



Meeting of the North Florida Workforce Development Board, Inc.  
**Thursday, February 20, 2020, 4pm**  
705 E. Base Street, Madison, FL 32340  
Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

### **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** – Mike Williams, Board Chair

#### **In Attendance:**

**Mr. Mike Williams, Chair**  
**Ms. Tracy Givens – via phone**  
**Mr. Alex Fountain**  
**Mr. Danny Collins**  
**Mr. Rick Davis**  
**Mrs. Jodi Tillman – via phone**  
**Mr. Crawford Powell – via phone**  
**Mrs. S.W. Ellis – via phone**  
**From DEO**  
**Mr. Daniel Harper**  
**Ms. Maureen Castellano**  
**From CSNF**  
**Mrs. Diane Head, Executive Director**  
**Ms. Jessica Higginbotham, Executive Assistant**

**Public Comments:** All citizens desiring to speak must sign in and will be limited to three minutes per person.

#### **Consent Agenda**

- 1) Approval of Agenda
- 2) Approval of Minutes from 11/07/19 Board Meeting
- 3) Approval of Minutes from 12/16/19 Executive Committee Meeting
- 4) Approval of Minutes from 02/13/20 Executive Committee Meeting
- 5) Approval of Expenditure Report
- 6) Approval of One-Stop Operator Report
- 7) Approval of Generator Purchase
  - a) A motion was made by Mr. Crawford Powell, seconded by Mr. Danny Collins to approve the consent agenda. Hearing no discussion, the motion was approved.

#### **Items for Consideration**

- 1) Annual Performance Review by DEO
  - a) The Annual Performance Presentation was provided by Ms. Castellano and Mr. Harper.

- 2) Consideration of the 4-year WIOA Plan
  - a) Following a brief overview from Mrs. Diane Head regarding the 4-Year WIOA Plan, a motion was made by Mrs. Jodi Tillman, seconded by Mr. Rick Davis to approve the Plan. Hearing no additional discussion, the motion was approved.
- 3) Bylaws Committee Appointment
  - a) Chair, Mr. Mike Williams, respectfully requested volunteers for the formation of a Bylaws Committee. Mrs. Tillman, Mr. Collins, and Mr. Davis volunteered and were officially appointed to function as the Bylaws Committee.

**Informational/Discussion Items**

- 1) Monitoring Update
- 2) FGWA update
- 3) Discussion Items
- 4) [Budget snapshot](#) (choose latest month)
- 5) [Foot traffic and services snapshot](#) (slider at the top for date change)
  - a) Following an overview of each discussion item, a motion was made by Mr. Collins to adjourn the meeting. Mr. Alex Fountain seconded the motion, and the meeting adjourned.

**Adjournment**

**UPCOMING MEETING NOTICES**

We will be sending these dates out to you via calendar invite but wanted you to be aware:

<u>Commissioner Consortium</u>	<u>Executive Committee</u>	<u>Board</u>
February 21, 2020, 9am	August 8, 2019, 9am	August 15, 2019, 4pm
June 19, 2020, 9am	October 31, 2019, 9am	November 7, 2019, 4pm
	February 13, 2020, 9am	February 20, 2020, 4pm
	May 14, 2020, 9am	May 21, 2020, 4pm

Meetings and materials (when available) are listed on our [website](#).

Financial Disclosure forms are due to your local Supervisor of Elections by June 30<sup>th</sup> (for 2019).