



**First Coast Workforce Development, Inc. (dba CareerSource Northeast Florida)
Full Board Meeting – January 22, 2026**

Board members in attendance:

Kevin Doyle	Michael Rathjen
Amy Rice	Tim Hinson
Elaine Johnson	Diane Williams
L. Wayne McClain	Donna Wagner
Clay Lyons	Terry Morgan
Crawford Powell	John (Jay) Paterson
Michael Templeton	

Board members excused/absent: Lucia Valdivia-Sanchez; Jennifer Roach, Kirk Barras, John (Jake) Schickel, Beth Payne

Staff in attendance: Cheryl Taylor, Rebecca Livingston, Steve Dionisio, Jay Loy, Ivette Berrios, Mike Lashbrook, Melissa Terbrueggen, Angie Pineiro; Javetta Fleury; Steve Hybarger,

Others in attendance: Anna Lebesch, Dr. Linda Woodard, Marcus Haile, Monifa Drayson, Ronnie Bryant, Matt Colee, Tameka Thomas, Charleta Briggs, Brad Hough

Welcome and call to order:

10:30 a.m. Kevin Doyle, Board Chair welcomed the CSNEFL Board of Directors and called the meeting to order.

Roll call:

Present/absent list above; Quorum was established according to the bylaws.

ACTION ITEMS

Approval of October 23, 2025, CSNEFL Full Board Meeting Minutes:

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

Approval of Related Party Contract:

Per Florida Statute 445, any contract with a board member or related party must be approved by a two-thirds majority of the quorum. All conflict-of-interest forms have been completed and received, and those members abstained from the vote. The Board reviewed a contract with Putnam County Chamber of Commerce to hold workforce roundtables.

- Putnam County Chamber of Commerce Contract – FCWD, Inc. Board member with conflicts are L. Wayne McClain, board member of the Putnam County Chamber of Commerce; and John (Jay) Paterson, board member of the Putnam County Chamber of Commerce. L. Wayne McClain and John (Jay) Paterson were present and abstained from the vote. Their conflict-of-interest form is filed in the corporate office. **Motion to approve contract made by Clay Lyons; seconded by Amy Rice; L. Wayne McClain and John (Jay) Paterson abstained from the vote; motion passed unanimously, and contract approved.**

Acceptance of FCWD, Inc. FY 2024-2025 Audit:

Brad Hough with Powell & Jones, CPA presented a comprehensive overview of the audit process and results. He reported that there were no findings, resulting in a clean audit. Following the presentation, members participated in a Q&A session to discuss the audit in further detail.

Motion to accept the audit made by Amy Rice; seconded by Elaine Johnson; motion passed unanimously, and audit accepted.

Approval of 2025-2030 Strategic Visioning & Enhancements Plan:

Ronnie Bryant and Monifa Drayton with Winner Partners presented the 2025-2030 Strategic Visioning & Enhancements Plan to the Board of Directors and reviewed the results of the planning process. The Board discussed key strategic challenges and opportunities identified through the plan, along with the priorities and strategies proposed to guide the organization over the next five years. Ronnie also presented the implementation roadmap, including its phased approach and outlined performance and accountability.

Motion to approve the 2025-2030 Strategic Visioning Plan made by Michael Templeton; seconded by Tim Hinson; motion passed unanimously, and plan approved.

PROGRAM

Operations Update:

- Employment statistics for November and December 2025 were reviewed with the Board. November 2025 showed an increase in unemployment rates for our region from 4.6% to 5.1%. Miami/Dade remains the lowest at 3.2%. Center visits are up 19.4% from November 2025 to December 2025. During December 2024 to 2025, visits are down by 7% year-over-year. Job orders increased in December 2025 with a total of 620.
- Cheryl Taylor shared our organizational restructuring data where we saw a 20.8% decline in revenue and personnel costs increased by 8.45% during FY 2021-2026. For FY 2027-2028, our priority is to maintain 50% or more of the participant training investment and preserve 12% carryforward.
- Staff reduction: Cheryl Taylor reported that 14 employees were notified of the staff reduction. Center directors were engaged to identify the impacted positions. Support is being provided to affected employees, including resume assistance, and all impacted staff have been encouraged to attend an upcoming job fair hosted at the center.
- Board Membership: Resignations were received from two Board of Director members, Darry Register and Reggie Fullwood. Cheryl Taylor requested recommendations from the Board for additional representation to fill the vacancies.
- Events: Melissa Terbrueggen shared positive feedback that we received from the 2025 Manufacturing Event for Educators and the Rapid Response: Employer and Employee Support Event for Kroger Fulfillment Network.
 - Upcoming Events:
 - Recruitment Wednesdays continue each Wednesday at our Southside location.
- Compliance Reminder: Board members were reminded to electronically file their Form 1 Statement of Financial Interests with the Florida Commission on Ethics by the July 1 deadline.

Public Comment:

None.

The meeting was adjourned by the Board Chair, Kevin Doyle at 11:50 a.m.