



General Meeting

September 18, 2025, at 6:00 P.M. (CT)

[Join via Microsoft Teams Meeting](#)

or by phone at 561-570-4464 Conference ID: 199 730 665#

or in person at 4636 Highway 90, Suite K

Marianna, FL 32446 - Community Room

Richard - (850) 557-2441; Tabetha - (850) 693-3913

A G E N D A

CALL TO ORDER	Donnie Read, Chair
INVOCATION / PLEDGE TO FLAG	Travis Ephriam
ROLL CALL	Tabetha Basford
PUBLIC COMMENT	Donnie Read
EMERGENCY ITEMS	Donnie Read
CONSENT ITEMS	
*General Meeting Minutes June 12, 2024	Donnie Read Pg 3-5
STATUS OF FUNDS REPORT (To be provided)	Richard Williams
MISSION MOMENT	Niki Long

COMMITTEE REPORTS

*Executive Committee Meeting
September 17, 2025

Donnie Read

ONE-STOP OPERATOR REPORT

*PY 2025-2026 First Quarter

Donnie Read

NEW ELIGIBLE TRAINING PROVIDER

Richard Williams Pg 6

NEW BUSINESS

*2025-2026 Budget

Richard Williams

DIRECTOR'S COMMENTS

Richard Williams

BOARD MEMBER COMMENTS

Donnie Read

ADJOURNMENT

Donnie Read, Chair

MARK YOUR CALENDARS

November 13, 2025



General Meeting
June 12, 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. Raymond Russell led the group in Invocation and Pledge to the Flag.

The following board members were present:

Mary McKenzie, Raymond Russell, Janice Sumner, Sandy Spear, Debbie Kolmetz, Kyle Coates, Johnny Eubanks, Donnie Read, Al Bryant, Tracy Andrews, David Corbin, Sarah Clemmons, Justin Stephens, Bryan Lee, Keith Sutton

The following board members were absent:

Travis Ephriam, Jonathan Fuqua, Kevin Buchanan, Kyle Peddie, David Bouvin, Penny Bryan

Others present included:

Richard Williams, Sara Johnson, Deena Johnson, Debby Wood, Melody Wade, Tabettha Basford– CSC Staff

CONSENT ITEM – 01/09/25 MEETING

Janice Sumner made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the minutes of the March 13, 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.

MISSION MOMENT

Debby Wood presented to the board CareerSource Chipola's current Summer Youth Program. Ms. Wood shared that seventeen youth have been placed at worksites, and implored the Board for assistance in recruiting businesses willing to help eleven more youth learn on-the-job employment skills.

ONE-STOP OPERATOR REPORTS

Donnie Read offered to the Board the final two One-Stop Operator reports of the 2024-2025 Program Year. The Board noted no issues and had no questions.

ONE-STOP OPERATOR RFP RESPONSES/SELECTION

Janice Sumner made the motion, David Corbin seconded the motion, and the vote was unanimous to select the Linda Sumblin contract.

23-24 FINANCIAL MONITORING REPORT

Richard Williams divulged to the Board that the 23-24 Fiscal Year Monitoring Report yielded no findings. The Board noted no issues and had no questions.

24-25 PRELIMINARY PROGRAMATIC MONITORING REPORT

Debby Wood discussed the recent Preliminary Programmatic Monitoring Report. The Board noted no issues and had no questions.

REQUEST TO MOVE ITA TO WIOA

Raymond Russell made the motion, Mary McKenzie seconded the motion, and the vote was unanimous to request an exemption of 25% on ITA's for WIOA funds.

DW FUNDING MOVED TO ADULT

Tracy Andrews made the motion, Al Bryant seconded the motion, and the vote was unanimous to permit staff to move up to 90% of Dislocated Worker funding to ADULT as needed.

FLOWER FUND

Johnny Eubanks made the motion, Bryan Lee seconded the motion, and the vote was unanimous to move \$2000 from a CD to the Flower Fund.

NOMINATING COMMITTEE

Raymond Russell made the motion, Al Bryant seconded the motion, and the vote was unanimous to keep Donnie Read as Chair, Tracey Andrews as Vice-Chair, and Janice Sumner as Secretary/Treasurer.

DIRECTOR COMMENTS

Richard Williams reminded Board members who have not yet filed their Form 1, Statement of Financial Interests, with the Florida Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS) to do so by July 1, 2025.

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

Janice Sumner made the motion, David Corbin seconded the motion, and the vote was unanimous to adjourn the June 12, 2025, Board meeting.

**NEW ELIGIBLE TRAINING PROGRAM AND PROVIDER
FORTIS COLLEGE - *Medical Assistant***

BOARD ACTION REQUIRED

Background

In accordance with the United States Department of Labor, Training and Employment Guidance Letter No. 8-19, Code of Federal Regulations, 680.400, and the Florida Department of Economic Opportunity's guidance, the State list of eligible training providers and programs and the related eligibility procedures ensure the accountability, quality, and labor-market relevance of programs of training services that receive funds through the Workforce Innovation and Opportunity Act (WIOA). The State and Local list of eligible training providers and programs is also a means for ensuring informed customer choice for individuals eligible for training.

CareerSource Chipola received a completed Training Vendor Application from the Fortis College in Dothan, Alabama for one program, Medical Assisting, which is 780 clock hours/36 weeks. This program is included on the PY 2025-2026 Regional Demand Occupations List issued by FloridaCommerce. In Alabama, the entry wage is listed as \$13 per hour. The cost of the training is as follows:

Tuition	\$13,902
<u>Fees</u>	<u>\$178</u>
Books	\$534
Supplies	\$35
Tools required	\$475
Certification testing	\$136
Extern Cost	\$2,781
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	\$18,044

The maximum Pell Award Amount for this program is \$7,395 and CareerSource Chipola has a \$5,000 Individual Training Account limit toward the cost of training. Fortis provides information to students regarding the Federal Direct Loan Program and Federal Supplemental Education Opportunity Grants but as you are aware, CareerSource Chipola does not provide financial guidance to students to borrow funds as that is an individual choice. Fortis indicated there is a 63% completion rate for the program and a placement rate into employment of 85%. Since this is considered "Initial Eligibility" for inclusion on the demand occupations list, the percentages are acceptable. However, the outcome data will be reviewed for subsequent approval for PY 2026-2027 to determine if the outcome percentages align with the local operating procedure.

Staff Recommendation: The staff recommendation is to approve this training provider and program with the caveat listed below.

Action Item: Review and approve the training provider and program to the Eligible Training Provider List with the understanding that staff have the ability to research other programs in the commuting distance with a lower cost based on funding availability.