



**CareerSource Northeast Florida  
Executive Committee Meeting  
Minutes – June 21, 2023**

Members in attendance:

L. Wayne McClain  
Kevin Doyle  
Elaine Johnson  
Joe Pickens  
Darryl Register  
Clay Lyons

Excused/Absent:

John (Jake) Schickel

Staff: Bruce Ferguson, Rebecca Livingston, Cheryl Taylor, Jay Loy, Steven Dionisio, Angie Pineiro, Brandy Buckingham

**Welcome and call to order:**

9:00 a.m. Chairman, Wayne McClain welcomed the Executive Committee members and called the meeting to order.

**ACTION ITEMS**

**May 24, 2023, Executive Committee Meeting Minutes:**

Motion to approve minutes made by Elaine Johnson; seconded by Joe Pickens; motion passed unanimously, and minutes approved.

**Approval of the CareerSource NEFL Budget FY 2023-2024:**

- The CareerSource NEFL Budget for FY 2023-2024 was presented and reviewed by the committee. Overall revenue is down by approximately \$1 million from last year. Changes to the budget were discussed including lost funding in Welfare Transition and the carryforward amounts in WIOA Adult. Over the last year, we have successfully reduced the previously excessive carry forward in WIOA. Demand for training was strong in 2022-2023 and we were able to meet that demand. The projected carryforward into the 2024-2025 fiscal year is back to a more normal level. We have reduced our staffing levels by five FTEs for the 2023-2024 fiscal year and will freeze any new hires for the coming year. There is a base increase of 2%, 3%, and 4% based on tenure.

- The utilized space at the Market Street location will be downsized. The reduction in space will be absorbed throughout the other CareerSource center locations and is expected to be executed by the end of September 2023.
- Motion to approve the CareerSource NEFL Budget made by Clay Lyons; seconded by Elaine Johnson; motion passed unanimously, and budget approved.

**Approval of Eckerd Youth Alternatives, Inc. Contract:**

- The Eckerd Youth Alternatives Contract and statement of work and budget summary was presented and reviewed by the committee. This is a renewal contract is for out-of-school youth services for PY 2023-2024. Per Board policy, any contracts in excess of \$325,000 requires board approval prior to execution.
- Motion to approve the Eckerd Youth Contract made by Darryl Register; seconded by Clay Lyons; motion passed unanimously, and contract approved.

**Approval of Beach Blvd. Career Center Lease:**

- The contract is a 5-year lease for PY 2023-2028. The lease agreement was presented and reviewed by the committee.
- Motion to approve the Beach Blvd Career Center Lease made by Darryl Register; seconded by Elaine Johnson; motion passed unanimously, and lease approved.

**Operations Update:**

- May 2023 employment statistics were presented and reviewed. There was an uptick in unemployment which is not unusual this time of year with graduates entering the workforce. Job growth has been robust over the year. Customer flow was up in May staying over the 3,000 mark. Job orders are steady reaching over 2,700 for the month of May. Healthcare jobs took a big jump.
- There was a total of 210 attendees at the recruitment events. This is an increase from last month. A virtual career fair is planned for July.

**State Board Update:**

- We received our official budget allocations at the State Board meeting in Tallahassee about 2 weeks ago. One of the new things to come out of legislature, we will be required to have informal consortium that will include business and industry, education, and economic development. We expect to have more information in January on how it will be done, who gets and how they get appointed.

- Enterprise Florida is being absorbed into the Department of Commerce. We can expect to learn how that integration works over the next 6 months.
- Bruce thanked Wayne McClain for his service as our Chair.
- As reminder, please complete and submit the Form 1 Statement of Financial Interests to your local county's Supervisor of Elections Office.

**Public Comment:** None.

The meeting was adjourned at 9:20 a.m.