

**CareerSource Northeast Florida  
Executive Committee Meeting  
Minutes – August 28, 2024**

Members in attendance:

Kevin Doyle  
Darryl Register  
Tim Hinson  
L. Wayne McClain  
John (Jake) Schickel  
Amy Rice

Excused/Absent:

Elaine Johnson  
Joe Pickens

Staff: Cheryl A. Taylor, Rebecca Livingston, Ivette Berrios, Jay Loy, Steven Dionisio, Angie Pineiro

**1. WELCOME AND CALL TO ORDER:**

9:02 a.m. Chairman Kevin Doyle, welcomed the Executive Committee members and called the meeting to order.

**2. ACTION ITEMS**

**a. Approval of the June 6, 2024, Executive Committee Meeting Minutes:**

Motion to approve minutes made by L. Wayne McClain; seconded by Darryl Register; motion passed unanimously, and minutes approved.

**b. Approval of the WIOA Training Funds 40% Waiver:**

- Under WIOA, Local Workforce Development Boards have the opportunity to submit a waiver to the state to reduce the requirement which mandates that at least 50 percent of the Title I Workforce Innovation and Opportunity Act Adult and Dislocated Worker funds be allocated to Individual Training Accounts (ITAs). We request a reduction of this requirement to 40%.
- Motion to approve the WIOA Training Funds 40% Waiver made by Darryl Register; seconded by L. Wayne McClain; motion passed unanimously and waiver approved.

**c. Approval of the WIOA Local 4-year Plan:**

- The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDB), in partnership with the appropriate chief local elected officials(s), to develop and submit a comprehensive four-year local plan to the state. This plan reflects a collaborative effort between CareerSource Northeast Florida, elected officials, its core partners as well as industry, education, and community-based organizations. Aligned with federal and state law, the four-year emphasizes streamlining services, empowering individuals, universal access, promoting accountability and working with our core and regional partners to ensure Northeast Florida has the workforce talent needed now and in the future. The four-year plan was open for public comment from July 29, 2024 through August 16, 2024. No public comments were received.
- Motion to approve the contract made by Tim Hinson; seconded by Amy Rice; motion passed unanimously, and 4-year plan approved.

**3. SUBRECIPIENT AGREEMENT:**

- Cheryl Taylor gave an overview of the upcoming changes to the Subrecipient Agreement. The current subrecipient agreement between the Board and Florida Commerce expires on August 31, 2024. Commerce provided a draft new agreement which, if finalized, will be effective September 1, 2024. Signatures of the Board Chair and Chief Local Elected Official will be required for execution. Board must use tools and services negotiated and acquired at the state level. The Board is prohibited from using funds for purchase of tools and services that are duplicative of state-procured resources without approval of waiver. Related Party Contracts \$10,000 or greater require board approval and submission of required documentation to Commerce for approval. Related Party Contracts less than \$10,000 require board approval and submission of required documents to Commerce.

**4. OPERATIONS UPDATE:**

- The July 2024 Employment Statistics were presented. The unemployment rate has increased throughout all regions and local counties. Job orders for July dropped significantly to 834 compared to the previous month of 2,031. This is across all industries with only healthcare holding steady. We saw a significant increase in job seeker visits in our career centers. We will continue to monitor this closely.

**5. PUBLIC COMMENT:**

None.

**6. NEXT MEETING:**

Our next CSNEFL Full Board meeting will be held on October 24, 2024 at 9:30 a.m.

Our next CSNEFL Executive Committee meeting will be held on September 25, 2024 at 9:00 a.m.

The meeting was adjourned at 9:25 a.m.