



Executive Committee Meeting AGENDA

December 11, 2025 – 3:30 PM

Mission

CareerSource Capital Region connects employers with qualified, skilled talent and Floridians with employment and career development opportunities to achieve economic prosperity in Gadsden, Jefferson, Leon and Wakulla Counties.

Vision

Florida will be the global leader for talent.

Values

1. Business-Driven
2. Continuous Improvement
3. Integrity
4. Talent Focus
5. Purpose-Driven

Join Zoom Meeting: <https://us02web.zoom.us/j/82653558174?pwd=NHZnRkJPa2JXRmdQVG45OTI4RytDQT09>

Meeting ID: 826 5355 8174

Passcode: 045122

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|----------------------------------------------------------------------------------|----------------------------------|------------------------------|--------------|
| I. Call to Order – Executive Committee | – Cindy Lavoie | | |
| II. Executive Committee Meeting Minutes | – September 4, 2025 | Action Item I ¹ | Pages: 3-4 |
| III. Personnel Committee Meeting Minutes | – October 1, 2025 | Action Item II ¹ | Page: 5 |
| IV. Finance Committee | – Amber Tynan | | |
| • Budget Amendment 2025-2026 | | Action Item III ¹ | Page: 6 |
| • Leon Career Center RFP Update | | Information Item I | Verbal |
| • Wakulla Facility Lease Update | | Information Item II | Verbal |
| V. Nominating Committee | – Kevin Vaughn | | |
| • 2025-2027 CareerSource Capital Region Board Member Officers² | | | |
| ○ 2025-2027 Chair – Cindy Lavoie | | Action Item IV ¹ | Verbal |
| ○ 2025-2027 Vice Chair – Erin Gillespie | | Action Item V ¹ | Verbal |
| ○ 2025-2027 Secretary – Louis Dilbert | | Action Item VI ¹ | Verbal |
| • Board Member Applications | | | |
| ○ Antonio Jefferson, Gadsden County | | Information Item III | Pages: 7-13 |
| ○ Daniel Jones, Gadsden County | | Information Item IV | Pages: 14-18 |
| VI. Governance Committee | – Kevin Vaughn | | |
| • Board Member General Policy Manual | | Action Item VII | Pages: 19-52 |
| • Elected Officials Consortium General Policy Manual | | Action Item VIII | Pages: 53-81 |
| VII. Vacancies | | | |
| • WIOA | | Information Item V | Verbal |
| VIII. Chief Executive Officer Report | – Jim McShane & Keantha B. Moore | | Verbal |



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| IX. Workforce Services Provider Quarterly Report - Kandisha Franklin | Pages: 82-96 |
| X. OSO Quarterly Report – Kevin Harrington | Pages: 97-104 |
| XI. Senior Director ROPC Report – Tandria Edwards | Pages: 105-109 |
| XII. Senior Director BES Report – Trish Yahn | Pages: 110-114 |
| XIII. Adjourn | |

Note: The following items are included in the packet for informational purposes only:

- Revenue & Expense Statement 2025-26 (Unrestricted) Information Item VI Page: 115
- Revenue & Expense Statement 2025-26 Information Item VII Pages: 116-133

¹After motion and second, and after board member discussion, the public is invited to comment with a 3-minute limit and 12-minute overall limit.

²The Treasurer position will remain as Amber Tynan; therefore, no vote is required for this position at this time. Kevin Vaughn will remain the immediate Past Chair.

Next Meeting

March 6, 2026