

**CareerSource Northeast Florida
Executive Committee Meeting
Minutes – June 6, 2024**

Members in attendance:

Kevin Doyle
Tim Hinson
L. Wayne McClain
Elaine Johnson
John (Jake) Schickel
Amy Rice
Joe Pickens

Excused/Absent:

Darryl Register

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

1. WELCOME AND CALL TO ORDER:

9:30 a.m. Chairman Kevin Doyle, welcomed the Executive Committee members and called the meeting to order.

2. ACTION ITEMS

a. December 6, 2023, Executive Committee Meeting Minutes:

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

b. April 3, 2024, Search Committee Meeting Minutes:

Motion to approve minutes made by Amy Rice; seconded by Elaine Johnson. Motion passed unanimously and minutes approved.

c. CareerSource NEFL Budget Fiscal Year 2024-2025:

- The CareerSource NEFL Budget for Fiscal Year 2024 – 2025 was presented and reviewed by the committee. There was another reduction of approximately \$300,000 (4.5%) in our WIOA funds (Adult, Youth, and Dislocated Worker) this year and about a \$200,000 reduction in welfare transition funds. Overall, revenue is down approximately \$500,000. Over the last two years, we have had reductions in WIOA funding and approximately \$700,000 and in Welfare Transition of \$700,000 as well. We have reduced staffing levels

by seven FTE's. This was done by eliminating vacant positions and therefore saving just over \$500,000.

- Motion to approve the CareerSource NEFL Budget made by Amy Rice; seconded by Wayne McClain; motion passed unanimously and budget approved.

d. Eckerd Youth Alternatives, Inc. Contract:

- The Eckerd Youth Alternatives Contract and statement of work and budget summary was presented to and reviewed by the committee. This is a renewal contract for out-of-school youth services for PY 2024-2025. Per board policy, any contract in excess of \$325,000 requires board approval prior to execution.
- Motion to approve the contract made by Jake Schickel; seconded by Wayne McClaine; motion passed unanimously, and contract approved.

e. WIOA Dislocated Worker Funds Transfer Authority

- Under WIOA law, local boards have the ability to transfer up to 100% of Adult or Dislocated Worker funds to either funding stream. This provides great flexibility for any under-used funds to go to the area of greatest need. A new administrative policy requires board approval of any transfer in excess of 25% and subsequent approval from Florida Commerce.
- Motion to approve made by Wayne McClain; seconded by Elaine Johnson; motion carried unanimously and approved.

3. ADMINISTRATIVE POLICY UPDATE:

- Bruce Ferguson presented our feedback and suggestions regarding the Individual Training Account Expenditure Requirements and Waiver Request Process Administrative Policy. The policy requires that at least 50% of the WIOA Adult and Dislocated Worker funds that are passed through to LWDBs be allocated to ITAs, unless a LWDB obtains a waiver from the state workforce development board. We are waiting for the approval of the administrative policy from CareerSource Florida Workforce Board. The 2024-2025 budget that was just passed meets the 50% requirement but with no margin for error.

4. OPERATIONS UPDATE:

- The April 2024 Employment Statistics was presented. Our unemployment rate has been holding pretty steady at 3.2%. Both the Professional and Business Services sector and Financial Activities sector have gone down in the last two months. We are keeping a close watch on this and will continue to monitor. One of our centers closed temporarily in March due to some flooding issues which made our number go down. But we saw an uptick in the number of visits for the month of April with an increase of 24.9% from last month. This is a total of 35% increase year over year. We had 1,819 net job orders which is a slight decrease from last month. We continue to host our Job Fair Wednesdays at our southside location.

5. PUBLIC COMMENT:

None.

6. NEXT MEETING:

Our next CSNEFL Full Board meeting will be held on July 25, 2024 at 9:30 a.m.

Our next CSNEFL Executive Committee meeting will be held on August 28, 2024 at 9:00 a.m.

The meeting was adjourned at 10:05 a.m.