



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

Thursday, February 13, 2025 | 9am

705 E. Base Street | Madison, FL 32340

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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 Doug Brown, Board Chair at 9:00 am.

Roll Call for attendance was taken:

<u>Executive Committee Members</u>	<u>Staff/ Guests</u>
Doug Brown	Diane Head
DeAnn Cruz	Latoria Jackson
David Dunkle	
Matt Pearson	
Danny Collins	

Members of the Public: Jason Byrd, TL Workforce Solutions

Public Comments: None at this time.

Action Items

Consent

1. Consideration of the Agenda
2. Consideration of the 11/07/2024 Executive Committee Minutes
3. Consideration of the 11/14/2024 Board Minutes
 - a. A motion to approve the consent agenda was made by Matt Pearson, seconded by Danny Collins. Motion carried.

Reports

4. Consideration of 2nd Quarter Expenditure Report
5. Consideration of 2nd Quarter One-Stop Operator Report
6. Consideration of 2nd Quarter Competitive Talent Council Report
 - a. A motion to approve the following reports, 2nd Quarter Expenditure, 2nd Quarter One-Stop Operator, and the 2nd Quarter Competitive Talent Council was made by Matt Pearson, seconded by David Dunkle. Motion carried.

Recommendation(s) to the Board

7. Consideration of One-Stop Operator Scope of Work and Quote
 - a. Jason Byrd, TL Workforce Solutions requested to be added to vendor list for upcoming OSO procurement.
 - b. Diane Head reminded the Committee the Board requested for her to reach out to CSCLM's OSO for an interim Scope of Work and Quote.



- c. A motion to approve the recommendation and go to the full board for approval was made by Danny Collins, seconded by DeAnn Cruz. Motion carried.
- 8. Consideration of HR and Financial Services Agreement
 - a. Diane Head, Executive Director, explained that CareerSource Citrus Levy Marion Human Resources and Financial Services Agreement is proposed at no additional cost or changes.
 - b. A motion to approve the recommendation and go to the full board for approval was made by David Dunkle, seconded by Matt Pearson. Motion carried.
- 9. Consideration of Budget Update
 - a. Diane Head, explained the need for increase to 7/2/24 Budget due to additional NDWG funding received after storms of 2024. NDWG funds are being used to pay wages to participants assisting with storm recovery work.
 - b. A motion to approve the recommendation and go to the full board for approval was made by Danny Collins, seconded by Matt Pearson. Motion carried.

Other Approval/Discussion

- 10. Consideration of Summer Youth Employment Plan
 - a. Diane Head, currently waiting for FL Commerce's approval of the new Summer Youth Employment Program Plan. She shared the details with the Executive Committee. This plan breaks down the Summer Youth Services into three buckets...HSHT, CareerCamps (provided by community youth organizations), and Work Experience. The Committee feels this is a remarkable approach to a program that has typically plagued CSNF with complications. Outreach will begin soon to locate eligible youth to participate this summer.
- 11. Consideration of Mobile Unit Plan
 - a. Diane Head informed the board of the \$30,000 in damage the mobile unit suffered during Hurricane Helene. The damage is covered by insurance. However, the mobile unit remains in the mechanic shop awaiting parts. Diane states even in working order the mobile unit's operation costs aren't feasible. Donation of the unit to a federal organization was suggested.
 - b. Recommendation to the full board to donate Mobile Unit to federally-funded organization at no cost.
- 12. Consideration of affiliations
 - a. Diane Head explained the Board's affiliation with the Workforce Alliance which is a 501(c)3 group which has recently modified its focus to align with other organizations which do not align with our rural region. Diane requests the committee to provide a path forward concerning this association. There is no cost currently associated with this affiliation, however it is a foreseen next step.
 - b. Recommendation to the full board to discontinue alliance should dues become a factor and to otherwise monitor participation.
- 13. Consideration of Joint Audit RFP
 - a. CareerSource North Florida and CareerSource Citrus Levy Marion have procured an auditor together over the past 12 years to reduce administrative costs and create efficiencies with our Auditor. The contract is available for review. New auditor will be assigned.
 - b. Recommendation to the full board to procure an auditor together with CareerSource Citrus Levy Marion.
- 14. Consideration of 2nd FWDA Member



- a. Each FWDA region has two seats. Chad Mathis our former board member was our second member. CSNF needs to appoint someone to fill the open seat. The board approved person must be from the private sector.
- b. Recommendation to the full board to appoint/nominate the second FWDA member.

Informational Items

- 1. Board Meeting Agenda
- 2. Audit Report
 - a. Not yet available. Will have report by full board meeting.
- 3. New Board Members
 - a. Becky Sharpe and Paula Ginn
- 4. Regional Planning Area
 - a. Awaiting Florida Commerce's approval of the North Central Florida, CareerSource Citrus Levy Marion and CareerSource North Florida regional planning committee.
- 5. Live Oak Lease
 - a. Diane Head meets with Kamryn Berman, Property Manager of Live Oak Commons, to provide costs for a one-year lease as we await the completion of the Suwannee multi-purpose facilities.
- 6. Performance Negotiations
 - a. Consortium approved.
- 7. Perry Location
 - a. Big Bend Technical College is undergoing construction. CareerSource North Florida must relocate by 2/28/25. Big Bend Technical College has offered CareerSource North Florida space for us to utilize in Building A, at no cost. Plans to move our furniture and transfer our internet connection are underway.

There being no further business the meeting adjourned at 10:14am.