



General Meeting

November 13, 2025, at 6:00 P.M. (CT)

[Join via Microsoft Teams Meeting](#)

or by phone at 561-570-4464 Conference ID: 424 951 290#

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	Janice Sumner
ROLL CALL	Tabetha Basford
PUBLIC COMMENT	Donnie Read
EMERGENCY ITEMS	Donnie Read
CONSENT ITEMS	
*General Meeting Minutes September 18, 2024	Donnie Read Pg 3-5
STATUS OF FUNDS REPORT (To be provided)	Richard Williams
MISSION MOMENT	Christopher Bailey Scott Simmons

COMMITTEE REPORTS

*Executive Committee Meeting
October 17, 2025

Donnie Read Pg 6

*Programs Committee Meeting
October 27, 2025

Al Bryant Pg 7-8

NEW BUSINESS

- New Training Programs – Chipola College Pg 9
- Eligible Training Provider List Approval Pg 10-12
- Implementation of the Rural Initiatives General Revenue

DIRECTOR'S COMMENTS

Richard Williams

BOARD MEMBER COMMENTS

Donnie Read

ADJOURNMENT

Donnie Read, Chair

MARK YOUR CALENDARS

January 8, 2026



General Meeting
September 18, 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. Jonathan Fuqua led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Brandi Money, Janice Sumner, Sandy Spear, Debbie Kolmetz, Kyle Coates, Travis Ephriam, Jonathan Fuqua, Johnny Eubanks, Donnie Read, Al Bryant, Tracy Andrews, David Bouvin, Bryan Lee, Penny Bryan

The following board members were absent:

Mary McKenzie, Kevin Buchanan, David Corbin, Sarah Clemmons, Kyle Peddie, Justin Stephens, Keith Sutton

Others present included:

Richard Williams, Sara Johnson, Deena Johnson, Melody Wade, Tabettha Basford, Clarence Pittman, Eva Woods, Niki Long– CSC Staff

CONSENT ITEM – 06/12/25 MEETING

Al Bryant made the motion, Bryan Lee seconded the motion, and the vote was unanimous to approve the minutes of the June 12, 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

Niki Long presented to the board CareerSource Chipola's successful Summer Youth Program, providing a unique opportunity for career exploration to youth in the 5-county service area. Ms. Long shared that summer youth employment programs instill in the young adults of tomorrow critical essential skills that all employers need. This year, the focus was to help youth acquire the knowledge and skills they needed to become healthy and productive adults.

Many of the youth workers had their very first work experience and were able to gain some real-life soft skills, such as leadership, social skills, and time management. A total of 35 youth participants were enrolled. 21 young adults were placed at various worksites while 9 additional youth participants completed Florida Ready to Work Soft Skill and Digital Skills classroom training.

2025-2026 BUDGET

The Executive Committee met on September 17, 2025, and approved the 2025-2026 Draft Budget to be presented to the Board. The Board noted no issues. **Travis Ephriam made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to approve the Draft 2025-2026 Budget.**

ONE-STOP OPERATOR REPORTS

Donnie Read offered to the Board the first One-Stop Operator report of the 2025-2026 Program Year. The Board noted no issues and had no questions.

NEW ELIGIBLE TRAINING PROVIDER

CareerSource Chipola received a completed Training Vendor Application from 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. **Al Bryant made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to 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 commuting distance with a lower cost based on funding availability.**

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

Jonathan Fuqua made the motion, Janice Sumner seconded the motion, and the vote was unanimous to adjourn the September 18, 2025, Board meeting.

DRAFT



**Executive Committee Meeting
October 17, 2025 @ 1:30 PM (CT)**

Minutes

CALL TO ORDER

A quorum was present, and Donnie Read, Chair, called the meeting to order.

Attendees- Donnie Read; Chair, Travis Ephriam; Jackson County, Sandy Spear; Holmes County, Johnny Eubanks; Liberty County

Others- Richard Williams, Sara Johnson, Tabettha Basford - CSC Staff

PUBLIC COMMENTS

D. Read asked if there were any public comments. There were none.

TRAINING WAIVER REQUEST

CareerSource Chipola has received a request to place an unemployed parent in truck driver training, and, for reasons deemed appropriate by staff, the individual has selected to attend Fleet Force Trucking School in Niceville, FL. **Johnny Eubanks made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve an exception to the waiver's program limits as indicated in the supporting documents:**

Tuition:	\$6,000.00 (Fleet Force Trucking School, Niceville, Florida)
Hotel:	\$1780.00 (20 nights @ \$89.00 a night Comfort Inn, Niceville, FL)
<u>Transportation to training:</u>	<u>\$150.00</u>
Total:	\$7930.00

ADJOURNMENT

Johnny Eubanks made the motion, Sandy Spear seconded the motion, and the vote was unanimous to adjourn the October 17 Executive Committee meeting.



**Program Committee Meeting
October 27, 2025 @ 2:00 PM (CT)**

Minutes

CALL TO ORDER

Al Bryant, Chair, called the meeting to order. There was a quorum present. The following committee members were present by video/phone or in person:

Al Bryant, Keith Sutton, Penny Bryan, Dr. Sarah Clemmons

The following committee members were absent:

Kyle Coates

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Tabetha Basford, Clarence Pittman (CSC Staff)

TRAINING VENDOR APPLICATION APPROVAL

Penny Bryan made the motion, Keith Sutton seconded the motion, and the vote was unanimous to accept the application from North Florida Trucking Academy, Inc. as an approved training provider.

POLICY CHANGE CONSIDERATION FUNDING LIMITS

Current board local operation procedures limit funding for an individual seeking training to \$5,000 for training costs and \$2,000 for supportive services. Staff requested consideration of raising the limit to \$8,000 in total or \$10,000 if an individual is funded by two or more sources available through CareerSource Chipola. **Penny Bryan made the motion; Al Bryant passed the gavel to Penny Bryan and seconded the motion. The vote was unanimous to raise the limit to \$8,000 in total or \$10,000 if an individual is funded by two or more sources available through CareerSource Chipola.**

IMPLEMENTATION OF THE RURAL INITIATIVES GENERAL REVENUE GRANT

CareerSource Chipola discussed the awarded \$962,000 in grant funding to be utilized this program year.

ADJOURNMENT

Dr. Sara Clemmons made the motion, Keith Sutton seconded, and the vote was unanimous to adjourn the October 27 Programs Committee meeting.

**NEW TRAINING PROGRAMS
CHIPOLA COLLEGE**

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 Program Description Statement of Work for four (4) programs at Chipola College: HVAC, Plumbing, Electricity, and Practical Nursing. These programs are included on the PY 2025-2026 Regional Demand Occupations List issued by FloridaCommerce.

Each of the programs are eligible for Pell assistance; therefore, multiple sources of funding will be used to support the successful completion of training.

Staff Recommendation: The staff recommendation is to approve these additional programs for inclusion on Chipola Colleges' list of approved training programs.

Action Item: Review and approve the training programs.

LOCAL TRAINING PROVIDERS AND PROGRAMS - PY 2025-2026

PRIOR to applying for WIOA training assistance:

*Applicants must complete ALL enrollment requirements at the training institution.

IT IS THE TRAINEE'S RESPONSIBILITY TO ENSURE THESE ARE MET

**Please review additional requirements noted for select program

***Must have CDL A permit, driving record (last 3 years), physical/drug screen, and have paid required deposit for Commercial Driving

**** Complete the CJBAT, background check and physical/drug screening for Correc

Complete the background check and physical as required by the training provider/program

Must have official letter of acceptance for the training program

Per Florida Statute, there are NO tuition fees for Registered Apprenticeship participants.

Only the cost of tools, books, and materials needed for the trade are to be paid.

The 2025-2026 Regional Demand Occupations List can be used as a reference for training based on local demand. Staff must seek permission from management.



Approved Provider / Training Program	Occupation Code	Program Length	Degree
Chipola College * 3094 Indian Circle, Marianna, FL 32446 * (850) 526-2761			
Advanced Manufacturing & Production Technology	51-1011	600 hours	Vocational Certificate
Automotive Service Technology (local demand)	49-3023	1800 hours - all	Vocational Certificate
Building Construction Technologies	49-9071	1050 hours	Vocational Certificate
Business Administration	11-1021	60 credit hours	Bachelor of Science Degree
Certified Nursing Assistant	31-1014	120 hours	Vocational Certificate
Computer Information Technology	15-1121	60 credit hours	Associate of Science Degree
Correctional Officer	33-3012	420 hours	Vocational Certificate
Crossover from Correctional Officer to Law Enforcement	33-3051	515 hours	Vocational Certificate
Crossover from Law Enforcement to Correctional Officer	33-3012	172 hours	Vocational Certificate
Electricity	17-2071	1080 hours	Vocational Certificate
Engineering Technology	13-1199	60 credit hours	Associate of Science Degree
Firefighter (must also have certification as Paramedic/EMT)	33-2011	450 hours	Vocational Certificate
Fire Science Technology	33-1021	60 credit hours	Associate of Science Degree
Help Desk Support Technician	15-1151	19 credit hours	College Credit Certificate
HVAC	49-9021	1080 hours	Vocational Certificate
Industrial Management Technology	11-1021	60 credit hours	Associate of Science Degree
IT Support Specialist	15-1151	28 credit hours	College Credit Certificate
Law Enforcement Officer	33-3051	770 hours	Vocational Certificate
Licensed Practical Nurse (LPN)	29-2061	1350 Hours	Vocational Certificate
Network/Cyber Security	15-1142	60 credit hours	Associate of Science Degree
Network/Cyber Security	15-1142	31 credit hours	College Credit Certificate
Network Server Administration	15-1142	60 credit hours	Associate of Science Degree
Network Server Administration	15-1142	25 credit hours	College Credit Certificate
Network Support Technician	15-1152	21 credit hours	College Credit Certificate
Nursing (RN)	29-1141	72 credit hours	Associate of Science Degree
Paramedic/Emergency Medical Technician (EMT)	29-2041	300 clock hours	Vocational Certificate
Plumbing	47-2152	1080	Vocational Certificate
Welding Technology	51-4121	1050 hours	Vocational Certificate
Welding Technology Advanced	51-4121	750 hours	Vocational Certificate
Florida Panhandle Technical College *757 Hoyt Street, Chipley, FL 32428 * (850) 638-1180			
	43-1011	1050 hours	Vocational Certificate
Applied Cybersecurity	15-1142	750 hours	Vocational Certificate
Applied Information Technology	15-1122	600 hours	Vocational Certificate
Carpentry	47-2031	1200 hours	Vocational Certificate
Commercial Vehicle Driving/Class A w/ Tanker Endorsement	53-7051	320 hours	Vocational Certificate

Commercial Vehicle Class B Driving				
Construction Vehicle Technician	47-2073/53-3033		600 hours	Vocational Certificate
Correctional Officer****	33-3012		420 hours	Vocational Certificate
Crossover from Correctional Officer to Law Enforcement	33-3051		489 hours	Vocational Certificate
Crossover from Law Enforcement to Corrections	33-3014		172 hours	Vocational Certificate
	49-3031		1050 hours	Vocational Certificate
Diesel Systems Technician I				
	49-3031		750 hours	Vocational Certificate
Diesel Systems Technician II				
Drafting	17-3011		1500 hours	Vocational Certificate
Electrician	47-2111		1500 hours	Vocational Certificate
Heavy Equipment Operations Technician	47-2073		1200 hours	Vocational Certificate
Florida Law Enforcement Academy	33-3051		770 hours	Vocational Certificate
Graphic Design/Digital Media/Multimedia Design	27-1014		1050	Vocational Certificate
Medical Administrative Specialist	43-1011		1050 hours	Vocational Certificate
Network Support Services	15-1142		1050 hours	Vocational Certificate
Network Systems Administration	15-1142		1050 hours	Vocational Certificate
Patient Care Technician	29-2099		600 clock hours	Vocational Certificate
Phlebotomy	31-9097		165 hours	Vocational Certificate
Practical Nursing	29-2061		1350 hours	Vocational Certificate
Welding Technology	51-4121		1050 hours	Vocational Certificate
Welding Technology Advanced	51-4121		750 hours	Vocational Certificate
Florida Deputy Sheriff's Association, 2617 Mahan Drive, Tallahassee, FL 323094 (850) 877-2165				
Florida Law Enforcement Academy - Registered Apprenticeship	33-3051		410 Classroom hours plus supplemental instruction	Vocational Certificate Completion of Apprenticeship Certificate
FleetForce Trucking at Northwest Florida State College, 100 College Blvd. E., Niceville, FL 324578 (850) 772-4235				
Commercial Vehicle Driving/Class A CDL	49-0205		160 hours	Vocational Certificate
Commercial Vehicle Driving/Class B CDL	49-0205		40 hours	Vocational Certificate
Fortis College, 200 Vulcan Way, Dothan, AL 36303 (334) 677-2832				
Medical Assisting	51.0801		780 hours	Vocational Certificate
Commercial Vehicle Driving/CDL Truck Driving	49-0205		160 hours	Vocational Certificate
Gulf Coast State College, 5230 W. Highway 98, Panama City, FL 32401 (850) 769-1551				
LPN to ADN Transition	29-1141		73 credit hour	A.S. Degree in Nursing
Lively Technical Center, 500 N. Appleyard Drive, Tallahassee, FL 32308 (850) 487-7555				
Medical Assisting	31-9092		765 hours	Vocational Certificate
Nursing Assistant	31-1131		165 hours	Vocational Certificate
Patient Care Technician	31-1014		600 hours	Vocational Certificate
Phlebotomy	31-9097		165 hours	Vocational Certificate
Practical Nursing	29-2061		1350 hours	Vocational Certificate
Welding Technology	51-4121		1050 hours	Vocational Certificate
Welding Technology Advanced	51-4121		750 hours	Vocational Certificate
North Florida Trucking Academy, 2008 Martin Luther King Jr. Blvd Quincy, FL 32431 (850) 655-6215				
Commercial Vehicle Driving	49-0205		180 hours	Vocational Certificate

<u>Tampa Truck Driving School, 6193 Jensen Road, Tampa, FL (813) 405-0055</u>			
Commercial Vehicle Driving	49-0205	180 hours	Vocational Certificate
<u>Wallace College, 1141 Wallace Drive, Dothan, AL 36303 (334) 556-68233</u>			
Air Conditioning & Refrigeration	49-9021	1530 hours	Vocational Certificate
Applied Engineering Technology (Industrial Systems Tech)	49-9041	1455 hours	Vocational Certificate
Certified Nursing Assistant	31-1131	94 hours	Vocational Certificate
Dental Assistant	31-9091	158 hours	Vocational Certificate
Pre-Apprentice Electrical Lineworker	49-9051	280 hours	Vocational Certificate
LPN to RN Mobility (Associate Degree Nursing)	29-1141	1050 hours	Vocational Certificate
Welding Industrial	51-4121	144 hours	Vocational Certificate
Respiratory Therapist	51-0812	135 credit hours	Associate in Science
<u>Approved Training Providers/Programs in Contiguous Regions are Approved on Individual Basis.</u>			