



General Meeting
March 13, 2025, at 6:00 P.M. (CT)

A G E N D A

CALL TO ORDER

A quorum was present, and Donnie Read, Chair, called the meeting to order. Travis Ephriam led the group in Invocation and Pledge to the Flag.

The following board members were present:

Raymond Russell, Debbie Kolmetz, Travis Ephriam, Jonathan Fuqua, Kevin Buchanan, Johnny Eubanks, Donnie Read, Al Bryant, Tracy Andrews, David Corbin, Bryan Lee, David Bouvin, Penny Bryan

The following board members were absent:

Mary McKenzie, Janice Sumner, Sandy Spear, Kyle Coates, Sarah Clemmons, Kyle Peddie, Justin Stephens, Keith Sutton

Others present included:

Richard Williams, Sara Johnson, Deena Johnson, Debby Wood, Melody Wade, Tabetha Basford– CSC Staff
Darlene Boyd – Voc Rehab

EMERGENCY ITEM

Donnie Read announced an added item to the agenda, "CareerSource Chipola's Branding Policy", is added under New Business.

FY 23/24 AUDIT BY JAMES MOORE

Ben Clark summarized the audit for the Board. With no questions or objections, **Raymond Russell made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the James Moore firm's 2023/2024 Fiscal Year Audit.**

CONSENT ITEM – 01/09/25 MEETING

The Board's vote was unanimous to approve the minutes of the January 9, 2025, general meeting.

STATUS OF FUNDS REPORT

Richard Williams and Sara Johnson discussed the Status of Funds Report. The Board noted no issues and had no questions.

NEW ELIGIBLE TRAINING PROGRAM

Al Bryant shared that the Program Committee met on February 17, 2025, to discuss the Training Vendor Application from the Florida Transportation Builders' Association (FTBA) C3 Training Commercial Driver's License Program for Class A and B licenses and a Statement of Work/Program Description for both programs CareerSource Chipola received. Debby Wood further discussed that the program is for workers employed with companies such as the Florida Department of Transportation, Anderson Columbia, CWR, and smaller companies. In this manner, the employers are upskilling their current staff members to gain additional skills and licensure. Ultimately, this program will have a significant impact on our area by increasing the number of individuals with Class A and B licensure and addressing retention rates. **Al Bryant made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve this training provider and the programs.**

OGLESBY PLANTS INTERNATIONAL INC. CUSTOMIZED TRAINING

Debby Wood announced a Customized Training Application was received from Oglesby Plants International, Inc. The request is for two separate training projects. One is training to operate greenhouse environmental process control computers. The second training is to operate an automated planting machine. Mary McKenzie is a Board member; therefore, the conflict-of-interest process is required. The amount of the request is less than \$10,000 so FloridaCommerce approval is not required. **Johnny Eubanks made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to approve to have Board member Mary McKenzie declare a Conflict of Interest.**

FUTURE U WORK EXPERIENCE AGREEMENT

Travis Ephriam stated that a Youth Committee meeting was held on March 13, 2025, discussing a FutureU Work Experience Agreement from the Washington County School Board that was received. Mr. Bryan Lee, Director of Florida Panhandle Technical College, serves on the Board; therefore, the conflict-of-interest process is required to be completed. Ms. Debby Wood would like to note that payments will be made by Manpower (employer of record) and made directly to the participant. **Raymond Russell made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to approve to have Board member Bryan Lee declare a Conflict of Interest.**

CAREERSOURCE CHIPOLA'S BRANDING POLICY

Jonathan Fuqua made the motion, Tracy Andrews seconded the motion, and the vote was unanimous to approve to adopt the State's Branding Policy as CareerSource Chipola's Branding Policy.

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

Jonathan Fuqua made the motion, Tracy Andrews seconded the motion, and the vote was unanimous to adjourn the March 13, 2025, Board meeting.