



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

Thursday, February 20, 2025 | 4pm

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 4:00 pm.

Roll Call for attendance was taken:

Executive Committee Members

Bryan Blair	Tracy Givens
Doug Brown	Mac McMullen
Danny Collins	Michelle Norris
Chris Day	Matt Pearson
David Dunkle	Rebecca (Becky) Sharpe
Elizabeth Eastman	

Staff/Guests

Diane Head
Latoria Jackson
Caleb Perla, Powell and Jones
Lonnie Saunders, FloridaCommerce

Public Comments: No citizens present.

PRESENTATION: Caleb Perla, Powell and Jones, CPA presented CSNF 23-24 Finance Audit report with detailed focus on the Finance reports and Findings Summary which indicates CSNF is at the highest level of assurance "unmodified".

Consent Items

1. Consideration of the Agenda
2. Consideration of the 11/07/24 Executive Committee Minutes
3. Consideration of the 11/14/24 Board Minutes
4. Consideration of the 2nd Quarter Expenditure Report
5. Consideration of the 2nd Quarter One-Stop Operator Report



6. Consideration of the 2nd Quarter Competitive Talent Council Report
 - a. A motion to approve the consent agenda was made by Bryan Blair, seconded by Chris Day. Motion carried.

Items for Action

1. Consideration of Audit Report
 - a. Caleb Perla presented the 2023-24 audit report and commended the Board and staff on an excellent year.
 - b. A motion to approve the Audit report was made by Bryan Blair, seconded by Danny Collins.
2. Consideration of One-Stop Operator Scope of Work and Quote
 - a. Diane Head discussed the One Stop Operator Scope of Work she was requested by the Board to obtain from Southern Indiana Works along with the quote received associated with the Scope of Work for the 2025 – 2026 program year. Slight increase from the current OSO contract of approximately \$762 from prior contract.
 - b. Diane Head also reminded the Board this is an interim step in order to align procurement timetables with CareerSource Citrus Levy Marion. It is projected for the two entities to issue a joint RFP in 2025-26 for a full procurement of the OSO.
 - c. A motion to approve the One-Stop Operator Scope of Work and Quote was made by Bryan Blair, seconded by David Dunkle.
3. Consideration of HR and Finance Services Agreement
 - a. Diane Head presented the new three-year HR and Finance Service Agreement with CareerSource Citrus Levy Marion which has no contract changes from the prior contract.
 - b. A motion to approve the HR and Finance Services Agreement was made by Bryan Blair, seconded by Tracy Givens.
4. Consideration of Budget Update
 - a. In February 2025 CareerSource North Florida was given notice of additional National Dislocated Worker grant funds to the tune of \$1.65 million to supplement the Idalia grant. The additional funds will be added to three line items (work experience, support services, and contract labor) directly related to these projects. As of this morning we have not received the Notice of Grant Award/ Fund Availability (NFA).
 - b. A motion to approve the Budget update was made by Bryan Blair, seconded by Chris Day.
5. Consideration of Dispositioning Mobile Unit
 - a. The Executive Committee recommends disposing of the Mobile Unit due to its standing history of maintenance and discontinued daily use. The vehicle is currently in the mechanic shop with \$30,000 worth of storm damage (covered by insurance). The Board suggested to junk the vehicle instead, contingent on current progress. Diane Head will speak with the mechanic shop owner for an update.
 - b. A motion to approve disposing of the mobile unit was made by Bryan Blair, seconded by Tracy Givens.
6. Consideration of 2nd FWDA Member



- a. CareerSource North Florida is a member of the Florida Workforce Development Association (FWDA). As members we have two seats on the FWDA Board. As the Executive Director of CSNF, Diane Head holds the first seat, and we are in need of a second. The Board was asked to forward any nominations to Diane Head as soon as possible.

Informational Items

1. New Board Members
 - a. Becky Sharpe fills our Union Seat. She is the President of the Lafayette Education Association.
 - b. Paula Ginn fills our Adult Education seat.
2. Live Oak Lease
 - a. Diane Head met with Kamryn Berman, Property Manager for Live Oak Commons. Landlord requests CSNF to renew the 2-year lease for a better monthly rate. The new contract will be available for review by May 2025 Board meeting.
3. Perry Location
 - a. Big Bend Technical College (BBTC) offered space for CSNF's use in response to multiple hurricanes and Georgia-Pacific Mill closure. BBTC is currently undergoing construction which requires CSNF portable to move. BBTC has graciously offered CSNF another space in Building A.
4. Regional Planning Area
 - a. The newly formed Nature Coast Regional Planning Area which consists of CareerSource North Florida, CareerSource Citrus Levy Marion, and CareerSource North Central Florida was approved by FloridaCommerce as of February 20, 2025. This regional planning area will create efficiencies and reduce administrative costs and overhead.
5. Industry and Community Updates
 - a. Bryan Blair- Chrysler Store opens tomorrow. Ribbon cutting tba.
 - b. David Dunkle- Wellness program is going well. Looking for an Agricultural instructor (master's degree required). Purchased a tractor ready to work in the field.
 - c. Doug Brown – 3/19/25 and 3/20/25 Rural Counties Days.

Information in Packet

1. TIME TO FILE YOUR COMMISSION ON ETHICS FILINGS for 2024!
 - a. Form 1 files will be added to meeting packet.
2. Performance Negotiations
3. Statewide Indicators of Performance
4. Upcoming Events
 - a. Workforce at the Capital 3/27/25.
 - b. Taylor County Job fair
 - c. Madison County Central School Career Day
 - d. Big Bend groundbreaking

There being no further business, the meeting adjourned at 5:02 pm.