

MINUTES



Personnel Committee Meeting

1/12/2026

1:00 p.m.

Attendees: Cindy Lavoie, Kevin Vaughn, Shelly Bell, Erin Gillespie, Beth Cicchetti, Quincee Messersmith - CLEO

Not Present: Amber Tynan, Louis Dilbert

Board Staff: Keantha Moore, Charlotte Brown

Guest: N/A

Recording: Charlotte Brown

Welcome – Cindy Lavoie

Meeting called to order @ 1:07pm.

Information Item: CEO 90-Day Plan Status Update

Cindy asked Keantha to provide an update to the committee regarding her transition into the CEO role. Keantha shared that while she has been tracking progress in her 90-day plan, she initially needed to pivot to address several internal priorities, including:

- Updates related to the Inspector General audits
- Preparation of the CAP response for the financial audit
- Career center closures, relocations, and facility planning

She also noted ongoing work on the Workforce Services RFP, the One Stop Operator RFP, and analysis regarding whether bringing services in-house may be in the best interest of the organization.

Keantha provided an update on the CFO vacancy, noting that CareerSource Florida and another local workforce development board had offered assistance with the work, especially once the accounting consultants leave at the end of the contract unless it gets extended.

Keantha stated that additional areas of focus included:

- Assessing center operations to ensure staffing levels and roles align with system needs
- Identifying gaps in departments where additional manpower may be needed
- Improving operational consistency to strengthen outcomes for businesses and economic development partners

Keantha then reviewed her outreach tracker, highlighting completed and upcoming meetings with board members, staff across the organization, elected officials, etc.

Meeting adjourned 2:07.