



**Board of Directors Meeting**  
**AGENDA**  
 September 24, 2025 –12:00 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

**In Person Board Meeting Location: 2601 Blair Stone Road, Building C, Ste 200, Tallahassee, FL 32301**

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

**Meeting ID:** 826 5355 8174

**Meeting Passcode:** 045122

**One tap mobile** [+13052241968](tel:+13052241968),[82653558174#](tel:+13052241968) US [+13092053325](tel:+13092053325),[82653558174#](tel:+13092053325) US

- I. Call to Order – Martina McDowell
- II. Mission Moment
- III. Meeting Minutes – June 26, 2025 **Action Item I**      Pages: 1-2
- IV. **1Public Notice** – This is a public meeting, after motion and second, and after board member discussion, the public is invited to comment with a 3-minute limit and 12-minute overall limit.
- V. Introduction of New Board Member(s) Verbal
- VI. **Consent Agenda** **Action Item II<sup>1</sup>**  
 Note: If any Board member believes any item on the consent agenda requires discussion or a separate vote, the Board member may request that the item(s) be removed from the consent agenda and placed on the regular agenda for consideration.)
  - Finance Committee – Amber Tynan
    - Budget 2025-26 (Unrestricted) Page: 3
    - Budget 2025-26 Page: 4
    - Leon Career Center RFP Pages: 5-12
  - Staff In-Service Training Day request - November 17, 2025
- VII. Wakulla Career Center Facility Lease – Matt Salera **Action Item III<sup>1</sup>**      Pages: 13
- VIII. Nominating Committee – Beth Cicchetti
  - Vacancies & Renewals** **Information Item I**      Verbal
    - Vacancies**
      - Gadsden – 2 Vacancies
    - Business Renewals**
      - Leon - Martina McDowell – Manpower
      - Leon - Erin Gillespie – Presidio
    - Partner Renewals**
      - Louis Dilbert – FAMU (4 Years)

- Kim Gay – Goodwill (4 Years)
- Maria Mead – Keiser University (4 Years)

**Applications for Approval – Leon & Jefferson Business Vacancies**

- Corrie Melton – Greater Tallahassee Chamber of Commerce **Action Item IV<sup>1</sup>** Pages: 14-20
- Patrick Figueroa - Johnston’s Meat Market **Action Item V<sup>1</sup>** Pages: 21-26

**IX.** Personnel Committee CEO Recommendation – Martina McDowell **Action Item VI<sup>1</sup>** Pages: 27-44

**X.** Chief Executive Officer Report – Jim McShane Pages: 45-46

**XI.** Adjourn

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

- *Workforce Services Provider Quarterly Report – C2 Global Professional* Pages: 47-84
- *One Stop Operator Report – Kevin Harrington* Pages: 85-90
- *Senior Director ROPC Report – Tandria Edwards* Pages: 91-124
- *Senior Director BES Report – Trish Yahn* Pages: 125-127
- *Revenue & Expense Statement 24-25 (Unrestricted) - Matt Salera* Page: 128
- *Revenue & Expense Statements 24-25 - Matt Salera* Pages : 129-146

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

**Next Meeting**

**December 17, 2025**