

MINUTES



Executive Committee Meeting

03/5/2026

3:30 p.m.

Attendees: Kevin Vaughn, Cindy Lavoie, Amber Tynan, Shelly Bell, Erin Gillespie,

Not Present: Princess Ousley, Beth Cicchetti

Board Staff & Sub Recipient Staff: Keantha Moore, Trish Yahn, Janice Beahn, Charlotte Brown, Tandra Edwards, Jess Grise, Robin Dawson, Jamela Reeves

Guests: N/A

Recording: Jamela Reeves

- I. **Call to Order – Executive Committee** – Cindy Lavoie
- II. **Executive Committee Meeting Minutes** – December 11, 2025 Action Item I¹ Pages: 1-2
Motion to accept the minutes made by Amber. Seconded by Shelly. All in favor.
- III. **Personnel Committee Meeting Minutes** – January 12, 2026 Action Item II¹ Page: 3
Motion to accept the minutes made by Erin. Seconded by Kevin. All in favor.
- IV. **Executive Committee Special Meeting Minutes** – February 18, 2026 Action Item III¹ Page: 4
Motion to accept the minutes made by Amber. Seconded by Erin. All in favor.
- V. **Staff In-Service Training Day Request** – April 13, 2026 Action Item IV¹ Verbal
Motion to approve date change made by Amber. Seconded by Erin. All in favor.
- VI. **Finance Committee Meeting** – Amber Tynan
 - Budget Amendment 2025-26 Action Item V¹ Page: 5
Motion to approve the budget amendment made by Kevin. Seconded by Amber. All in favor.
 - Prior Approval Transfer Request From – WIOA Adult & DW Action Item VI¹ Pages: 6-7
Motion to approve the transfer request made by Amber. Seconded by Kevin. All in favor.

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VII. CSCR Administrative Plan

Action Item VII¹ Pages: 8-94

Motion to approve the Administrative Plan on behalf of the Board of Directors made by Kevin. Seconded by Amber. All in favor.

VIII. Chief Executive Officer Updates

Information Item I Verbal

- Board Vacancies
 - WIOA Update
 - Gadsden County Board Members Update
- Workforce Development Services Provider RFP Update
- CareerSource Suncoast Contract
 - Accounting & Grant Management Services
- FloridaCommerce Preliminary Audit Report

IX. Adjourn @ 4:09

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

- Revenue & Expense Statement 2025-26 (Unrestricted) Information Item II
Page: 95
- Revenue & Expense Statement 2025-26 Information Item III
Pages: 96-114

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
June 4, 2026