



## **MEETING AGENDA**

### **Executive Committee Meeting**

**Meeting # 3**  
**September 3, 2025**  
**11:00 a.m.**

The public may attend and participate both in-person or by Zoom.

**1112 N. Main St.**  
**Gainesville, FL 32601**

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/83546573956?pwd=OGlaxXTSGnY1b6YNBaqWtliHayoL8c.1>

**Phone No:** 1-929-205-6099 (EST)  
**Meeting ID:** 835 4657 3956  
**Passcode:** 039580

*The Board/Council is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board/Council 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict.*

*Please also fill out form 8B prior to the meeting, whether or not you are able to attend the meeting, if you have a conflict with any agenda items.*

**I. Call to Order**

**II. Approval of the Agenda**

| Agenda         | Committee |
|----------------|-----------|
| Recommendation | Approval  |
| Action:        | Motion    |
| Exhibits:      | N/A       |

**III. Approval of the Minutes**

| Minutes        | Committee |
|----------------|-----------|
| Recommendation | Approval  |
| Action:        | Motion    |
| Exhibits:      | Minutes   |

**IV. Public Comment**

If any member of the public wishes to comment on an item on the agenda, please ask the Chair to be recognized now.

**V. Old Business**

**1. Fiscal Report**

Todd Hutchinson will present updates of the former Board 9 and 7 audits. CSNCFL FY 24 Audit excerpt from Alachua BoCC Audit attached.

**VI. New Business**

**1. Approval of Agreement for office space in the City of Alachua**

Consideration of approval of the Interlocal Agreement for temporary office space in the Swick House in the City of Alachua, at no cost for the space. This will allow two staff to serve customers in the City of Alachua. The office space in the City of Alachua, while in Alachua County, is within 25 miles of Lake Butler, High Springs, and Fort White, making it more accessible for Columbia and Union County residents not wanting to travel to Lake City or Gainesville. We plan to track customer traffic in each center over the next year to assess the traffic and will bring recommendations back to the board if any changes in locations are needed.

This item was brought to the Finance Committee on 9/3/25 for review and approval.

| NB1             | Committee          |
|-----------------|--------------------|
| Recommendation: | Approval           |
| Action:         | Motion             |
| Exhibits:       | Proposed Agreement |

**2. Approval of the Lease for office space in Cross City/Dixie County**

Consideration of approval of the Lease for 1,788 square feet of office space located at 405 SE 22<sup>nd</sup> Ave., Cross City, FL at \$18.00 per sq. ft. for an annual payment of \$32,184.00 dollars. This is a savings of over \$15,000/year from the Old Town office, is in a better location, and does not have the connectivity issues experienced at the Old Town location.

This item was brought to the Finance Committee on 9/3/25 for review and approval.

|                        |                       |
|------------------------|-----------------------|
| <b>NB2</b>             | <b>Committee</b>      |
| <b>Recommendation:</b> | <b>Approval</b>       |
| <b>Action:</b>         | <b>Motion</b>         |
| <b>Exhibits:</b>       | <b>Proposed Lease</b> |

**3. Approval of the Renewal of the Lease in Starke/Bradford County**

Consideration of approval of the lease renewal for the Career Center in Bradford County located at 925 N Temple Ave., Suites C & D Starke, FL 32091 at \$17.53 per sq. ft for a total annual rent of \$21,600.00. This is the same rent we paid last year of \$17.53 per sq. ft. and \$21,600.00 per annum. The renewal period is from October 1, 2025 through September 30th, 2026.

This item was brought to the Finance Committee on 9/3/25 for review and approval.

|                        |                  |
|------------------------|------------------|
| <b>NB3</b>             | <b>Committee</b> |
| <b>Recommendation:</b> | <b>Approval</b>  |
| <b>Action:</b>         | <b>Motion</b>    |
| <b>Exhibits:</b>       | <b>N/A</b>       |

**4. Contract Renewals**

**a. Complete Technology Solutions (CTS)/Atlas Contract Renewal**

Consideration of approval of the renewal of the contract with Atlas Document Management Services in the amount of \$71,360.76. This is for core, cloud hosting fees, and an employer portal for our document management across all offices, as well as our sign in kiosks and handhelds for events. Atlas allows us to maintain our participant files electronically. This is in the approved budget.

|                        |                                    |
|------------------------|------------------------------------|
| <b>NB4a</b>            | <b>Committee</b>                   |
| <b>Recommendation:</b> | <b>Approval</b>                    |
| <b>Action:</b>         | <b>Motion</b>                      |
| <b>Exhibits:</b>       | <b>Atlas Agreement Amendment 5</b> |



**b. Barkley Security Contract Renewal**

Consideration of approval of the renewal of the contract with Barkley Security in the amount of \$90,000 for security at the Gainesville and Starke career centers with the option to add other centers if needed. The per hour rate of \$22.50 is the same as last year. This the 1st renewal under the PY24-25 contract. This is in the approved budget.

| <b>NB4b</b>            | <b>Committee</b>           |
|------------------------|----------------------------|
| <b>Recommendation:</b> | <b>Approval</b>            |
| <b>Action:</b>         | <b>Motion</b>              |
| <b>Exhibits:</b>       | <b>Barkley Amendment 1</b> |

**c. City Wide (Janitorial) Contract Renewal**

Consideration of approval of the 1<sup>st</sup> renewal of the contract with City Wide in the amount of \$33,876 for janitorial services at the Gainesville and Starke career centers with the option to add other centers if needed. The fee includes a 1% increase to the base rate in accordance with their contract.

| <b>NB4c</b>            | <b>Committee</b>             |
|------------------------|------------------------------|
| <b>Recommendation:</b> | <b>Approval</b>              |
| <b>Action:</b>         | <b>Motion</b>                |
| <b>Exhibits:</b>       | <b>City Wide Amendment 1</b> |

**d. Bradford Communities for Schools**

Consideration of approval of a contract with Bradford Communities in Schools in the amount of \$60,000 for teen pregnancy prevention and summer work experience services in Bradford County. Rather than renew the previous contract, we are requesting to enter into a new contract to cover the period of the summer program each year. This would have been their 2nd renewal under the original contract.

| <b>NB4d</b>            | <b>Committee</b>                                     |
|------------------------|--|
| <b>Recommendation:</b> | <b>Approval</b>                                      |
| <b>Action:</b>         | <b>Motion</b>  |
| <b>Exhibits:</b>       | <b>Contract with Bradford Communities in Schools</b> |

**e. Legal Services Contract**

Consideration of approval of renewal of the contract for Board and Council legal services with Rochelle Daniels, Attorney in the amount of \$75,000. This is the 1st renewal under the original contract. The hourly rate of \$300/hour is the same as it has been in previous years. Staff and governing board members have been satisfied with the services and counsel provided.

| <b>NB4e</b>            | <b>Committee</b>                             |
|------------------------|--|
| <b>Recommendation:</b> | <b>Approval</b>                              |
| <b>Action:</b>         | <b>Motion</b>                                |
| <b>Exhibits:</b>       | <b>Rochelle J. Daniels, ESQ. Amendment 1</b> |

**f. Taylor Hall Miller Parker (THMP) Contract Amendment**

Consideration of approval of the renewal of the contract with THMP in the amount of \$60,000 for fiscal and program monitoring. This is the 2nd renewal under the original contract and is in the approved budget.

This item was brought to the Finance Committee on 9/3/25 for review and approval.

| <b>NB4f</b>            | <b>Committee</b>                       |
|------------------------|--|
| <b>Recommendation:</b> | <b>Approval</b>                        |
| <b>Action:</b>         | <b>Motion</b>                          |
| <b>Exhibits:</b>       | <b>THMP 23-24 Contract Amendment 2</b> |

**g. SCAD Media Marketing Contract Amendment**

Consideration of approval of the renewal of the contract with SCAD Media in the amount of \$75,000 for marketing, communications and outreach. This is the 3rd renewal under the original contract and is in the approved budget.

| <b>NB4g</b>            | <b>Committee</b>                             |
|------------------------|--|
| <b>Recommendation:</b> | <b>Approval</b>                              |
| <b>Action:</b>         | <b>Motion</b>                                |
| <b>Exhibits:</b>       | <b>SCAD Media 25-26 Contract Amendment 3</b> |

**5. Transfer of WIOA Dislocated funds to WIOA Adult funds**

Consideration of approval of the transfer of \$178,000 of WIOA Dislocated Worker Funds to the WIOA Adult Funding Stream. We served more adults than dislocated workers in the previous program year. The transfer will cover those expenditures and balance the books for Program Year 2024 – 2025. WIOA allows 100% transferability between these 2 funding streams with State and governing boards' approval.

This item was brought to the Finance Committee on 9/3/25 for review and approval.

| <b>NB5</b>             | <b>Committee</b> |
|------------------------|------------------|
| <b>Recommendation:</b> | <b>Approval</b>  |
| <b>Action:</b>         | <b>Motion</b>    |
| <b>Exhibits:</b>       | <b>None</b>      |

**6. Acceptance of \$196,560 for WP Hope Florida, Veterans and Board Consolidation**

Consideration to accept additional \$196,560 in grant funds. The state has awarded us an additional \$196,560: \$2,824 for Wagner Peyser Hope Florida, \$10,836 for Veterans programs and \$182,9000 Board Consolidation. We are requesting approval to accept the funds.

This item was brought to the Finance Committee on 9/3/25 for review and approval.

| <b>NB6</b>             | <b>Committee</b> |
|------------------------|------------------|
| <b>Recommendation:</b> | <b>Approval</b>  |
| <b>Action:</b>         | <b>Motion</b>    |
| <b>Exhibits:</b>       | <b>None</b>      |

**7. Approval of the State Memorandum of Understanding (MOU) One Stop Partner Template**

Consideration of approval of the State MOU Template to be executed with each of the WIOA one-stop partners. Our current agreement is expiring and the State template is closely aligned with the template we used for the previous period. Following governing boards' approval, staff will work with the one stop mandatory partners to complete the execution process in accordance with State and WIOA requirements.

| <b>NB7</b>             | <b>Committee</b>            |
|------------------------|-----------------------------|
| <b>Recommendation:</b> | <b>Approval</b>             |
| <b>Action:</b>         | <b>Motion</b>               |
| <b>Exhibits:</b>       | <b>PY25-26 MOU Template</b> |

**8. Board Membership Tenure of Richard Kearse**

Consideration of a recommendation to the Council of Elected Officials to end the membership term of Mr. Kearse. He was appointed October 31, 2024, but has not attended any meetings. We have called and written him but have not received any response.

| <b>NB8</b>             | <b>Committee</b> |
|------------------------|------------------|
| <b>Recommendation:</b> | <b>Approval</b>  |
| <b>Action:</b>         | <b>Motion</b>    |
| <b>Exhibits:</b>       | None             |

**9. Reports**

None

**10. Comments from Members of Committee**

**11. Comments from the CEO**

In response to the difficulties some individuals have experienced when attempting to enter the link for our governing board and committee meetings we have taken the following actions: The CSNFL CEO is responsible for providing meeting agendas, supporting documents, and Zoom links on a timely basis to SCAD, our contracted outreach provider and one-stop operator. The link to our meetings and agendas will be on the opening page of our website. The morning of our meetings, SCAD will test the link to make sure it is accessible and working. SCAD will also publicize our meetings by sending the notice and link to each of our member Counties to post where they post their own Commission Meetings.

**12. Public Comment**

**13. Adjournment**

**The next Executive Committee meeting is November 19, 2025 at 11:00 a.m.**