



MINUTES

Board of Directors Meeting

6/26/2025

12:00 PM

Attendees: Martina McDowell, Tim Center, Louis Dilbert, Beth Cichetti, Kim Gay, Mandi Bianchi, Patrick Hutto, Byron Wade, Cindy Lavoie, Kevin Vaughn, Mike Temple, Maria Mead, Keith Bowers

Staff & Guests: Charlotte Brown, Jim McShane, Matt Salera, Tandria Edwards, Trish Yahn, Kandisha Franklin, Kevin Harrington, Tameka Austin, Ramsey Olivarez, Timothy Sherman

Recording: Tandria Edwards

Welcome – Kevin Vaughn

Meeting called to order by Kevin Vaughn @ 12:13p

Action Item I

Motion to approve Martina McDowell, seconded by Cindy Lavoie; all in favor

Consent Agenda

Action Item II¹

Finance Committee – Cindy Lavoie

- Budget 2024-25 (Unrestricted) Page: 3
- Budget 2024-25 Page: 4
- Budget 2025-26 (Unrestricted) Page: 5
- Budget 2025-26 Page: 6

Strategic Policy & Planning Committee – Erin Gillespie

- Training Provider Application Review **Action Item III¹** Pages: 7-8
 - a. Coding Clarified LLC (DBA Coding Clarified Academy)
 - b. North Florida College

Motion to approve Tim Center, seconded by Martina McDowell; all in favor

Nominating Committee – Beth Cichetti

2025-27 CareerSource Capital Region Board Member Officers **Action Item IV¹**

- 2025-27 Chair – Martina McDowell
- 2025-27 Vice Chair – Cindy Lavoie
- 2025-27 Treasurer - Amber Tynan
- 2025-27 Secretary - Erin Gillespie
- 2025-27 Past Chair – Kevin Vaughn

Motion to approve Patrick Hutto, seconded by Louis Dilbert; all in favor

2025-26 Board, Committee and Council Meetings Schedule & Hours of Operation and Center Hours and Holiday Closures – Charlotte Brown **Action Item V¹** Pages: 9-11

Motion to approve with the adjustment of the outreach for Jefferson County from Wednesdays to Thursdays from 12:30-5:30p Cindy Lavoie, seconded by Tim Center; all in favor

Board Member Participation in CEO Candidate Interviews **Information Item** Verbal

Chief Executive Officer Report – Jim McShane Page: 12

Meeting adjourned by Kevin Vaughn @ 12:50p

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

- [Workforce Services Provider Quarterly Report](#) – C2 Global Professional
- [One Stop Operator Report](#) – Kevin Harrington
- [Senior Director ROPC Report](#) – Tandria Edwards
- [Senior Director BES Report](#) – Trish Yahn
- [Revenue & Expense Statement 24-25 \(Unrestricted\)](#) - Matt Salera
- [Revenue & Expense Statements 24-25](#) - Matt Salera