



Meeting of the CSNF Board  
**Thursday, November 29, 2018 | 4:00 PM**

A teleconference line will be available  
Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

**Minutes**

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.

**Welcome and Call to Order** – S. W. Ellis, Board Chair

**Board Members In attendance:**

Mrs. S.W. Ellis, Chair  
Mrs. Jodi Tillman  
Mr. Crawford Powell  
Ms. Allison Gill – via phone  
Ms. Michelle Norris – via phone  
Ms. Jennifer Hutchins – via phone, later in meeting

**Guests:**

Dr. Ron Natale – Educational Management and Services, LLC  
Marian Powell – Powell and Jones CPA  
Michelle Jones – DEO

**Staff:**

Diane Head  
Jessica Higginbotham

The meeting began with information items because a quorum had not been established at roll-call. Executive Director Diane Head provided an overview of Hurricane Michael recovery efforts, and the role of CareerSource North Florida in those efforts. The Mobile Career Center spent considerable time in Blountstown, Florida, aiding citizens in need. Executive Director Head followed with an update on CSNF's Sector Strategies implementation and an update on the Florida Georgia Workforce Alliance regional plan proceedings and a meeting notice.

Board Chair, Mrs. S.W. Ellis, elected to bypass a review of minutes and the expenditure report, given that without a quorum, action could not be taken.

After stating that she should be available at a later date for an actionable auditor's report, Mrs. Marian Powell gave her report to the Board.

Dr. Ron Natale presented his quarterly One-Stop Operator's report, including his goals to change the nature of his visits from compliance to continuous improvement.

A phone call was received from board member Ms. Jennifer Hutchins, and a quorum was established to take action on all items.

**Items were taken out of agenda order as follows:**

**1. Training Program Additions to Eligible Training Provider List**

- a) Big Bend Technical College – Millwright I & II
  - 1. A motion was made by Mr. Crawford Powell, seconded by Ms. Hutchins and approved by the board with Mrs. Jodi Tillman abstaining.
- b) Wiregrass Technical College: Radiology
  - 1. A motion was made by Mr. Powell and seconded by Ms. Hutchins and approved with one opposing vote.

**2. Approval of Agenda**

- a) A motion was made by Mrs. Tillman, seconded by Ms. Gill, and approved by the board.

**3. Minutes from Previous Meetings**

- a) A motion was made by Mrs. Tillman, seconded by Ms. Hutchins, and approved by the board.

**4. Expenditure Report**

- a) A motion was made by Mrs. Tillman, seconded by Ms. Hutchins, and approved by the board.

**5. Auditors Report & One-Stop Operator Report**

- a) A motion was made by Mrs. Tillman to approve both items by general consent, and the board approved both items.

The meeting was adjourned by Chair Ellis.