community college within the service delivery area
- School Superintendents or their designee

Duties & Responsibilities of the Committee

- Assist with strategic planning and seek workforce related opportunities to assist with business and industry retention and expansion and makes recommendations to the Board regarding activities which would assist in enhancing the local business climate.
- Considers methods to serve targeted groups within the community – disabled workers, the homeless, veterans, mature workers, current or former recipients of welfare assistance – that might face unique challenges that the workforce system can address. A special emphasis is placed on efforts to support training and development of the region’s talent pipeline.
- Assist the CSH President/CEO in developing marketing and outreach strategies and taking advantage of all opportunities to disseminate information regarding the Board’s mission and relevant strategic imperatives.
- Review local and regional labor market trends and needs regarding available jobs in the region. Training programs are reviewed to ensure consistency with placement of clients into jobs that lead to economic self-sufficiency and the long-term economic health of the region. The Committee is also responsible for identifying and validating local input for inclusion of valued occupations on the annual renewal of the Regional Targeted Occupation List (TOL).
- Oversee all fundraising efforts on behalf of the Board including:
 - Seeking corporate donations
 - Planning and conducting fundraising events and identifying sponsorships
 - Collecting donor valuations and providing to the CSH President/CEO, or the Chief Financial Officer, in their absence.

In cooperation with the Finance & Operations Committee Chair, the BEC Chair will jointly present to the CSH Board of Directors a summary of fundraising efforts and Money Market account activity at each quarterly Board meeting, as applicable.

Finance & Operations Committee

The members of the Finance & Operations (F&O) Committee are appointed by the F&O Committee Chair and must include at least three (3) members from the Business (private sector) category.

Duties & Responsibilities of the Committee include:

- Provide assistance and guidance in formulating the CareerSource Heartland (CSH) Bylaws for review and approval by the CSH Board of Directors
- Analyze all budgetary and/or fiscal-related matters, including review of the annual budget. Provide recommendations to the CSH Board of Directors for appropriate action
- Review all auditing and monitoring reports regarding CSH fiscal and programmatic operations and make recommendations to the Board of Directors regarding program or operations revisions
- Monitor the performance of service providers and provide recommendations to the CSH Board of Directors regarding necessary remedial actions, to include extending or terminating contracts
- Responsible for directing the implementation of the *Local Plan* of Service and for reviewing, analyzing and recommending approval or disapproval of all training, support services, or related program activities to be provided
- Review the goals and objectives outlined in local policy and procedure to ensure the respective programs are being operated within the scope of existing federal and state law
- Review Request for Proposals (RFP's) that are outside the jurisdiction of other CSH Committees/Councils. The review will ensure consistency with the plan of operations and dissemination for bid
- Make recommendations to the CSH Board of Directors regarding the addition, deletion, or revision of service providers and/or funding amounts, as applicable.

Other responsibilities of the Committee include the review of any necessary operational plan and/or budgetary amendment – as might be needed to obtain state approval – to ensure encumbrances and/or expenditures are within budget.

With regard to fundraising activities, and in cooperation with the BEC:

- Funds collected from fundraising events and/or corporate donations will be deposited into the CSH "Money Market" Bank Account. The bank statement for the Money Market Account will be provided to the F&O Committee Chair
- The F&O Committee Chair:
 - will review the Money Market Account bank statement, comparing the receipt/deposit documents to the statement, noting any discrepancies
 - will sign to acknowledge review of the documents and forward the bank statement and all related documents to the CSH President/CEO
 - in cooperation with the BEC Chair, and as applicable, will jointly present to the CSH Board of Directors, a summary of fundraising efforts and Money Market Account activity, at each quarterly Board meeting.

Youth Council

The Youth Council provides assistance and guidance with promoting successful entry into the workforce through education and workplace experience that leads to self-sufficiency and career advancement. Key components of the strategy include efforts that enlist business, education, and community support for students to achieve long-term career goals – ensuring that young people entering the workplace for the first time have the academic and occupational skills required to succeed in the workplace.

Members of the Youth Council will be appointed by the Council Chair and shall include:

- Members of the CareerSource Heartland (CSH) Board of Directors with special interest or expertise in youth policy
- Representatives of youth service agencies, including Juvenile Justice and local law enforcement agencies
- Representatives of local Public Housing Authorities
- Parents of eligible youth seeking assistance from CSH programs
- Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities
- May include such other individuals as the Council Chair determines to be appropriate.

Members of the Youth Council who are not members of the CSH Board of Directors, shall be voting members of the Council and non-voting members of the Board of Directors.

The duties of the Youth Council include:

- Assistance with developing strategies that expand basic workplace skills and the experience of youth
- Assistance with developing the portions of the *Local Plan* relating to preparing young workers for entry-level employment reform, as consistent with appropriate sections of the Workforce Innovation and Opportunity Act
- Recommending eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the CSH Board of Directors to carry out workforce-related youth activities
- Assistance in conducting oversight with respect to the eligible providers of youth activities in the local area
- Other duties, as determined to be appropriate by the Council Chair, to include:
 - Strengthening Youth Partnerships
 - Outreach to Youth with Disabilities
 - Juvenile Justice Outreach
 - Mentoring efforts
 - Youth Aging out of Foster Care
 - Choice/Career Academies