

**CareerSource Northeast Florida
Executive Committee Meeting
Minutes – May 8, 2025
SPECIAL SESSION**

Members in attendance:

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

Excused/Absent:

Elaine Johnson

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

1. WELCOME AND CALL TO ORDER:

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

2. ACTION ITEMS

a. Approval of Clay Career Center Lease:

- The new Clay Career Center Lease was presented and reviewed by the committee. The contract is for the lease of the Clay Career Center and Corporate Office for PY 2025 – 2030. Per Board policy, any contract in excess of \$325,000 requires Board approval prior to execution. This is a HHH Management lease for the total amount of \$766,081 over the 5-year lease agreement (\$156,216 per year).
- The current lease expires September 30, 2025. We have hired real estate broker, CBRE, to assist in acquiring a new space in Clay County. As our current rent is set to increase, our goal is to move closer to the areas where community needs are the greatest. The new space will be located on the corner of Blanding Blvd and Loch Rane in Orange Park.
- Motion to approve the Clay Career Center Lease made by L. Wayne McClain; seconded by Darryl Register; motion passed unanimously, and lease approved.

3. **PUBLIC COMMENT:**

None.

4. **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 May 22, 2025 at 9:00 a.m.

The meeting was adjourned at 11:11 a.m.