

Meeting Information (start 10:03 – end 10:43)

Organization: CareerSource North Florida (LWDB Region 6)

Meeting Type: Executive Committee Meeting

Call to Order: 10:05 a.m.

Adjournment: 10:43 a.m.

Members Present: Danny Collins, Deann Cruz, David Dunkel; Elizabeth Eastman joined via Microsoft Teams at 10:18 a.m.

Guest: Bruce Ferguson (attended as observer; no agenda items presented)

Staff Present: Marsha Durden, Executive Director; Deborah Cohn, Deputy Director

Procedural Items

Public comments were solicited from those in the room and on the call. Hearing none, the Chair proceeded.

Amended Agenda: An amended agenda including Item 13B was distributed via meeting invitation the previous evening. Motion to approve the amended agenda as presented — Approved.

Consent Items: Motion to approve consent items as presented — Approved.

Action Items

1. State ITA Expenditure Requirement Waiver — PY 2026–27

Presenter: Deputy Director

Under Florida Workforce Policy P-74, CareerSource Florida is required to allocate a minimum of 50% of WIOA Adult and Dislocated Worker funds annually to Individual Training Accounts (ITAs). CareerSource North Florida is currently meeting the 50% threshold for PY 25–26. This waiver request is a strategic decision, not a compliance issue. Staff recommended pursuing a waiver to reduce the ITA threshold to 30% for PY 26–27, while increasing total training investment to 62% of the WIOA allocation through a shift toward Work-Based Learning (OJT/WBL). Traditional classroom ITAs requiring 30–60-mile daily commutes yield 60–70% completion rates, while employer-site WBL consistently produces 85–95% completion rates. The waiver draft requires signatures from the Board Chair and Commissioner Moore prior to submission to FloridaCommerce by the June 30, 2026 deadline.

Motion to approve the ITA Waiver Request — Approved.

2. Regional Planning Area Amendment

Presenter: Executive Director

By direction of the Governor, two Regional Planning Areas are being redistricted. CareerSource Northeast Florida (Jacksonville area) will be absorbed into the Nature Coast Regional Planning Area, which already includes CareerSource North Florida, CareerSource North Central Florida, and CareerSource Citrus Levy Area. CareerSource Capital Region will be absorbed into the Northwest Florida Planning Region. The amendment was previously signed by Commissioner Moore and is scheduled for ratification at the June Consortium meeting. Board approval was also required. It was clarified that this action relates to shared regional resource planning (e.g., joint RFPs for software across multiple boards) and does not signal any consolidation of workforce board districts.

Motion to approve the Regional Planning Area Amendment — Approved.

3. Third Quarter One Stop Operator Report

Presenter: Executive Director

The One Stop Operator submitted the Q3 report. Highlights include: continued monthly meetings with the Executive Director; mandatory partner meetings being conducted; attendance at the Competitive Talent Council meeting; preparation and update of a center review tool; ongoing assistance with the Infrastructure Funding Agreement, partner contribution calculations, and mandatory partner MOUs; planned on-site visits to the Live Oak, Madison, and Perry offices in June; and an annual report to the Board scheduled for the August meeting.

Motion to accept the Q3 One Stop Operator Report — Approved.

4. One Stop Operator Contract Amendment — Extension

Presenter: Executive Director

The One Stop Operator agreement was procured in alignment with CareerSource CLM. The CareerSource agreement covered one year while the CLM agreement covered two years. To align procurement timelines and enable future cost savings through a regional RFP across multiple workforce boards, staff requested an extension of the contract from June 30, 2026, to June 30, 2027.

Motion to approve the One Stop Operator contract extension — Approved.

5. Quality Labor Management (QLM) Contract Ratification — FY 2026–28

Presenter: Executive Director

CareerSource North Florida has contracted with QLM since 2021 for labor management services, which have been critical during emergency recovery and for other staffing needs. No pricing changes were made. Staff requested ratification of the QLM contract for July 1, 2026, through June 30, 2028, with the ability to renew annually.

Motion to ratify the QLM contract — Approved.

6. Public Consulting Group (PCG) Contract — Independent Youth Monitoring Services

Presenter: Deputy Director

Per CareerSource Florida Policy P-95, CareerSource North Florida is required to have an independent external monitor for both the WIOA Youth program and the TANF-funded Summer Youth Employment Program (SYEP). Staff issued a competitive RFP in early 2026, directly contacting four known vendors. One responsive proposal was received from Public Consulting Group (PCG), a nationally recognized firm with extensive WIOA and TANF compliance monitoring experience. PCG submitted all required certifications including conflict of interest disclosure, debarment certification, and EEO compliance. Proposals were evaluated on a 100-point rubric across five criteria: experience, technical approach, personnel qualifications, cost, and references. Contract value is \$47,100 for PY 25–26 and \$48,600 for PY 26–27, funded through the State Rural Initiatives grant. Final monitoring reports must be delivered no later than June 15, 2026, and the contract must be executed by May 1, 2026.

Motion to approve the PCG Independent Youth Monitoring contract — Approved.

7. Competitive Talent Council — Appointments and Reappointments

Presenter: Executive Director

The Competitive Talent Council was established in 2024 pursuant to Governor's direction and Section 445.007, Florida Statutes. Staff confirmed interest of current members whose terms are expiring and continued outreach to expand council membership. All five counties in region 6 are represented, including Lafayette County through Advanced Assets (located in Mayo).

Reappointments recommended: Alder Rutherford (Advanced Assets); Lorres and Sierra Funkit (Madison County Hospital); Shelby McCall (Big Bend Technical College); Kim Scarborough (North Florida College); Julie Ulmer (River Oak Technical College). New appointments recommended:

Peggy Sue Hastie (Hamilton County School District); Keicia Hill (Big Top Manufacturing); Shanna Anderson (Primo Brand).

Motion to approve all appointments and reappointments — Approved.

8. Draft Meeting Calendar — PY 2026–27

Presenter: Executive Director

Proposed Executive Committee meeting dates for the upcoming program year are July 16, October 15, January 14, and April 15, all on Thursdays. The calendar includes a notation that holidays may be adjusted to comply with state and federal holiday closures, which the Executive Director noted was added for transparency as other workforce boards and government entities have been following Governor-approved additional holiday closures. The Chair requested that meeting invites be distributed to all members well in advance following approval. This item will also be placed on the full board and consortium board agendas for approval.

Motion to approve the PY 2026–27 meeting calendar — Approved.

9. State Rural Initiatives Grant — De-Obligation Letter (Amended Item 13A)

Presenter: Executive Director

The State Rural Initiatives Grant (NFA 045829) was originally awarded at \$375,000, briefly increased to \$500,000, then returned to \$375,000 due to a state data entry error. Grant expenditures during the year included: adult education programs in Hamilton, Lafayette, and Taylor County jails (computers, workstations, chairs, and 40 software licenses); childcare enrollment support and transportation for workforce participants; housing for a participant attending lineman training; a \$20,000 data transfer from Altas to Employ Florida (saving approximately \$9,000 annually in storage costs); computer replacements for units with expired warranties; signage repair and replacement; a two-year VR headset contract for youth programming; and 12 CNA program seats at River Oak Technical College for the June cohort.

Anticipated expenditures total approximately \$265,000. The state requested de-obligation of \$100,000 to be reallocated to another workforce board, confirming this will not reflect negatively on the Board. Remaining under-spent funds in the Hope Florida Fund are due to narrow TANF eligibility and limited participant enrollment, despite active and aggressive outreach. The WIOA Rural Fund also has unspent balance. Staff requested approval of the de-obligation letter for both funds for whatever amount is needed, with a small reserve retained in Hope Florida (\$5,000–\$10,000) for potential walk-in enrollments before fiscal year end.

Motion to approve the de-obligation letter — Approved.

10. Board Governance Waiver — Private Training Provider Representation

Presenter: Executive Director

During the annual recertification process, it was identified that boards with public workforce and adult education providers must also include private workforce training and private adult education providers on the board. Region 6 has no such private providers. Staff documented this in the recertification submission and requested a waiver, which FloridaCommerce has granted annually. FloridaCommerce contacted staff the prior evening requesting formal board approval of the waiver letter, which the Executive Director drafted that night. The Board was asked to ratify the letter as drafted.

Motion to approve/ratify the governance waiver request letter — Approved.

Informational Items

Perry Office Soft Opening

A soft opening of the Perry (Taylor County) office took place on April 20, 2026. New signage and awning replacement are pending, and IT setup is ongoing. Once repairs are complete, the Executive Director will schedule a ribbon cutting ceremony with assistance from the local Chamber of Commerce, with invitations extended to the Board, newspaper, and community. This represents the first standalone CareerSource office in Taylor County in over 20 years. Note: The current liability carrier is unable to cover this location due to a policy change; OBR Insurance is actively securing replacement coverage, and this item will appear on the May or July agenda prior to the July 1, 2026 policy expiration.

Governance and Compliance Updates

A board refresher training follow-up email and PowerPoint will be distributed to all members, including those unable to attend in person. Mandatory governance documents — the WIOA plan, Infrastructure Funding Agreement, mandatory partner MOUs, and conflict of interest contracts — are in progress and targeted for the May full board meeting. The WIOA plan carries a June 30, 2026 expiration date, but federal approval of the state plan remains pending; an extension is anticipated. A special Executive Committee meeting in June may be called if required governance documents are not ready by the May meeting. The Form One filing deadline is July 2026.

Upcoming Events

The November full board meeting will be hosted by David Dunkel at North Florida College for a tour of workforce programs. The Executive Director also proposed scheduling a strategic planning meeting for the next State Rural Initiatives Grant cycle once program requirements are released, allowing board members to contribute ideas for fund utilization. The Chairperson expressed support for this approach.

Summary of Follow-Up Actions

ITA Waiver: Obtain Board Chair and Commissioner Moore signatures; submit to FloridaCommerce by July 1, 2026.

Regional Planning Area Amendment: Finalize and forward for ratification at the June Consortium meeting.

PCG Contract: Execute independent youth monitoring contract by May 1, 2026.

De-Obligation Letter: Submit for Hope Florida Fund and WIOA Rural Fund immediately per state request.

Governance Waiver Letter: Submit board-approved waiver to FloridaCommerce immediately.

Meeting Invites: Distribute calendar invites for all PY 26–27 Executive Committee and full board meeting dates.

May Full Board Agenda: Prepare IFA, mandatory partner MOUs, conflict of interest contracts, and liability insurance item.

Perry Office: Complete IT setup, signage, and awning; schedule ribbon cutting ceremony.

Liability Insurance: Secure replacement coverage for Perry office prior to July 1, 2026.

Board Refresher Training Materials: Distribute follow-up email with PowerPoint to all board members.

SFRI Strategic Planning Meeting: Schedule once next-cycle grant requirements are released by the state.

Adjournment

There being no further business, the Chairperson adjourned the meeting at 10:43 a.m.

Board Chairperson Signature

Date

Recording Secretary Signature

Date