



Executive Committee Meeting AGENDA

September 4, 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

One tap mobile

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| <p>I. Call to Order – Executive Committee – Martina McDowell</p> | | |
| <p>II. Executive Committee Meeting Minutes – June 5, 2025</p> | Action Item I | Pages: 1-2 |
| <p>III. Finance Committee – Amber Tynan</p> <ul style="list-style-type: none"> • Budget 2025-26 (Unrestricted) • Budget 2025-26 • Leon Career Center RFP • Wakulla Facility Lease | <p>Action Item II¹</p> <p>Action Item III¹</p> <p>Action Item IV¹</p> <p>Information Item I</p> | <p>Page: 3</p> <p>Page: 4</p> <p>Pages: 5-12</p> <p>Verbal</p> |
| <p>IV. Nominating Committee – Beth Cicchetti</p> <p>Vacancies & Renewals</p> <p>Vacancies</p> <ul style="list-style-type: none"> • Gadsden – 2 Vacancies <p>Business Renewals</p> <ul style="list-style-type: none"> • Leon - Martina McDowell – Manpower • Leon - Erin Gillespie – Presidio <p>Partner Renewals</p> <ul style="list-style-type: none"> • Louis Dilbert – FAMU (4 Years) • Kim Gay – Goodwill (4 Years) • Maria Mead – Keiser University (4 Years) <p>Applications for Approval – Leon & Jefferson Business Vacancies</p> <ul style="list-style-type: none"> • Corrie Melton – Greater Tallahassee Chamber of Commerce • Patrick Figueroa - Johnston’s Meat Market | <p>Information Item II</p> | <p>Verbal</p> |
| <p>V. Staff In-Service Training Day request - November 17, 2025</p> | Action Item VII ¹ | Verbal |
| <p>VI. Chief Executive Officer Report – Jim McShane</p> | | Verbal |



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| VII. | Workforce Services Provider Quarterly Report - Kandisha Franklin | Pages: 26-63 |
| VIII. | OSO Quarterly Report – Kevin Harrington | Pages: 64-69 |
| IX. | Senior Director ROPC Report – Tandria Edwards | Pages: 70-100 |
| X. | Senior Director BES Report – Trish Yahn | Pages: 101-103 |
| XI. | Adjourn | |

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

- Revenue & Expense Statement 2024-25 (Unrestricted) Information Item III Page: 104
- Revenue & Expense Statement 2024-25 (Unrestricted) Information Item IV Pages: 105-122

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.

Next Meeting

December 4, 2025