



Meeting of the Executive Committee of the North Florida Workforce Development Board

Thursday, May 14, 2020, 9am

A teleconference line will be available

Dial-in number: 850.973.2672 | Extension: 802 | Conference Code: 2672

[Join Microsoft Teams Meeting](#)

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.

In Attendance:

Danny Collins
Mike Williams
Michelle Norris
SW Ellis
Jodi Tillman
Diane Head
Jessica Higginbotham

Welcome and Call to Order – Mike Williams, Board Chair

As there were no members of public in attendance, there were no public comments.

Action Items

1. Approval of Agenda
 - a. Motion by Mr. Danny Collins, seconded by Mrs. Michelle Norris and approved.
2. Consideration of Expenditure/Finance Report
 - a. A motion was originally made by Mr. Collins and seconded by Mrs. Norris to approve a budget revision to the FSA line item category. Upon discussion, the motion was amended by Mr. Collins to include both the revision and approval of the expenditure and finance report, seconded by Mrs. Norris, and approved.
3. Consideration of On-Stop Operator Report
 - a. Mr. Collins made a motion, seconded by Mrs. S.W. Ellis to approve the One-Stop Operator report. The motion was approved.
4. Consideration of Draft Audit Report
 - a. No action was needed on this item.
5. Consideration of Insurance Premiums
 - a. In consensus, the Executive Committee agreed with the rates provided.
6. Consideration of Executive Director Performance
 - a. Per Mr. Mike Williams, he would like to see an addition to Mrs. Diane Head's performance review that illustrates the exemplary response to the COVID-19 pandemic, and the efforts she spearheaded to protect staff and clients. Mrs. Head will complete the review and send for approval.
7. Considerations of Bylaws

- a. Following an overview from Mr. Collins, no action was taken by the Executive Committee. The revised bylaws will be presented to the full board for approval.
8. Consideration of Sub-recipient Agreement
 - a. An overview of the Sub-recipient Agreement was provided by Mrs. Head. No action was taken.

Informational/Discussion Items

1. Executive Director Update
 - a. COVID-19
 - b. Staffing
 - i. DVOP and LVER
 - c. Board Member Training (online and retreat)
2. Primary Indicators of Performance
3. Consideration of Conflict of Interest Contracts
4. Review of Agenda items for upcoming Board meeting
 - a. Following an overview of the discussion items, a motion to approve the agenda for the full board meeting was made by Mr. Collins, seconded by Mrs. Jodi Tillman, and approved.

Adjournment

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