



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

May 2, 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

David Dunkle

Matt Pearson

Staff/Guests

Diane Head

Deborah Cohn

Ronnie Moore

Rusty Skinner

Bruce Ferguson

Public Comments: None at this time.

Action Items

1. Development of Transition Plan
 - a. Diane Head presented her weekly updates where she is tracking her completed and upcoming tasks.
 - b. Review of Written Succession Plan Steps (updated MS Word doc)
 - i. Succession Plan discussed at length and determined the Temporary Staffing Strategy is sufficient. Per the Succession Plan the Deputy Director if approved becomes the Acting Executive Director and the Temporary Staffing Strategy Cross training by the current Executive Director has begun. The Acting Executive Director will receive additional compensation determined by the Executive Committee for the next meeting. The current Executive Director has informed the Executive Committee, staff, the full board, the Commissioner's Consortium and independent contractors. The One Stop Operator and Finance Auditor



contracts are in transition, therefore they are not urgent notifications. The public and partners will be informed prior to the current Executive Director's last day, which is May 25th, 2025. The current Executive Director will formally resign from all boards in all upcoming May 2025 meetings. Press release will be conducted 7 to 10 days prior to the current Executive Director's last day. Deputy Director's qualifications to fill in as Acting Director discussed.

1. A motion to appoint Deborah Cohn, Deputy Director, to serve as Acting Executive Director with all Executive Director duties and additional compensation (TBA) was made by David Dunkle, seconded by Danny Collins. Motion Approved.
- c. Best Practice/Things To Consider Discussion
 - i. Bruce Ferguson, former CEO of CareerSource Northeast Florida, provided direction towards our next steps. He states the first step is to appoint an interim Executive Director. Next, we must communicate with the community. Then form a Search Committee. He suggested the benefits of using a talent search firm, which could cost up to \$50,000 and take a few months.
 - ii. Rusty Skinner, CEO, CareerSource Citrus Levy Marion (CSCLM), suggested the use of using a neighboring region's Human Resource team to advertise and sift through applicants on our behalf. Which could be a less expensive route than a talent search firm.
 - iii. The committee provided input regarding time restraints, staffing capacity, salary range, targeted area search, and the interim period duration.
 - d. Succession Plan Steps (MS Excel spreadsheet)
 - i. Rusty Skinner CSCLM, offered to have CSCLM take on the responsibility of advertising and processing applications and forward the qualified candidates to the Search Committee.
 - ii. Executive Director job description and salary will be discussed at next Executive Committee meeting.
 - iii. Diane Head will provide a recommended timeline for the transition.
 - e. Current Staff Questions
 - i. Diane Head mentioned that CareerSource North Florida's two credit cards, one with an elevated limit which will be closed at the time of the Executive Directors departure. She asked for permission to raise the limit of the other card to support operations.
 - ii. A motion was made for the Acting Director to have the same levels of accounts as the current Director by Danny Collins. Seconded by David Dunkle. Motion carried.

There being no further business the meeting adjourned at 11:28 am