



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

~~21 May, 2026~~ | 9:00am

~~Rescheduled — 28 May, 2026~~

Rescheduled 4 June, 2026

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Amended Agenda

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 Danny Collins, Board chair at 9:02 AM.

Roll Call

Board Members

Danny Collins

DeAnn Cruz

David Driggers

Patricia Ginn

Mac McMullen

Ronnie Moore

Michelle Norris

Becky Sharpe

Staff/Guests

Rusty Skinner

Bruce Ferguson

Ricky Ferguson

Marsha Durden

Deborah Cohn

Latoria Jackson

Public Comments: None at this time.

1. Approval of the Agenda.

- a. A motion to approve the Agenda was made by Ronnie Moore, seconded by DeAnn Cruz. Motion carried.

Consent Items

2. To consider Board of Directors meeting minutes for February 19, 2026.

3. To consider Executive Committee Special meeting minutes for March 13, 2026.

4. To consider NFWDB Competitive Talent Council meeting report for March 27, 2026.
5. To consider Executive Committee meeting minutes for April 24, 2026.
6. To consider State ITA Expenditure Requirement Waiver Request for PY 26/27.
7. To consider Amendment No. 1 to the One-Stop Operator contract.
8. To consider Quality Labor Management LLC and Affiliated Companies contract.
9. To consider Public Consulting Group, LLC and Affiliated Companies contract.
10. To ratify request for Waiver.
11. To consider De-Obligation letter.
12. To ratify partnership MOU with the Florida Department of Revenue Child Support Enforcement.
 - a. A motion to approve the consent items was made by Ronnie Moore, seconded by Paula Ginn. Motion carried.

Action Items:

13. To consider Regional Targeted Occupations List for PY 2026/2027.
 - a. Staff advised the board that this list is cross referenced between 26-27 Master credentials occupations list and the Regional Demand Occupations list to ensure every program meets active regional demand and wage standards. Notable new programs: Electricians, Agribusiness Management – North Florida College, and Early Childhood Education all offered at North Florida College.
 - b. A motion to approve the Regional Targeted Occupations List for program 2026-2027 was made by DeAnn Cruz, seconded by Becky Sharpe. Motion carried.
14. To consider CSNF Eligible Training Provider List (ETPL) for PY 2026/2027.
 - a. Staff briefed the board on the ETPL for 2026-2027 program year. She mentioned the three new providers added this year: Lake Sumter State College, College of Central Florida and Marion Technical College.
 - b. A motion to approve the CSNF Eligible Training Provider List for program year 2026-2027 was made by DeAnn Cruz, seconded by Ronnie Moore. Motion carried.
15. To consider WIOA Title I Mandatory Partner Mou's.
 - a. The current WIOA Title I Mandatory Partner Memorandum of Understanding (MOU) expires on June 30, 2026. Florida Commerce and CareerSource Florida issued a statewide mandatory partner MOU template that must remain unchanged, and a separate MOU must be executed with each mandatory partner. Staff met with the One-Stop Operator to review the draft MOUs, and the One-Stop Operator confirmed that all required information was included and approved moving forward. Each partner has received its MOU and is submitting it to its governing board for consideration alongside the North Florida Workforce Development Board (NFWDB) and Consortium Board approval process. Hamilton County School District is not currently a mandatory partner because it does not operate an adult education or workforce education program. However, staff is working to strengthen that partnership and included a mandatory partner MOU for signature if qualifying programming begins during the MOU term. Staff requests Board approval of the Mandatory Partner MOUs. If approved, the MOUs will be placed on the June Consortium Board agenda and then submitted to the State before June 30, 2026.
 - b. A motion to approve the WIOA Title I Mandatory Partner MOU's was made by DeAnn Cruz, seconded by Paula Ginn. Motion carried.
16. To consider Infrastructure Funding Agreement (IFA).
 - a. Staff presented the proposed Infrastructure Funding Agreement (IFA) for the period July 1, 2026, through June 30, 2029, noting that the current agreement expires on June 30, 2026. The IFA template provided by FloridaCommerce and CareerSource Florida was reviewed by the One-Stop

Operator, who also assisted in determining the cost-sharing percentages. Contribution calculations were based on actual expenses from the 2024–2025 program year. Staff conducted a partner review meeting on May 15, 2026, to discuss the proposed agreement and address any questions or concerns. Representatives from Taylor County School District/Big Bend Technical College, FLDOE Vocational Rehabilitation, National Caucus and Center on Black Aging (NCBA), the One-Stop Operator, and Board staff participated. No concerns were raised by the partners in attendance. Staff also reported that Hamilton County School District was included in the IFA as a Board-approved partner, although the district does not currently operate an Adult Education or workforce education program. Efforts are ongoing to build a relationship with the district comparable to those maintained with other school districts in the region.

- b. A motion to approve the Infrastructure Funding Agreement was made by Ronnie Moore, seconded by Michelle Norris. Motion carried.

17. To consider Regional Planning Area Amendment.

- a. Staff presented an amendment related to the State of Florida's workforce planning region realignment. The Governor has directed the redistricting of two Regional Planning Areas, resulting in CareerSource Capital Region being absorbed into the Northwest Florida Planning Region and CareerSource North East Florida being absorbed into the Nature Coast Regional Planning Area. The revised regional structure will include CareerSource North Florida, CareerSource Northeast Florida, CareerSource North Central Florida, and CareerSource Citrus Levy Marion. The amendment has been approved by the Executive Committee, signed by the Chief Local Elected Official (CLEO), and is scheduled for ratification at the June Consortium meeting. Staff requested Board approval of the amendment.
- b. A motion to approve the Regional Planning Area Amendment was made by DeAnn Cruz, seconded by Ronnie Moore. Motion carried.

18. To receive the 3rd Quarter One-Stop Operator Report.

- a. The report highlighted continued collaboration with workforce partners, support for compliance and operational review processes, advancement of infrastructure funding activities, and preparation for upcoming on-site monitoring visits.
- b. A motion to approve the third Quarter One-Stop Operator report was made by Paula Ginn, seconded by Becky Sharpe. Motion carried.

19. To consider draft 2026/2027 PY calendar.

- a. Staff presented the draft 2026–2027 Operational Calendar for Board review and approval. The calendar is updated annually and includes revisions reflecting the new Perry office operating hours, designated holidays, and scheduled Board and committee meeting dates. During discussion, Board members agreed that regular Board meetings will be held at 9:00 a.m.
- b. A motion to approve the 2026-2027 program year calendar was made by DeAnn Cruz, seconded by Paula Ginn. Motion carried.

20. To consider draft 2026/2027 PY budget.

- a. Staff reported that updated revenue and expense projections will be provided at upcoming July and August meetings as additional funding information becomes available. The Board reviewed and accepted the draft budget report.
- b. A motion was made to approve the draft of the 2026-2027 program year budget was made by DeAnn Cruz, seconded by Paula Ginn. Motion carried.

20-A. To consider Health Insurance employer contribution rate for the 2026/2027 PY.

- a. Staff presented the annual health insurance renewal information for the July 1, 2026 plan year. Initial renewal rates reflected a significant increase; however, through collaboration with Apex Insurance Advisors and CSCLM, alternative plan options were identified that reduced the overall rate increase to 7.8%. Staff reviewed the impact of the proposed plans on employee premiums, including the discontinuation of one existing HMO option, and discussed potential effects on employee retention and benefit costs. Staff requested that the

Board consider increasing the employer contribution rate to offset employee premium increases.

- b. A motion to approve the Health Insurance employer contribution rate for the 2026-2027 program year was made by DeAnn Cruz, seconded by Ronnie Moore. Motion carried.

20-B. To receive the Supportive Technical Assistance to Strengthen Performance Notice.

- a. Staff reported that CareerSource Florida issued a Notice of Supportive Technical Assistance regarding performance outcomes for the Youth Entered Employment 4th Quarter after Exit measure. Staff discussed challenges in obtaining employment data and outlined new processes, including access to employment verification resources and enhanced interstate data sharing, to improve performance tracking and reporting. CareerSource Florida and FloridaCommerce have committed to providing additional technical assistance and support in the upcoming program year. Rusty Skinner, CEO of CareerSource CLM, shared his experience addressing similar performance challenges and suggested that the North Florida Workforce Development Board consider separating funding streams or establishing temporary performance goals while improvements are implemented. Staff advised that a draft amendment to the Follow-Up Services Policy will be presented to the Board during the first meetings of the 2026–2027 program year.
- b. A motion to approve the Supportive Technical Assistance to Strengthen Performance Notice was made by Ronnie Moore, seconded by Paula Ginn. Motion carried.

Informational Items:

21. Annual Governance Reminders:

- a. Form 1 Filing deadline. Staff reminded Board members that the Form 1 financial disclosure filing deadline is July 1, 2026. Marsha reported that several members have not yet submitted their forms and encouraged timely completion
- b. Annual mandatory trainings. Board members were reminded to complete all required annual training courses, including Sunshine Law, Ethics, and other mandatory governance trainings.
- c. Board Member terms – Staff advised that several Board member terms will expire soon. Marsha informed the Board that an email had been sent to all current members requesting confirmation of their intent to continue serving. Members were asked to respond via email so that appropriate reappointment or exit documentation can be prepared.

22. The Executive Director to discuss informational items.

WIOA Plan Two-Year Modification

The Executive Director reported that the WIOA Plan Two-Year Modification was distributed to all county administrators and Board members for review and comment. The document was also posted on CareerSource North Florida's website for public review and comment, with the public comment period scheduled to close on June 17, 2026. Following the public comment period, the plan will be presented to the Commissioner Consortium on June 18, 2026, and subsequently forwarded to the Executive Committee for review the same day before submission to FloridaCommerce.

There being no further business, yje meeting was adjourned at 9:52 AM.

