



Meeting of the Board of Directors of the North Florida Workforce Development Board, Inc.

Thursday, November 18, 2021 | 4pm
705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

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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 by Danny Collins, Board Chair at 4:02 pm

Roll call for attendance was taken:

Board Members

Blair, Bryan	Collins, Danny
Dunkle, David	Ellis, S.W.
Garland, Rachel	Givens, Tracy
Gustafson, Monique	Pearson, Matt

Staff/Guests

Diane Head, ED
Katherine Brooks, Administrative Coordinator
Richard & Marian Powell, Powell & Jones
Jacqueline Barreiros, CareerSource Florida
Adam Briggs, CareerSource Florida

Public Comments: There were no citizens present.

Consent Agenda

1. Approval of the Agenda
2. Approval of 2021/08/19 Board Minutes
3. Approval of 2021/09/07 Executive Committee Minutes
4. Approval of 2021/11/15 Executive Committee Minutes
5. Approval of Expenditure Report
6. Approval of One-Stop Operator Report
7. Approval of FREDA Rural Summit Sponsorship
8. Appointment of 2nd LWDB member to FWDA Board
 - a. A motion to approve the consent agenda was made by Bryan Blair, seconded by S.W. Ellis, and received unanimous approval.

Action Items

1. Consideration of Audit Report
 - a. Richard Powell and Marian Powell of Powell and Jones joined virtually and provided an overview of the audit report. There were no findings or recommendations.
 - b. A motion to approve the audit report as presented was made by Matt Pearson, seconded by Rachel Garland, and received unanimous approval.
2. Consideration of WIOA Funds Transferability, Adult and Dislocated Worker
 - a. Diane Head reviewed the new administrative policy which was provided by CareerSource Florida: Policy Number 118. DEO (Department of Economic Opportunity) now requires approval for a process which has been done routinely due to flexibility provided to ensure all Displaced Worker and Adult Funds are utilized year to year.



Staff recommended the Board approve fund transferability of Dislocated Worker and Adult funds as historically LWDB 6 has needed to transfer funds in order to support most, if not all, requests for services.

- b. A motion was made to proceed with a formal request for transferability of Dislocated Worker and Adult funding streams by David Dunkle, seconded by Bryan Blair and received unanimous approval.
3. Consideration of Related Party expenditures (roll call vote)
 - a. Diane Head provided background for this item. While the Board had approved a similar item in May, NFC has since appointed a new representative to the Board which must now also be approved. While the request is for up to \$100,000, it is not typical for expenditure with a single provider to approach this amount. The “cushion” was to cover unforeseen transactions that could, for example, stem from economic development projects or other rapid response needs. NFC is a provider in good standing with the local ETPL requirements.
 - b. A motion to approve the NFC Related Party Vendor was made by Tracy Givens, seconded by Monique Gustafson. A roll call vote was taken (attachment) with David Dunkle abstaining, certified by Danny Collins, Board Chair, approving the relationship between CSNF and NFC.

Informational Items

1. Strategic Overview
 - a. CLIFF Dashboard Presentation
 - i. Diane Head introduced the guest speakers, Jackie Barreiros and Adam Briggs, from CareerSource Florida to present on CLIFF, a pilot program we are participating in.
 - ii. Jackie reviewed the initiative that is a partnership collaborating with the Atlanta Federal Reserve. The only requirement being asked of CSNF at this time is to identify where we will use the tool and use it consistently. This learning opportunity is to provide a greater level of information to work with participants on a more meaningful and informative career development experience by identifying early where an “economic cliff” may occur to plan early for how to plan for success.
2. Performance Update
 - a. Diane Head reviewed performance updates, noting that first quarter is in-line with previous first quarters.
3. Monitoring Update
 - a. DEO monitoring (both programmatic and fiscal) is scheduled for the week before Christmas, December 13-17, 2021
4. Florida Scorecard
 - a. Diane highlighted new data and reviewed trends that are being watched in various counties to better affect change. New census numbers are also updated.
5. Upcoming Events/Deadlines
 - a. Diane Head announced the completion of the move to the new Live Oak location and the Open House / Ribbon Cutting scheduled for Monday, November 22, 2021, at 11 am. Everyone is welcome to attend.
 - b. Diane reported the partnership job fair with CareerSource Florida Crown, Paychecks for Patriots, was a success.



- c. Anytime after January 1, members may proceed with filing their Financial Disclosure forms with their local Supervisor of Elections Office for the 2021 calendar year.

Adjournment

After all agenda items were complete, a motion to adjourn was made by Bryan Blair, seconded by David Dunkle, with unanimous approval. The meeting adjourned at 5:10 pm.