



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

Friday, April 25, 2025 | 10am

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 10am

Roll Call

Executive Committee Members

Doug Brown

Danny Collins

DeAnn Cruz

Matt Pearson

Staff/Guests

Diane Head

Ronnie Moore

Public Comments: No citizens present

Action Items

1. Approval of the Agenda
 - a. *A motion to approve the Agenda was made by Danny Collins, seconded by Matt Pearson. Motion approved.*
2. Live Oak Commons Lease Options
 - a. *Diane Head presented the current lease amount the 1 year and 2 year option amounts.*
 - b. *A motion to move forward with a 2-year lease at Live Oak Commons was made by Matt Pearson, seconded by DeAnn Cruz.*
 - c. *Discussion: Diane Head acknowledged there is budget uncertainty. However, a multiple year lease must include language that allows the Board to exit a lease without penalty should allocations go down.*
 - d. *Motion carried.*
3. Appointment of Nomination Committee
 - a. *Doug Brown appointed Ronnie Moore, Elizabeth Eastman, and Chris Day to the nomination committee with himself as an alternate.*



- b. Diane Head has prepared a survey to send to all Board members to gage their interest to serve and will send this week to determine if or when a Nomination Committee meeting should be held.*
 - c. Motion to approve was made by DeAnn Cruz, seconded by Danny Collins. Motion carried.*
- 4. Executive Director Performance Evaluation
 - a. A motion was made by Deann Cruz for the Chair to complete the review tool for the Executive Director and bring to the 5/8 Executive Committee Meeting for review by the Committee. Seconded by Matt Pearson. Motion carried.*
 - b. At this time, the Executive Director presented her resignation with 30-day notice to the Committee. The group asked her to send out the succession plan for review. It was the consensus of the Committee for transition to occur swiftly. The Committee agreed to hold its next meeting on 5/2/25 at 10am to provide time to review the plan and devise next steps.*

Informational Items

- 1. Programmatic Monitoring Status

Adjournment