



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

**Executive Committee Meeting**  
**Thursday, September 15, 2022 – 10:30 a.m.**  
**MINUTES**

**I. Call to Order**

The meeting was called to order at 10:30 a.m. by Commissioner Kelly Owens, committee Chair. Commissioner Owens 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. Review/approval of CareerSource Heartland's Two-Year Local Plan Update**

Referring to the action item in the agenda packet, Donna Doubleday (CSH President/CEO) explained that CareerSource Heartland (CSH) submitted a four-year plan in April, 2020. A two-year plan update is due October 3<sup>rd</sup>, 2022.

The plan update presented (provided to all Board and Executive Board members prior to today's meeting for review) is a compilation of the feedback provided by the CSH Board and Executive Board, the 4 county economic development boards, CSH's community partners, and the various advisory committee meetings and additional activities engaged in as part of CSH's community involvement.

In this two-year plan modification, revisions were made to reflect current labor market information; workforce education levels, skill gaps, and skill needs; an explanation of current actions being taken; an analysis of the strengths and weaknesses of current services; and the effectiveness of our community partner relationships to provide a comprehensive workforce system without duplicating any services provided by other agencies.

The 2022 Local Plan Update with attachments and comment form was posted on the CSH website on August 26<sup>th</sup>, 2022. Public notices were also printed in our local papers. No questions or comments have been received thus far.

Following discussion, Executive Committee Chair Owens, initiated approval of the action calling for a motion.

- A motion was made by committee member, Gary Ritter, to approve and submit CSH's 2022 Two-Year Local Plan Update as presented.
- Motion seconded by committee member, Yessenia Irizarry.
- Motion carried unanimously.

**III. Other**

There were no other matters brought before the Executive Committee.

**IV. Adjourn**

Committee Chair, Commissioner Owens, adjourned the meeting.

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**Committee members present and participating:** Commissioner Kelly Owens (Chair), Yessenia Irizarry, Gary Ritter, David Royal, Raymond Royce

**Committee members absent:** none

**Other Board members present and participating:** Commissioner Gross, Denise Grimsley, Christen Johnson, Allen Moore, Amanda Wilson

**Public attendance:** none

**CSH staff present:** Donna Doubleday, Ann Martin, Brian Mercurio