

**First Coast Workforce Development, Inc. (dba CareerSource Northeast Florida)
Full Board Meeting – April 23, 2026**

Board members in attendance:

Kevin Doyle	Michael Rathjen
Lucia Valdivia-Sanchez	Kirk Barras
Elaine Johnson	Beth Payne
L. Wayne McClain	Diane Williams
Clay Lyons	Donna Wagner
Crawford Powell	Terry Morgan
Jennifer Roach	John (Jay) Paterson

Board members excused/absent: Amy Rice, Michael Templeton, John (Jake) Schickel, Tim Hinson

Staff in attendance: Cheryl Taylor, Rebecca Livingston, Steve Dionisio, Jay Loy, Ivette Berrios, Mike Lashbrook, Melissa Terbrueggen, Ranisha Jackson, Kianna Brown

Others in attendance: Anna Lebesch, Dr. Linda Woodard, Marcus Haile, Michelle Foster, Tameka Thomas

Welcome and call to order:

9:30 a.m. L. Wayne McClain Acting 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 January 22, 2026, CSNEFL Full Board Meeting Minutes:

Motion to approve minutes made by Lucia Valdivia-Sanchez; seconded by Beth Payne; 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 St. Johns River State College and LignoTech to provide Adult education and workforce training services.

- **St. Johns River State College Contract** – FCWD, Inc. Board member with a conflict include John (Jay) Paterson, who is an employee of St. Johns River State College. John (Jay) Paterson was present and abstained from the vote. Their conflict-of-interest form is filed in the corporate office. **Motion to approve contract made by Crawford Powell seconded by Clay Lyons; John (Jay) Paterson abstained from the vote; motion passed unanimously, and contract approved.**
- **LignoTech Contract** - FCWD, Inc. Board member with a conflict include Terrill Morgan who is an employee of LignoTech. Terrill Morgan was 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 Elaine Johnson; Terrill Morgan abstained from the vote; motion passed unanimously, and contract approved.**

Acceptance of Updated Bylaws & Board Appointment Policy:

Cheryl Taylor presented a request to update the organization's bylaws to align with Florida Statute 445.07, ensuring compliance with state requirements and creating greater consistency in governance practices. The proposed revisions include standardizing officer terms by allowing officers to serve up to two full terms, replacing the current structure that includes an initial term with a one-year extension. In addition to the bylaw revisions, staff also requested approval of the updated board appointment policy to align with these changes. Following the explanation, a motion was requested to approve both the bylaw updates and the board appointment policy.

Motion to accept the bylaws and policy made by Clay Lyons; seconded by Elaine Johnson; motion passed unanimously, and policy accepted.

Acceptance of Regional Planning Area:

Cheryl Taylor provided an update on the acceptance of a regional planning period, referencing the Florida REACH Act, which reduced the number of local workforce boards and required the formation of regional planning areas consisting of two or more boards. Although the organization initially anticipated exemption due to its size and multi-county coverage, it was notified in January that participation is required.

As a result, the organization has been directed by the state to join the Nature Coast Regional Planning Area.

Motion to accept the Regional Planning Area made by Beth Payne; seconded by Lucia Valdivia-Sanchez; motion passed unanimously and accepted.

Election of Board Officers for 2026-2027:

The nominating committee presented the proposed slate of officers for the 2026–2027 term, including Kevin Doyle as Chair, Diane Williams as Vice Chair, and Elaine Johnson as Treasurer. It was noted that Amy Rice withdrew her consideration due to work demands.

A motion was made to nominate Elaine Johnson as Treasurer by Wayne McClain and second my Clay Lions.

Motion to accept the Election of Board Officers made by Clay Lyon; seconded by Lucia Valdivia-Sanchez; motion passed unanimously and accepted.

Approval of Adult & Dislocated Worker Funds Transfer:

Cheryl Taylor presented a request to transfer up to 95% of Dislocated Worker funds to the Adult funding stream in accordance with the flexibility allowed under the Workforce Innovation and Opportunity Act. The rationale for the transfer was based on current labor market conditions, including relatively low unemployment and a greater need to serve underemployed and adult populations seeking workforce services.

It was noted that the reallocation would allow the organization to better align resources with current demand and maximize service delivery outcomes across the region.

Motion to approve the Adult and Dislocated Worker Funds Transfer made by Elaine Johnson; seconded by Clay Lyons; motion passed unanimously and approved.

Acceptance of Request to Serve as Direct Service Provider:

Cheryl Taylor presented a request for approval to submit a formal application to the state to continue operating as a direct service provider under the Workforce Innovation and Opportunity Act. It was noted that the organization has provided direct services in-house since 2007, resulting in approximately 23% cost savings and improved operational efficiency. It was further explained that state approval is required every three years to maintain direct service provider status. Continuing this model allows the organization to retain greater control over service delivery, ensure quality outcomes, and maximize resource utilization.

Motion to accept the Request to Serve as Direct Service Provider made by John (Jay) Paterson; seconded by Elaine Johnson; motion passed unanimously and accepted.

PROGRAM

Junior Achievement of North Florida Experimental Learning Center Presentation:

- Representatives from Junior Achievement provided an overview of their organization and introduced plans for a new experiential learning center in downtown Jacksonville in partnership with FSCJ. The presentation highlighted Junior Achievement's role as a leading K–12 organization delivering hands-on, real-world learning experiences that focus on financial literacy, career readiness, and entrepreneurship.
- Board members learned that students primarily receive foundational instruction in the classroom and then participate in a one-day, immersive simulation experience at the center, designed to apply those skills in a real-world setting. The facility is expected to serve approximately 120–125 students per day, offering an interactive “learn, see, do” model. The discussion also included interest in potential partnerships and opportunities to expand engagement with local employers and industries.

Operations Update:

- Employment statistics for January and February 2026 were reviewed with the Board. While there was a slight decrease from January to February, the year-over-year unemployment rate increased to approximately 5.0%, now slightly above state and national averages. Higher unemployment in rural areas was identified as a contributing factor.
- Workforce Trends: Cheryl Taylor noted a disconnect between rising unemployment rates and a decline in job seekers utilizing career centers. She also reported a decrease in job orders and layoffs, with employers retaining workers longer amid ongoing economic uncertainty.

- Customer Engagement and Access: Data reflected a slight year-over-year decrease in customers served across all platforms. Cheryl emphasized the importance of expanding access points, including mobile and community-based services, to better reach underserved populations and improve labor force participation.
- Labor Market Alignment: A mismatch was identified between job seeker interests and employer demand. Job seekers are primarily searching for roles such as warehouses, customer service, and administrative positions, while employers are predominantly hiring in healthcare-related occupations. Cheryl noted that future training investments will be focused on high-demand industries, particularly healthcare, as well as advanced manufacturing and logistics.
- Events: Melissa Terbrueggen provided an overview of the Talent Advancement Network meetings, held quarterly in partnership with JAXUSA, highlighting ongoing collaboration with employers, review of labor market data, and alignment on priority industries and in-demand occupations. She emphasized the value of direct employer engagement to validate workforce data and inform strategy.
 - Upcoming Events:
 - Recruitment Wednesdays continue each Wednesday at our Southside location.
 - National Apprenticeship Week (April 26 – May 2), including apprenticeship accelerator events and employer engagement opportunities.
 - Apprenticeship Recruitment Wednesday event scheduled for next week with multiple participating employers.
 - Second Chance Job Fair, a signature workforce event with approximately 25 employers expected to participate.
 - Continued quarterly Talent Advancement Network meetings focused on labor market trends, business insights, and talent pipeline development.

Public Comment:

None.

The meeting was adjourned by L. Wayne McClain at 10:34 a.m.