

**CareerSource Northeast Florida
Executive Committee Meeting
Minutes – June 15, 2026**

Members in attendance:

Kevin Doyle
Elaine Johnson
L. Wayne McClain
Amy Rice
Dianne Williams

Excused/Absent:

John (Jake) Schickel
John “Jay” Paterson
Tim Hinson

Staff: Cheryl A. Taylor, Rebecca Livingston, Ivette Berrios, Jay Loy, Steven Dionisio, Melissa Terbrueggen, Ranisha Jackson

1. WELCOME AND CALL TO ORDER:

9:00 a.m. Elaine Johnson, welcomed the Executive Committee members and called the meeting to order.

2. ACTION ITEMS

a. Approval of March 25, 2026, Executive Committee Meeting Minutes

Motion to approve minutes by L.Wayne McClain; seconded by Kevin Doyle motion passed unanimously, and minutes approved.

b. Approval of Individual Training Account (ITA) 50% Waiver

As required under Florida Statute Section 445.003 and CareerSource Florida Workforce Policy P74, LWDBs must allocate and expend at least fifty percent (50%) of Title I Adult and Dislocated Worker funds passed through to the local area on Individual Training Accounts (ITAs). Pursuant to the updated provisions of Workforce Policy P74, CareerSource Northeast Florida hereby formally requests approval to utilize the waiver process for Program Year 2026-2027 to reduce this requirement to 43%.

Motion to approve the waiver made by Amy Rice; seconded by L. Wayne McClain; motion passed unanimously, and waiver approved.

c. Approval of CareerSource NEFL Budget for FY 26-27

The CareerSource NEFL Budget for Fiscal Year 2026 – 2027 was presented and reviewed by the Committee. Staff reported a balanced budget of \$16.41million in projected revenues and expenditures, representing an overall increase of approximately \$447,000 (2.8%) over the Fiscal Year 2025-2026 budget.

Revenue increases were primarily attributed to growth in WIOA Adult funding, WIOA Youth funding, and Wagner Peyser allocations. Adult funding increased by \$259,000, and youth funding increased by \$359,000. Funding reductions were noted in WIOA Dislocated Worker funding and Rural funding.

Staff advised that a reduction in state rural funding is anticipated, however, due to 20% carry forward funds CareerSource Northeast Florida will remain committed to supporting rural counties and maintaining services throughout the region.

Motion to approve the CareerSource NEFL Budget for Fiscal Year 2026-2027 made by L. Wayne McClain; seconded by Diane Williams; motion passed unanimously, and budget approved.

d. Approval of Youth Contracts

Cheryl Taylor, President, presented two youth contracts exceeding \$325,000 for board approval.

- 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 and outreach for fiscal year 2026-2027. This renewal contract is \$460,000 and will serve 60 youth at a cost of \$7,666 per student for training primarily in Certified Nursing Assistant, Forklift Certification, Emergency Technician, and GED assistance. Staff are requesting the Board's approval.

Motion to approve the contract made by Kevin Doyle; seconded by L. Wayne McClain; motion passed unanimously, and contract approved.

- First Coast Technical College, St. Johns County, Contract and statement of work and budget summary were presented to and reviewed by the committee. President Taylor requested approval for a \$460,000 contract with First Coast Technical College to serve out-of-school youth ages 16-24 in Clay, Duval, Putnam, and St. Johns counties, providing training in healthcare, transportation, IT, culinary, landscape, turf management, and firefighting, as well as high school diploma and credential attainment.

Motion to approve the contract made by Amy Rice; seconded by Diane Williams; motion passed unanimously, and contract approved.

3. OPERATIONS UPDATE:

- Regional Labor Market Trends – Current unemployment rates remain above both the Florida and national averages, with Putnam County continuing to experience the highest unemployment rate in the region. Staff discussed the impact of evolving labor market conditions, including changes driven by artificial intelligence, which is reducing demand for certain occupations, particularly within soft science fields such as marketing.
- Employment Barriers – Staff discussed ongoing workforce challenges in Putnam County, noting that transportation limitations, lack of childcare, the county's geographic size, and limited public transportation, continue to create barriers to employment for residents.
- Customer Engagement and Outreach- Job center activity remains consistent with prior-year levels, with a seasonal increase anticipated during the summer months as school bus drivers and young adults enter the workforce. Staff continue expanding community outreach efforts through mobile access points and plan to increase the agency's mobile service fleet to improve access in underserved and rural communities.
- Dislocated Worker Response – Staff provided an update on recent layoffs affecting regional employers, including BAE Systems, Sanitas Medical Center, and Pitney Bowes. CareerSource Northeast Florida continues coordinating rapid response activities, targeted hiring events, and employer partnerships to connect impacted workers with available employment opportunities throughout the region.
- Mobile Access Points – Staff reported continued expansion of mobile workforce services, including plans to increase the number of outreach vans. Mobile services will continue supporting job seekers in underserved communities, correctional facilities, libraries, and other strategic community locations to improve access to workforce services.
- Performance Update – Staff announced that CareerSource Northeast Florida successfully met all negotiated state performance goals for the program year. Staff also reported that the organization is providing procurement and technical assistance to neighboring workforce boards that are working to improve performance outcomes.
- Current and Upcoming Events:
 - Targeted hiring events for veterans and returning citizens planned for upcoming year.
 - Virtual Finance and Information Technology Hiring Event.
 - Recruitment Wednesday hiring events.
 - Workforce Wire – Board members were reminded that the latest edition of the Workforce Wire newsletter had been distributed and includes updates on workforce initiatives, partnerships, and activities occurring throughout the region. Staff

encouraged any Board member not currently receiving the newsletter to contact CareerSource Northeast Florida for assistance.

4. PUBLIC COMMENT:

None.

5. NEXT MEETING:

Our next CSNEFL Full Board meeting will be held on July 23, 2026 at 9:30 a.m.

Our next CSNEFL Executive Committee meeting will be held on August 26, 2026 at 9:00 a.m.

The meeting was adjourned at 9:35 a.m.