



Meeting of the North Florida Workforce Development Board, Inc.
Thursday, November 7, 2019, 4pm
705 E. Base Street, Madison, FL 32340
Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

AGENDA

Any member having a conflict of interest must abstain from voting, state the reason for the record, and complete a form 8b. Forms are available from staff at every meeting.

In Attendance:

Alex Fountain

Danny Collins

S.W. Ellis, via phone

Tracy Givens, via phone

Rick Davis

Crawford Powell, via phone

Diane Head

Jessica Higginbotham

Public Comments: All citizens desiring to speak must sign in and will be limited to three minutes per person.

The meeting was opened with a Mission Moment, highlighting and recognizing the veterans who are employed with CareerSource North Florida.

The meeting was then called to order by Mr. Danny Collins in the absence of the chair. A quorum was established by roll call.

Consent Agenda

- 1) Approval of Agenda
- 2) Approval of Minutes from 8/15/19 Board Meeting
- 3) Approval of Minutes from 10/31/19 Executive Committee Meeting
- 4) Approval of Expenditure Report
- 5) Approval of One-Stop Operator Report
 - a) Mrs. S.W. Ellis made a motion, seconded by Mr. Rick Davis to approve the consent agenda. The motion carried.

Action Items

- 1) Board Retreat Follow-Up: Strategic Conversation
 - a) An overview was provided by Executive Director Mrs. Diane Head regarding the strategic plan discussed during the Board Retreat, including board governance and board engagement. Mr. Collins opened the floor for discussion, including collaborative one-stop design including coordination of partners and stakeholders.
 - b) It was suggested that additional language be added to include partners and stakeholders and stress the importance of those stakeholders as well as clarify their identities.

- c) Suggested verbiage included:
 - i) Reliable Resource for Communities
 - ii) Collaborative Coordination with Community Partners
 - iii) Client Driven One-Stop Design
- d) A motion was made by Mr. Rick Davis, seconded by Mr. Alex Fountain to accept the strategic conversation document. The motion carried.

Informational/Discussion Items

- 1. Internal Controls Survey
- 2. Performance Negotiations
- 3. Direct Service Provider Report
- 4. FGWA update
- 5. [Budget snapshot](#) (choose latest month)
- 6. [Foot traffic and services snapshot](#) (slider at the top for date change)

Following discussion of the various informational items. Mr. Davis thanked CareerSource North Florida for their assistance with the Comprehensive Local Needs Assessment, essential in receiving Perkins funds.

A motion to adjourn the meeting was made by Mr. Davis, seconded by Mr. Fountain.

UPCOMING MEETING NOTICES

We will be sending these dates out to you via calendar invite but wanted you to be aware:

<u>Commissioner Consortium</u>	<u>Executive Committee</u>	<u>Board</u>
February 21, 2020, 9am	August 8, 2019, 9am	August 15, 2019, 4pm
June 19, 2020, 9am	October 31, 2019, 9am	November 7, 2019, 4pm
	February 13, 2020, 9am	February 20, 2020, 4pm
	May 14, 2020, 9am	May 21, 2020, 4pm

Meetings and materials (when available) are listed on our [website](#).
 Financial Disclosure forms are due to your local Supervisor of Elections by June 30th (for 2019).