



General Meeting
May 21, 2026, at 6:00 P.M. (CT)

Minutes

CALL TO ORDER

A quorum was present, and Donnie Read, Chair, called the meeting to order. Tracy Andrews led the group in the Invocation and the Pledge of Allegiance to the Flag.

The following board members were present:

Mary McKenzie, Janice Sumner, Sandy Spear, Jonathan Fuqua, Johnny Eubanks, Donnie Read, Al Bryant, Tracy Andrews, David Bouvin, Bryan Lee, Penny Bryan

The following board members were absent:

Brandi Money, Debbie Kolmetz, Kyle Coates, Travis Ephriam, Kevin Buchanan, David Corbin, Sarah Clemmons, Kyle Peddie, Justin Stephens, Keith Sutton

Others present included:

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

James Halleran, Erik Wiebke – James Moore

EMERGENCY ITEMS

Nominating Committee was added under 'New Business'

FY 24/25 AUDIT BY JAMES MOORE

James Halleran discussed the Fiscal Year 24/25 audit with the Board. **Jonathan Fuqua made the motion, Sandy Spear seconded the motion, and the vote was unanimous to approve the FY 24/25 audit by James Moore.**

CONSENT ITEM – 03/12/26 MEETING

Donnie Read asked if the Board had any questions or changes for the March 21 Board meeting minutes. Mr. Read then approved the minutes as read.

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

On April 1st, the first PAEC VEX contest hosted by Liberty County School District was a massive success, bringing together 122 teachers and students from 34 teams from across the panhandle. They participated in hands-on learning in coding, engineering design, and real-world work skills leading up to the contest. Materials were provided through grant assistance from Florida Commerce, CareerSource Florida, and CareerSource Chipola. Over 1,000 students were impacted by the grant materials throughout classrooms in the panhandle. Rex Lumber provided additional sponsorship at the contest.

ONE STOP OPERATOR REPORT

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

EXECUTIVE COMMITTEE MEETING – 04/23/26

- **DISCUSSION OF CHANGE TO REGIONAL PLANNING AREA**

Al Bryant made the motion, Janice Sumner seconded the motion, and the vote was approved by more than 2/3 vote by attendees to approve the RPA that has been requested by the Governor through CareerSource Florida to add CareerSource Capital Region to the Regional Planning Area comprised of CareerSource Escarosa, CareerSource Okaloosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.

- **REQUEST TO REPLACE COMPUTERS**

Johnny Eubanks made the motion, Tracy Andrews seconded the motion, and the vote was unanimous to approve utilizing general revenue rural funds to replace the current CSC system with a more traditional system using individual desktops and laptops. In addition to solving performance issues, the change will save the organization more than \$40,000 per year in licensing fees.

- **REQUEST TO PURCHASE MANUFACTURING WORK CELLS FOR CLASSROOMS**

After Richard Williams, Executive Director of CareerSource Chipola, declared a Conflict of Interest, Jonathan Fuqua made the motion, Al Bryant seconded the motion, and the vote was unanimous to approve CareerSource Chipola to purchase manufacturing work cells to be distributed to schools in the rural counties served by the Panhandle Area Educational Consortium to provide additional educational opportunities related to manufacturing and logistics.

- **REQUEST TO IMPLEMENT YOUTH EMPLOYMENT WITH RURAL AND TANF FUNDS**

The following Board members declared a Conflict of Interest: Tracy Andrews, Jonathan Fuqua, Travis Ephriam, and Mary McKenzie – abstaining from voting. Al Bryant made the motion, Sandy Spear seconded the motion, and the vote was unanimous to approve the implementation of a work-based employment program for rural youth utilizing both WIOA and TANF funds.

FY 23/24 FINANCIAL MONITORING

Richard Williams and Sara Johnson discussed the Fiscal Year 23/24 Financial Monitoring. There were no findings to report. The Board noted no issues and had no questions.

ON-THE-JOB TRAINING APPLICATION

An On-the-Job Training Agreement was received from Oglesby Plants International, Inc. The request is to employ Next Step at Endeavor's potential participant/s in an On-the-Job Training Agreement. 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.

MICR-PURCHASING THRESHOLD

Jonathan Fuqua made the motion, Sandy Spear seconded the motion, and the vote was unanimous to increase CareerSource Chipola's micro-purchase threshold from \$10,000 to \$15,000.

DIRECTOR'S COMMENTS

Richard Williams requested that the Board complete their 2026 Conflict of Interest forms.

ADJOURNMENT

Jonathan Fuqua made the motion, Bryan Lee seconded the motion, and the vote was unanimous to adjourn the May 21, 2026, board meeting.