

MINUTES



Executive Committee Meeting

12/5/2024

3:30 p.m.

Attendees: Kevin Vaughn, Martina McDowell, Shelly Bell, Princess Ousley, Erin Gillespie, Beth Cicchetti, Amber Tynan

Not Present: Cindy Lavoie

Board Staff & Sub Recipient Staff: Jim McShane, Matt Salera, Patricia Yahn, Charlotte Brown, Tandria Edwards, Kevin Harrington, Jeff Cheesborough, Amy Correia

Guests: N/A

Recording: Matt Salera

- **Welcome – Kevin Vaughn**

Meeting called to order @ 3:33

- Meeting Minutes Approval – September 5, 2024 Action Item I

Motion made by Martina. Seconded by Shelly. All in favor.

- Finance Committee – Cindy Lavoie
 - Budget 2024-25 (Unrestricted) Action Item II¹
 - Budget 2024-25 Action Item III¹
 - WIOA Adult/DW Transfer Action Item IV¹

Motion made by Amber. Seconded by Shelly. All in favor.

- Nominating Committee – Beth Cicchetti
 - BOD Application – Monty Morgan, Jefferson County Action Item V¹

Motion made by Beth. Seconded by Amber. All in favor.

- Governance Committee – Beth Cicchetti
 - Big Bend Jobs & Education Council, Inc. d/b/a CareerSource Capital Region (CSCR) Bylaws Revision Action Item VI¹

Motion made by Beth. Seconded by Shelly. All in favor.

- Interlocal Agreement Action Item VII¹

Motion made by Beth. Seconded by Shelly. All in favor.

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- Strategic Policy & Planning Committee – Erin Gilllespie
 - Training Provider Application Review

Action Item VII¹

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

- CEO Search – Charlotte Brown
- Chief Executive Officer Report – Jim McShane
- Workforce Services Provider Quarterly Report – Jeff Cheesborough
- OSO Quarterly Report – Kevin Harrington
- Senior Director ROPC Report – Tandria Edwards
- Senior Director BES Report – Trish Yahn

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

- Revenue & Expense Statement 2024-25 (Unrestricted)
- Revenue & Expense Statement 2024-25 (Unrestricted)

Meeting adjourned @ 4:26