



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

19 February, 2026 | 9:00am

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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 Danny Collins, past Chair at 9:00 AM.**

#### Roll Call

##### Board Members

Bryan Blair  
Danny Collins  
DeAnn Cruz  
David Driggers  
David Dunkle  
Elizabeth Eastman  
Patricia Garcia  
Ronnie Moore  
Michelle Norris

##### Staff/Guests

Bruce Ferguson (E.D. Mentor)  
Brad Hough (Powell and Jones)  
Marsha Durden  
Latoria Jackson

**Public Comments:** None present at this time.

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

#### Consent Items

2. To consider Executive Committee meeting minutes for November 13, 2025.
3. To consider Board of Directors meeting minutes for November 20, 2025.
4. To consider NFWDB Competitive Talent Council (CTC) meeting minutes for December 19, 2025.
5. To consider Executive Committee meeting minutes for January 15, 2026.
  - a. A motion to approve the Consent Items was made by Ronne Moore, seconded by Elizabeth Eastman. Motion carried.



### Reports:

6. Powell and Jones to provide the annual Form 990.
  - a. Brad Hough, Powell & Jones, presented the **2024–2025 Financial Audit** and informed the Board that the **Form 990 has been submitted**. The audit indicated that CSNF's financial statements **presented fairly**, and all information provided was reliable. There were **no findings**. The Board was advised to pay particular attention to **pages 6 and 12 (Balance Sheet)** and **page 39 (Single Audit on WIOA)**; no significant deficiencies were noted.
7. To receive the One Stop Operator (OSO) quarterly report.
  - a. Marsha Durden, Executive Director presented Southern Indiana Works (OSO) second quarter report for the semi-annual visit on 12/11/25. In this visit CSNF's policies and MOU's were reviewed in compliance with FloridaCommerce's Subgrantee agreement. A few updates on policies and postings are required. Updates will be made and presented at next board meeting for approval. OSO will schedule another site visit in June to the Madison, Live Oak and Perry offices.
  - b. A motion to approve the One Stop Operator quarterly report was made by Bryan Blair, seconded by Michelle Norris. Motion Carried.

### Action Items:

8. To consider Direct Service Provider Extension.
  - a. Marsha Durden, informed the Board that the current extension expires June 30, 2026. Staff published the proposal for public comment (Feb. 2–19, 2026) in compliance with CareerSource Florida Policy G105. The draft extension request, proposal, and proof of public notice are due to FloridaCommerce by March 2026.
  - b. A motion to approve the Direct Service Provider Extension was made by Bryan Blair, seconded by Tracy Givens. Motion carried.
9. To consider amended Priority of Service Policy.
  - a. Marsha Durden presented the revised CareerSource Florida Workforce Policy P111 (Services for Veterans, Military Members, and Spouses), which directly impacts CSNF's Priority of Service policy. Staff reviewed the updates and incorporated recommended changes using strikethrough and highlighting for clarity and ease of review. Upon Board approval, staff will proceed with formal amendments to the policy.
  - b. A motion to approve the amended Priority of Service Policy was made by Ronnie Moore, seconded by Bryan Blair. Motion carried.
10. To consider amended NFWDB Bylaws.
  - a. Bruce Ferguson, contracted mentor to the Executive Director, discussed Board appointment terms and organizational governance at the November 13, 2025, Executive Committee meeting and the November 20, 2025, Board of Directors meeting. Proposed amendments to the draft policy include extending Board appointment terms from two (2) years to four (4) years and removing the requirement for Governor certification of Board appointments.
  - b. A motion to approve the amended NFWDB Bylaws was made by Bryan Blair, seconded by David Dunkle. Motion carried.
11. To consider Transfer Request from Dislocated Worker (DW) to WIOA Adult.
  - a. CSNF is requesting board approval to transfer \$55,000 from the Dislocated Worker (DW) fund to the WIOA Adult program to meet increased enrollment demand for Region 6 participants. As of December 31, 2025, CSNF has expended 76% of its WIOA Adult funding, reflecting strong enrollment and service utilization. In contrast, Dislocated Worker



enrollments have remained low, resulting in available funds within the DW allocation.

- b. Danny Collins, Board Chair, inquired whether funds could be transferred back in the event of an unexpected loss of jobs in the future. Marsha Durden, Executive Director, responded that the funds could be transferred back if necessary; however, she noted that such action would not be required due to the availability of sufficient funds within the State Rural Fund.
- c. A motion to approve the Transfer Request from Dislocated Worker to WIOA Adult was made by DeAnn Cruz, seconded by Michelle Norris. Motion carried.

12. To consider Adult Education Partnership MOU.

- a. On January 12, 2026, CSNF received a Notice of Termination for the One-Stop Delivery System Partnership Agreement from Taylor County School Board. It was later clarified that Taylor County School Board intended only to terminate the shared space agreement portion of the partnership.  
CSNF subsequently received an amended Partnership Memorandum of Understanding (MOU) removing the shared space component of the lease while continuing the One-Stop Delivery System partnership through June 30, 2026.
- b. CSNF vacated the shared space prior to the February 6, 2026 deadline and is temporarily housed at the Taylor County Public Library at no cost.
- c. A motion to approve the Adult Education Partnership MOU was made by Bryan Blair, seconded by Michelle Norris. Motion carried.

13. To consider Perry Office location.

- a. Due to CSNF vacating the BBTC office space previously covered under the One-Stop Partnership MOU, CSNF has identified five potential spaces currently available for lease as follows:
  - 1. Taylor County Chamber of Commerce Room – \$500/month plus internet; accommodates 2 staff members and 1 FloridaCommerce employee.
  - 2. 107 E Green Street, Perry, FL – 5 offices, \$1,200/month plus utilities.
  - 3. 105 W Main Street, Perry, FL – 2 rooms plus 1 staff restroom, \$500/month plus utilities.
  - 4. 131 N Jefferson Street, Perry, FL – \$1,200/month plus utilities.
  - 5. 1858 Jefferson Street, Perry, FL (Walmart Plaza) – \$1,200–\$1,800/month.
- b. The need for additional office space will be determined based on whether HB 0191 – Verification of Reemployment Assistance Benefit Eligibility and SB 0216 – Verification of Reemployment Assistance Benefit Eligibility are adopted, as these could increase foot traffic in Taylor County.
- c. Danny Collins, Board Chair, decided not to make a motion at this time. The Board will await the outcome of the House Bill decision. In the interim, Marsha Durden will represent only two potential options: one to meet current office usage needs and one for potentially increased foot traffic scenarios.

14. To consider modified service location plan.

- a. CSNF currently has only two specialists certified to serve all programs within Region 6. There are six Career Development Specialists (CDS) currently in training, with progression in each program taking more than one year.
- b. Marsha Durden has reached out to both CareerSource CLM and CareerSource Capital Region to establish a training partnership that would allow CSNF staff to travel to other workforce boards for additional training. Funding to cover the associated travel costs has been requested from FloridaCommerce.
- c. During this period of transition and training, CSNF is requesting a temporary modification to the service location plan to allow the following locations to be served by appointment only: Greenville, North Florida College, Dowling Park Library, Branford Library, Steinhatchee Community Center, Jennings Library, and White Springs Library



- d. A motion to approve the modified service location plan was made by DeAnn Cruz, seconded by David Dunkle. Motion carried.
15. To consider extension of Independent Contractor Agreement, not to exceed 72 total hours.
- a. The Board was informed that the Independent Contractor Agreement approved in August 2025 to provide advisory services to the new Executive Director is set to end on February 26, 2026. The total allotment of 72 hours over the six-month period has not been met; the Executive Director currently has approximately 20 unused hours remaining.
  - b. The Executive Director is requesting an extension of the agreement through the end of the program year to utilize the remaining hours, not to exceed the originally allotted 72 hours.
  - c. A motion to approve the extension of Independent Contractor Agreement, not to exceed 72 hours total was made by Ronnie Moore, seconded by Bryan Blair. Motion carried.

**Informational Items:**

16. The Executive Director to discuss informational items.
- a. Marsha Durden reminded the Board that the refresher training meeting is scheduled for March 10, 2026, from 8:30 AM to 12:00 PM. The meeting can be attended in person or via Microsoft Teams. Board members who are unable to attend are requested to inform Marsha Durden, who will provide the presentation for individual review
  - b. Marsha Durden emphasized to the Board the importance of their attendance at the upcoming April and May meetings, as several mandatory items requiring Board approval must be voted on before the end of the program year on June 30, 2026

**There being no further business, the meeting was adjourned at 10:05 AM.**

