



Meeting of the Executive Committee of the North Florida Workforce Development Board

**Thursday, February 13, 2020, 9am**

A teleconference line will be available

Dial-in number: 850.973.2672 | Extension: 802 | Conference Code: 2672

### **Agenda**

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:**

Mr. Mike Williams

Mr. Danny Collins

Mrs. Jodi Tillman

Mrs. Diane Head

Ms. Jessica Higginbotham

#### **Welcome and Call to Order – Mike Williams, Board Chair**

At time of initial roll call and call to order, only Mr. Mike Williams, Chair, and Mr. Danny Collins were present via teleconference. A brief discussion of the agenda items was had. Mrs. Jodi Tillman joined the meeting via teleconference and a quorum was established.

#### **Action Items**

1. Approval of Agenda
  - a. Mrs. Jodi Tillman made a motion to approve the agenda, seconded by Mr. Danny Collins. The motion carried.
2. Consideration of Expenditure/Finance Report
  - a. Following a discussion and explanation of line items, Mr. Collins made a motion to approve the expenditure report, seconded by Mrs. Tillman. The motion carried.
3. One-Stop Operator Report
  - a. Mrs. Tillman made a motion to approve the One-Stop Operator Report, seconded by Mr. Collins. The motion carried.
4. Consideration of Generator Purchase
  - a. An overview of the procurement process, including ratings for each proposal made for the generator purchase was provided by Executive Director Mrs. Diane Head. Further detail was given regarding pricing, package elements, and specific power needs of the organization.
  - b. The proposal provided by Barksdale Electric was noted as the lowest scoring, primarily due to excessive price. All further discussion was centered around the proposals provided by Holly Electric and Williams Electric.
  - c. It was noted that while the Holly Electric (236 out of 300 rating points) quote was higher in price than Williams Electric (222 out of 300 points), Holly Electric provided:
    - i. A 10-year extended warranty (Holly) vs. a 5-year factory limited warranty (Williams)
    - ii. Electrical AND Natural Gas Installation and Hook Up

- iii. Installation of bollards (generator unit protection)
- iv. 1 Year of Service
- d. Additional information regarding the responsiveness of each company was provided.
  - i. Holly Electric was the most responsive, providing a site visit within one day and a quote shortly thereafter.
  - ii. Barksdale Electric experienced some delays due to pricing availability from their generator supplier.
  - iii. Williams Electric was not able to make a site visit for over a month after initial contact.
- e. After a review of each item, Mrs. Tillman made a motion, seconded by Mr. Collins to approve the Holly Electric Proposal for a generator for the Madison One-Stop Career Center. The motion carried.

### **Informational/Discussion Items**

- 1. Executive Director Update
  - a. Audit (current progress)
  - b. Monitoring update
  - c. Staffing
    - i. DVOP and LVER
  - d. Board Member Training
- 2. Primary Indicators of Performance/Renegotiations
- 3. 4-year Plan
- 4. Appointment of Bylaws Committee
- 5. Review of Agenda items for upcoming Board meeting

### **Adjournment**

**The meeting was adjourned by motion from Mrs. Tillman, seconded by Mr. Collins.**

Meetings and materials (when available) are listed on our [website](#).