



Meeting of the Executive Committee of the North Florida Workforce Development Board, Inc.

**15 January 2026 | 4:00pm**

705 E. Base Street | Madison, FL 32340 Virtual

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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 4:07 PM.** Due to the lack of a quorum, no official business could be conducted.

#### **Roll Call for attendance was taken:**

##### Executive Committee Members

Danny Collins

David Dunkle

##### Staff/Guests

Bruce Ferguson

Marsha Durden

Latoria Jackson

**Public Comments:** There were no citizens present.

1. Approval of the Agenda.

#### **Consent Items**

2. To consider Executive Committee meeting minutes for November 13, 2025.
3. To consider the Board of Directors meeting minutes for November 20, 2025.
4. To consider the NFWDB Competitive Talent Council meeting minutes for December 19, 2025.

#### **Action Items**

5. To consider amended Priority of Service policy.
6. To consider amended NFWDB Bylaws.

- 6-A.To consider EPA Brownfields Assessment Coalition Non-lead Project partnership.
- 6-B.To receive notice of termination of One-Stop Delivery System Partnership Agreement.

Marsha Durden, Executive Director, informed the Committee that staff received notice of termination of the One-Stop Delivery System Partnership Agreement for the Perry location on January 12, 2026. Staff are actively working to secure an alternative location prior to February 6, 2026, and has contacted several organizations, including the Taylor County Chamber of Commerce, to explore options.

Ms. Durden noted that the current Memorandum of Understanding (MOU) requires a 30-day notice for a request to terminate. In response, she reached out to Florida Commerce for guidance and to inquire about the potential temporary use of one of their mobile units.

Ms. Durden identified two potential alternative sites:

- Taylor County Public Library, available at no cost; and
- Space at the Chamber of Commerce, available for \$500 per month, including internet access.

Staff are currently awaiting approval from the Chamber of Commerce's finance committee and board regarding the latter option.

Ms. Durden has been authorized to contact BBTC to inquire further about the termination.

### **Informational Items**

7. The Executive Director to discuss informational items.

- Form 990 was not completed by the auditor in time for this meeting; therefore, this item will be added to the agenda for the next full Board meeting.

**There being no further business, the meeting was adjourned at 4:17 PM.**