



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

November 13, 2023 | 10am

705 E. Base Street | Madison, FL 32340

Executive Committee Meeting Minutes of November 13, 2023

Welcome and Call to Order: Danny Collins called the meeting to order at 9:59 am.

Roll Call

Attendees: Hillary Cannon, Danny Collins, David Dunkle, Tracy Givens

Public Comments: All citizens desiring to speak must sign in and will be limited to three minutes per person. (There were no citizens present)

Action Items

1. Approval of the Agenda
 - a. Motion to approve the minutes as presented by David Dunkle, seconded by Tracy Givens. Unanimous approval
2. Consideration of 8/10/23 Executive Committee Meeting Minutes
 - a. Motion to approve the minutes as presented by David Dunkle, seconded by Tracy Givens. Unanimous approval.
3. Consideration of 8/17/23 Board Meeting Minutes
 - a. Motion to approve the minutes as presented by David Dunkle, seconded by Tracy Givens. Unanimous approval.
4. Consideration of Quarter 1 Expenditure Report
 - a. Diane Head informed the Committee that the current expenses are through September 2023 (not July 2023) and does not include a few additional revenue sources.
 - b. Motion to approve the 2023-2024 first quarter Expenditure Report as presented by Tracy Givens, seconded by Hillary Cannon. Unanimous approval.
5. Consideration of Quarter 1 One-Stop Operator Report
 - a. Diane Head informed the Committee that CareerSource North Florida's leadership team audits and monitors the One Stop Operator quarterly.
 - b. Motion to approve the 1st quarter One Stop Operator report as presented by Hillary Cannon, seconded by Tracy Givens. Unanimous approval.
6. Nomination of Education and Industry Consortium
 - a. Danny Collins, Board Chair provided an overview of Florida Statute 445.007(15), which requires local workforce development boards to create an education and industry consortium composed of local leaders who will align educational programming with industry needs at the local level. He provided a brief overview of the Education and Industry Consortiums membership requirements. The policy requires the Chair of the local workforce development board to appoint this consortium's members.
 - b. Motion to approve the Board Chair's selection of the Education and Industry Consortium members was made by Hillary Cannon, seconded by Tracy Givens. Unanimous approval.
7. Consideration of Contracts with Chambers
 - a. Diane Head, Executive Director, explained CareerSource North Florida's need for assistance with its business services outreach. Diane Head requests to employ our local county chambers as independent contractors to make allotted site visits to companies in targeted industries and gather preliminary data using questions provided by



CareerSource North Florida. Taylor County Chamber and Madison County Chamber are both on board.

- b. Motion to approve independent contracts with chambers was made by David Dunkle, seconded by Tracy Givens. Unanimous approval.
8. Consideration of the Labor & Market Talent Strategy/ Update Quote.
 - a. Diane Head, Executive Director explained that North Florida's labor market has been significantly impacted by some of the recent events such as Covid-19, Hurricane Idalia, and the Georgia-Pacific plant closure. These events prompted a need for CareerSource North Florida to obtain a Workforce and Talent Assessment. This analysis will help give the board direction and provide tools to strengthen and optimize workforce development. The board received a quote from VisionFirst Advisors for \$40,000 to perform this extensive research. This is not a current budgeted item, but the Board will have funds to cover this cost with new grant funds, Rapid Response funds and Duke Energy Foundation may fund a portion of the cost.
 - b. Danny Collins, Chairman abstained from voting.
 - c. Motion to approve the VisonFirst Advisors Quote was made by Hillary Cannon, seconded by David Dunkle. Unanimous approval
9. Update Eligibility Policy – Recommendation to Full Board
 - a. Diane Head reminded Committee of FL Commerce's waiver to reduce the WIOA expenditure rate for Out of School Youth from 75 percent to 50 percent. This change prompted CareerSource North Florida to adjust its WIOA policy and remove the line stating 'in-school youth enrollment must remain under 3 percent of the total enrollment' from its WIOA Youth Eligibility section.
 - b. Motion to approve the updated Eligible Training Policy and go to the full Board for approval was made by Tracy Givens, seconded by David Dunkle. Unanimous approval.
10. Updated Eligible Training Provider List (ETPL) Policy - Recommendation to Full Board
 - a. Diane Head, provided brief summary of updates made to the Eligible Training Provider List Policy, some being that the training providers must first apply to and be approved by Florida Commerce, then the local Board through policy may establish further criteria and requires further information for local area program eligibility. The updated policy prioritizes funding programs in local area.
 - b. David Dunkle, abstained from voting.
 - c. Motion to approve the updated Eligible Training Provider List Policy and it go to the full board for approval was made by Hillary Cannon, seconded by Tracy Givens. Unanimous approval.
11. Updated Administrative Plan - Recommendation to Full Board
 - a. Diane Head gave overview of updates made to the Administrative Plan, in the following sections: Closeout of Federal Awards, Procurement procedures, Service Agreements, Provisions Included in All Contracts, Verification of New Contractor, and Subrecipients.
 - b. Motion to approve the updated Administrative Plan and it go to the full Board for approval was made by Tracy Givens, seconded by Hillary Cannon. Unanimous approval.

Informational Items

1. Board Meeting Agenda Review
2. Multi-purpose Center review



- a. CareerSource North Florida is currently supporting three applications. All have potential of being awarded. Suwannee County, Madison County, and North Florida College all submitted grant applications.
3. Idalia National Dislocated Worker Grant (NDWG)
 - a. Funds received from USDOL to help with Idalia. Help nonprofits and governments continue to do work for storm response. \$500,000 grant received about 1 month ago. Have contracts with Lafayette County, Madison County, Suwannee County. Funds can also be used for Rapid Response funds in Taylor County.
4. Rapid Response
 - a. CareerSource has conducted two job fairs since Georgia-Pacific Mill's closure which has assisted 300 Mill's workers. Perry outpost open to provide one-on-one recruiting and to access resources workers need.
5. Able Trust High School High Tech (HSHT) review
 - a. Grant with Suwannee County- Anthony Jennings, Operations Director working with counselors to get students workforce and education.
6. 2022-23 Programmatic and Fiscal Monitoring Report/ CAP and Upcoming Schedule
 - a. Corrective action reported to State (FloridaCommerce).

Executive Meeting Adjourned at 10:45 am