

MINUTES



Executive Committee Meeting

6/5/2025

3:30 p.m.

Attendees: Kevin Vaughn, Martina McDowell, Beth Cicchetti, Erin Gillespie, Cindy Lavoie

Not Present: Amber Tynan, Shelly Bell, Princess Ousley

Board Staff & Sub Recipient Staff: Jim McShane, Matt Salera, Patricia Yahn, Charlotte Brown, Tandria Edwards, Kevin Harrington, Chakib Chehadi, Ramsey Olivarez, Marc Thompson, Amy Correia

Guests:

Recording: Matt Salera

I. Call to Order – Executive Committee – Kevin Vaughn @ 3:33

II. Executive Committee Meeting Minutes – March 6, 2025 Action Item I

Motion to accept the minutes made by Martina. Seconded by Beth. All in favor.

III. Finance Committee – Cindy Lavoie

- Budget 2024-25 (Unrestricted) Action Item II¹
- Budget 2024-25 Action Item III¹
- Budget 2025-26 (Unrestricted) Action Item IV¹
- Budget 2025-26 Action Item V¹

Motion to approve action items four through six made by Cindy. Seconded by Martina. All in favor.

- Wakulla Facility Lease Information Item I

IV. Nominating Committee – Beth Cicchetti

- 2025-27 Chair – Martina McDowell Action Item VI¹
- 2025-27 Vice Chair – Cindy Lavoie Action Item VII¹
- 2025-27 Treasurer - Amber Tynan Action Item VIII¹
- 2025-27 Secretary - Erin Gillespie Action Item IX¹
- 2025-27 Past Chair – Kevin Vaughn Action Item X¹

Motion made by Beth to approve all 2025-27 Board members. Seconded by Erin. All in favor.

V. Strategic Policy & Planning Committee – Erin Gillespie

- Training Provider Application Review
 - a. Coding Clarified LLC (DBA Coding Clarified Academy)
 - b. North Florida College Action Item XI¹

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Motion made by Erin to approve new training providers. Seconded by Beth. All in favor.

- VI. 2025-26 Board, Committee and Council Meetings Schedule & Hours of Operation
and Center Hours and Holiday Closures Action Item XII¹

Motion made by Martina to approve. Seconded by Beth. All in favor.

- VII. Chief Executive Officer Report – Jim McShane

- VIII. Workforce Services Provider Quarterly Report – Marc Thompson

- IX. OSO Quarterly Report – Kevin Harrington

- X. Senior Director ROPC Report – Tandria Edwards

- XI. Senior Director BES Report – Trish Yahn

- XII. Adjourn - Meeting adjourned @ 4:29

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

- Revenue & Expense Statement 2024-25 (Unrestricted) Information Item I
- Revenue & Expense Statement 2024-25 (Unrestricted) Information Item II