



Meeting of the North Florida Workforce Development Board  
**Thursday, February 28, 2019, 4pm**  
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

**In Attendance:**

Mrs. S.W. Ellis, Chair  
Ms. Jodi Tillman  
Ms. Jennifer Hutchins  
Mr. Mike Williams  
Mr. Monty Morgan  
Mr. Ronnie Moore  
Mr. Danny Collins

**Guests:**

Ms. Shila Salem, DEO  
Ms. Janice Hutchison, DEO  
Dr. Ron Natale, Educational Management & Services LLC

**Special Presentation:** Performance Overview, Shila Salem and Tisha Womack. Department of Economic Opportunity

**Consent Agenda**

1. Mr. Mike Williams made a motion to approve and the consent agenda items 1-3, seconded by Mr. Ronnie Moore. The lease item (4) was moved to action items. The motion was approved.
2. The Chair visited each item on the consent agenda separately:
  - a. Mr. Williams made a motion to approve the minutes from the November 29 Board Meeting and February 7 Executive Committee meetings. Mr. Danny Collins seconded the motion, and the action was approved by the Board.
  - b. Mr. Williams made a motion to approve the expenditure report, seconded by Mr. Moore, and the action was approved by the Board.

**Action Items**

1. Approval of Leases (as recommended to the Executive Committee)
  - a) Following a brief discussion and cost explanation of both the Madison and Mayo lease agreements, the items were taken separately for approval.
    1. Mr. Williams motioned and Mr. Collins seconded the motion to approve the Madison Lease with Gates Companies. The action was approved by the Board.
    2. Mr. Moore motioned and Mr. Monty Morgan seconded the motion to approve the Mayo Shared Space Lease agreement with the Suwannee River Economic Development Council. The action was approved by the Board.
2. Executive Committee Nominations
  - a) Mrs. Michelle Norris
  - b) Mr. Danny Collins

1. Mr. Williams made a motion to seat the nominated Board Members, Mrs. Michelle Norris and Mr. Danny Collins to the Executive Committee immediately. The motion was seconded by Mr. Moore and approved by the Board.
3. Budget Update
  - a) Following an overview of the budget and required updates, Mr. Williams made a motion which was seconded by Mrs. Jodi Tillman. The action was approved by the Board.
4. Eligible Training Programs
  - a) Tallahassee Community College—Dental Hygiene
  - b) Tallahassee Community College—Dental Assisting\
    1. Mr. Williams made a motion to approve both programs. The motion was seconded by Mr. Collins and the action was approved by the Board.
5. One-Stop Operator Report
  - a) Mr. Collins made a motion to approve the One-Stop Operator Report. Mr. Williams seconded the motion, and the action was approved by the Board.

**Informational Items**

1. Grant Application update
2. Policy Frameworks update
3. Performance: Negotiations and Monitoring Outcomes
4. Florida-Georgia Workforce Alliance update
  - a. Following a brief discussion of the informational items regarding the various grant opportunities that have come to fruition, and an update on current projects, the meeting was adjourned.