

MINUTES



Executive Committee Meeting

9/5/2024

3:30 p.m.

Attendees: Martina McDowell, Cindy Lavoie, Shelly Bell, Princess Ousley, Erin Gillespie, Beth Cicchetti

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

Guests: Chakib Chehadi

Recording: Matt Salera

- **Welcome – Martina McDowell**

Meeting called to order @ 3:32

- **Meeting Minutes Approval**
 - June 6, 2024 - **Action Item I**

Motion made by Shelly Bell. Seconded by Princess Ousley. All in favor.

- **Finance Committee – Cindy Lavoie**
 - Budget 2024-25 (Unrestricted) - **Action Item II**¹

Motion made by Princess Ousley. Seconded by Shelly Bell. All in favor.

- Budget 2024-25 - **Action Item III**¹

Motion made by Shelly Bell. Seconded by Princess Ousley. All in favor.

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

There was discussion after Martina stated that she would like Jefferson County added to the center hours section of the document to show the day and times staff will be present at the county library for outreach to career seekers. Charlotte stated that she will update the document, and it will be included in the BOD meeting packet for the September 26, 2024, meeting.

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

- **New Training Provider Application CDL Mentors Truck Driving School - Action Item V**¹

Motion made by Princess Ousley. Seconded by Cindy Lavoie. All in favor.

- **Chief Executive Officer Report – Jim McShane**

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- **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)
- Revenue & Expense Statements 23-24

Meeting adjourned @ 4:33