

MINUTES



Executive Committee Meeting

12/11/2025

3:30 p.m.

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

Not Present: Erin Gillespie, Princess Ousley, Beth Cicchetti

Board Staff & Sub Recipient Staff: Jim McShane, Keantha Moore, Trish Yahn, Janice Beahn, Charlotte Brown, Tandria Edwards, Kevin Harrington, Kandisha Franklin, Amy Correia, Jamela Reeves, Florida Commerce

Guests: N/A

Recording: Jamela Reeves

- I. **Call to Order – Executive Committee** – Cindy Lavoie @ 3:32
- II. **Executive Committee Meeting Minutes** – September 4, 2025 Action Item I'

Motion to accept the minutes made by Kevin. Seconded by Shelly. All in favor.
- III. **Personnel Committee Meeting Minutes** – October 1, 2025 Action Item II'

Motion made by Kevin to approve. Seconded by Amber. All in favor.
- IV. **Finance Committee** – Amber Tynan
 - Budget Amendment 2025-2026 Action Item III'
 - Leon Career Center RFP Update Information Item I Verbal
 - Wakulla Facility Lease Update Information Item II Verbal
- V. **Nominating Committee** – Kevin Vaughn
- VI. **2025-2027 CareerSource Capital Region Board Member Officers**²
 - 2025-2027 Chair – Cindy Lavoie Action Item IV' Verbal
 - 2025-2027 Vice Chair – Erin Gillespie Action Item V' Verbal
 - 2025-2027 Secretary – Louis Dilbert Action Item VI' Verbal
Motion to approve action items four through six made by Kevin. Seconded by Shelly. All in favor.
- VII. **Board Member Applications**
 - Antonio Jefferson, Gadsden County Information Item III
 - Daniel Jones, Gadsden County Information Item IV
- VIII. **Governance Committee** – Kevin Vaughn
 - Board Member General Policy Manual Action Item VII
 - Elected Officials Consortium General Policy Manual Action Item VIIIMotion to approve action items seven and eight made by Kevin. Seconded by Amber. All in favor.
- IX. **Vacancies**

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- WIOA Information Item V Verbal

- X. **Chief Executive Officer Report – Jim McShane & Keantha B. Moore** Verbal

- XI. **Workforce Services Provider Quarterly Report - Kandisha Franklin**

- XII. **OSO Quarterly Report – Kevin Harrington**

- XIII. **Senior Director ROPC Report – Tandria Edwards**

- XIV. **Senior Director BES Report – Trish Yahn**

- XV. **Adjourn @ 4:17**

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

- Revenue & Expense Statement 2025-26 (Unrestricted) Information Item VI
- Revenue & Expense Statement 2025-26 Information Item VII

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.

²The Treasurer position will remain as Amber Tynan; therefore, no vote is required for this position at this time. Kevin Vaughn will remain the immediate Past Chair.

Next Meeting

March 6, 2026