

# MINUTES



## Executive Committee Meeting

9/4/2025

3:30 p.m.

**Attendees:** Kevin Vaughn, Martina McDowell, Beth Cicchetti, Erin Gillespie, Cindy Lavoie, Amber Tynan, Shelly Bell

**Not Present:** Princess Ousley

**Board Staff & Sub Recipient Staff:** Jim McShane, Matt Salera, Patricia Yahn, Charlotte Brown, Tandria Edwards, Kevin Harrington, Amouye Kassi, Ramsey Olivarez, Amouye Kassi

**Guests:** N/A

**Recording:** Matt Salera

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I. Call to Order – Executive Committee – Martina McDowell @ 3:31

II. Executive Committee Meeting Minutes – June 5, 2025 Action Item I

Motion to accept the minutes made by Kevin. Seconded by Erin. All in favor.

III. Finance Committee – Cindy Lavoie

- Budget 2025-26 (Unrestricted) Action Item II<sup>1</sup>
- Budget 2025-26 Action Item III<sup>1</sup>
- Leon Career Cener RFP Action Item IV<sup>1</sup>

Motion to approve action items four through six made by Kevin. Seconded by Amber. All in favor.

- Wakulla Facility Lease Information Item I

IV. Nominating Committee – Beth Cicchetti

### **Vacancies & Renewals** Information Item II

#### ***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 V<sup>1</sup>

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- Patrick Figueroa - Johnston's Meat Market                      Action Item VI<sup>1</sup>

Motion made by Beth to accept Corrie & Patrick's application. Seconded by Kevin. All in favor.

- V. Staff In-Service Training Day request - November 17, 2025                      Action Item VII<sup>1</sup>

Motion made by Shelly to approve. Seconded by Erin. All in favor.

- VI. Chief Executive Officer Report – Jim McShane
- VII. Workforce Services Provider Quarterly Report – Kandisha Franklin
- VIII. OSO Quarterly Report – Kevin Harrington
- IX. Senior Director ROPC Report – Tandria Edwards
- X. Senior Director BES Report – Trish Yahn
- XI. Adjourn - Meeting adjourned @ 4:19

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

- Revenue & Expense Statement 2024-25 (Unrestricted)                      Information Item III
- Revenue & Expense Statement 2024-25 (Unrestricted)                      Information Item IV