

**CareerSource Northeast Florida
Executive Committee Meeting
Minutes – June 25, 2025**

Members in attendance:

Kevin Doyle
Darryl Register
Tim Hinson
L. Wayne McClain

Excused/Absent:

Amy Rice
Elaine Johnson
John (Jake) Schickel

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

Also Present: Mendy Poole

1. WELCOME AND CALL TO ORDER:

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

2. ACTION ITEMS

a. Approval of March 26, 2025, Executive Committee Meeting Minutes:

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

b. Approval of CareerSource NEFL Budget Fiscal Year 2025-2026:

- The CareerSource NEFL Budget for Fiscal Year 2025-2026 was presented and reviewed by the committee. Cheryl Taylor reviewed the variances between last year's budget and this year's budget. Last year, we benefited from special grants and carryforward funds totaling over \$2,000,000, which will expire on June 30th. To prepare for this, we have reduced planned expenditures in key budget areas. For the 2025-2026 fiscal year, we have eliminated vacant positions, resulting in savings of just over \$250,000.
- While we experienced an approximate \$357,000 reduction in Dislocated Worker funding, increases in Adult funds of \$653,000 will offset this loss. Youth funding increased by \$532,000. Welfare Transition funding is leveled.

To help offset our expenses, beginning in July, we will offer staff an opportunity to work part time (a minimum of 25 hours per week). We are also looking at other lease options for our Gateway location.

- Motion to approve the CareerSource NEFL Budget made by L. Wayne McClain; seconded by Time Hinson; motion passed unanimously, and budget approved.

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

- The Eckerd Youth Alternatives, Inc. Contract and statement of work and budget summary were presented to and reviewed by the committee. The contract is for out-of-school youth services for fiscal year 2025-2026. This renewal contract is \$407,500 and exceeds the threshold. This is approximately a \$50,000 reduction compared to the previous year. Per board policy, any contract in excess of \$325,000 requires board approval prior to execution. Staff are requesting the Board's approval.
- Motion to approve the contract made by L. Wayne McClain; seconded by Tim Hinson; motion passed unanimously, and contract approved.

d. Approval of WIOA Dislocated Worker Funds Transfer Authority:

- Under WIOA law, local boards have the ability to transfer up to 100% of Adult or Dislocated Worker (DW) funds to eighter funding stream. Typically, every year, we ask for 100% ability to transfer. This provides great flexibility for any underused funds to go to the area of greatest need. Staff are requesting permission to transfer up to 95% of Dislocated Worker funds to Adult funds.
- Motion to approve made by Darryl Register; seconded by L. Wayne McClain; motion carried unanimously and approved.

3. OPERATIONS UPDATE:

- Gateway lease – our current lease expires February 2026. An increasing number of issues including plumbing, A/C, etc., have caused us to close the office multiple times in the past year. We are currently exploring other location options including small business centers through the city of Jacksonville, and the public library.
- The May 2025 Employment Statistics were presented to the committee. Our unemployment rate for May is 3.6% compared to 3.5% last month. We are right in line with the unemployment rate with the state of Florida. Our center visits have increased significantly year after year. Our Gateway location is our highest customer flow within our region. Job orders are holding steady around 500 to 600 orders.

- Current and Upcoming Events:

- Monthly Virtual Hiring Fair on July 10, 2025.
- Recruitment Wednesdays: every Wednesday at 10:00 a.m. to 1:00 p.m.

4. **PUBLIC COMMENT:**

None.

5. **NEXT MEETING:**

Our next CSNEFL Full Board meeting will be held on July 24, 2025 at 9:30 a.m.

Our next CSNEFL Executive Committee meeting will be held on August 27, 2025 at 9:00 a.m.

The meeting was adjourned at 9:55 a.m.