



Meeting of the North Florida Workforce Development Board, Inc.

Thursday, May 20, 2021, 4 PM

705 E. Base Street, Madison, FL 32340

Microsoft Teams meeting

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Conference ID: 896 582 830#

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.

In Attendance:

Danny Collins

Rick Davis (Video)

Tracy Givens (Phone)

S.W. Ellis (Phone)

Chadd Mathis (Phone)

Ronnie Moore

Monty Morgan (Phone)

Michelle Norris (Phone)

Following a call to order and a roll call, a quorum was established and business began with the consent agenda.

Consent Agenda

1. Approval of Agenda
2. Approval of Minutes from 2/18/2021 Board Meeting
3. Approval of Minutes from 3/15/2021 Executive Committee Meeting
4. Approval of Minutes from 4/27/2021 Nomination Committee Meeting
5. Approval of Minutes from 5/13/2021 Executive Committee Meeting
6. Approval of Minutes from 5/17/2021 Executive Committee Meeting
7. Approval of Expenditure Report (through March 2021)
8. Approval of One-Stop Operator Report
9. 2021-22 Insurance Premiums
10. 2021-22 Schedule of Operations
 - a. A motion to approve the items on the Consent Agenda was made by Mr. Ronnie Moore, seconded by Mr. Monty Morgan, and approved by the Board.

Items for Consideration

1. One-Stop Operator Contract ATTACHMENT
 - a. A motion to approve the OSO contract was made by Mr. Moore, seconded by Mrs. Tracy Givens, and approved by the Board.
2. CLM Financial Services Agreement Renewal ATTACHMENT
 - a. A motion to approve the CLM Financial Services Agreement was made by Mr. Rick Davis, seconded by Mr. Moore, and approved by the Board.
3. Executive Director Contract Renewal ATTACHMENT

- a. A motion to approve the updated contract with Executive Director Diane Head was made by Mr. Moore, seconded by Mr. Morgan, and approved by the Board.
- 4. Live Oak Lease Agreement ATTACHMENT
 - a. A motion to approve the new Live Oak lease was made by Mrs. S.W. Ellis, seconded by Mr. Davis, and approved by the Board
- 5. Tenant Estoppel Certificate ATTACHMENT
 - a. A motion to approve the Tenant Estoppel Certificate was made by Mrs. Ellis, seconded by Mr. Moore, and approved by the Board.
- 6. Mayo Lease Agreement (Roll Call Vote) (SEE ATTACHED ROSTER)
 - a. Executive Director Head provided a verbal report to the board about the benefits of the location in Mayo, including the accessible nature of the building and uptick in foot traffic. Given the advantageous location of the Suwannee River Economic Council, along with the other benefits, it was determined that keeping staff at that location would be beneficial to the overall goal of the organization.
 - b. A motion to approve the Mayo Lease (SREC) was made by Mr. Morgan and seconded by Mrs. Ellis. A roll call vote was taken and certified by the Vice Chair, approving the lease.
- 7. Big Bend Technical College Related-Party Vendor (Roll Call Vote) (SEE ATTACHED ROSTER)
 - a. A motion to approve the BBTC Related Party Vendor was made by Mr. Davis, seconded by Mr. Moore. A roll call vote was taken and certified by the Vice Chair, approving the relationship between CSNF and BBTC.
- 8. North Florida College Related-Party Party (Roll Call Vote) (SEE ATTACHED ROSTER)
 - a. A motion to approve the NFC Related Party Vendor was made by Mrs. Ellis and seconded by Mr. Moore. A roll call vote was taken and certified by the Vice Chair, approving the relationship between CSNF and NFC.
- 9. 2021-2023 Executive Committee/Officer Nominations & Elections ATTACHMENT
 - a. Nominations from the nomination committee were presented.
 - b. A motion to elect the nominated slate of officers as read was made by Mr. Moore, seconded by Mrs. Ellis, and approved by the Board.
- 10. Regional Targeted Occupations List ATTACHMENT
 - a. A motion to approve the Regional TOL was made by Mrs. Ellis, seconded by Mrs. Givens, and approved by the Board.
- 11. 2021-22 Preliminary Budget Consideration
 - a. A motion to empower the Executive Committee to approve the Board's budget when available prior to June 30 was made by Mr. Moore, seconded by Mrs. Ellis, and approved by the Board.

Informational/Discussion Items

- 1. Board Training
- 2. DEO Administrative Policies
- 3. Florida Scorecard

Following discussion of the informational items, the meeting was adjourned via motion from Mr. Moore, seconded by Mrs. Ellis at 4:49 PM.

Adjournment

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 2020).