

MINUTES



Executive Committee Meeting

6/6/2024

3:30 p.m.

Attendees: Beth Cicchetti, Martina McDowell, Cindy Lavoie

Staff: Jim McShane, Matt Salera, Patricia Yahn, Charlotte Brown, Tandria Edwards, Kevin Harrington

Guests: Chakib Chehadi, Jeanie Booth

Recording: Matt Salera

- **Welcome – Cindy Lavoie**

Meeting called to order @ 3:51

- **Meeting Minutes Approval**
 - March 7, 2024 - **Action Item I**

Cindy had change to minutes to correct Audit Committee to read action item II & III. Motion made by Marinta McDowell. Seconded by Beth Cichetti. All in favor.

- **Finance Committee – Cindy Lavoie**
 - Budget 23-24 (Unrestricted) - **Action Item II**¹
 - Budget 23-24 - **Action Item II**¹
 - Budget 24-25 (Unrestricted) - **Action Item IV**¹
 - Budget 24-25 - **Action Item V**¹
 - EDC 24-25 Contracts - **Action Item VI**¹

Action Items II through VI were voted in unison Motion made by Motion made by Marinta McDowell. Seconded by Beth Cichetti. All in favor.

Action Item VI - Motion made by Martina McDowell . Seconded by Cindy LaVoie. Beth Cicchetti abstained. All in favor.

- **Governance Committee**
 - Big Bend Jobs & Education Council, Inc. d/b/a CareerSource Capital Region (CSCR) Bylaws Revisions - **Action Item VII**¹
 - Board Member General Policy Manual - **Action Item VIII**¹
 - Prospective Board Member Information Sheet & Board Member Application - **Action Item IX**¹

Motion made by Beth Cicchetti. Seconded by Martina McDowell. All in favor.

- **2023-24 CSCR Board, Committee & Council Meetings, Career Center Hours of Operation, Holiday Schedule and In-Service Days – Action Item X**¹

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Motion made by Marinta McDowell. Seconded by Beth Cichetti. All in favor.

- **Chief Executive Officer Report – Jim McShane**
- **Workforce Services Provider Quarterly Report - Jeff Cheesborough**
- **OSO 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 23-24 (Unrestricted) Information Item I
- Revenue & Expense Statements 23-24 Information Item II

Meeting adjourned @ 4:21