



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

Thursday, May 18, 2023 | 4pm

705 E. Base Street | Madison, FL 32340

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BOARD MINUTES

Any member having a conflict of interest must abstain from voting, state the reason for the record, and complete form 8b. Forms are available from staff at every meeting.

Welcome and Call to Order by Danny Collins, Board Chair at 4:00 pm

DEO Performance Review

- a. Chair Collins moved the DEO presentation up on the agenda and introduced Daniel Harper, Senior Management Analyst Supervisor who then introduced Chadrick Myrick, Revenue Program Administrator. Mr. Harper provided an overview of workforce system oversight, statewide and local funding, training/assistance expenditures. Lastly a review of performance indicators and monitoring results for fiscal year July 1, 2021- June 30, 2022, was provided.

Roll Call for attendance was taken:

Board Members

Hillary Cannon

Tracy Givens

Jodi Tillman

Danny Collins

Ronnie Moore

David Dunkle

Matt Pearson

Staff/Guests

Diane Head, Executive Director

Latoria Jackson, Administrative Coordinator

Daniel Harper, DEO Data Quality Manager

Chadrick Myrick, DEO Revenue Programs Administrator

Public Comments: There were no citizens present.

Consent Items

1. Approval of the Agenda
2. Consideration of 2023/2/09 Executive Committee Minutes
3. Consideration of the 2023/2/16 Board Meeting Minutes
4. Consideration of the Expenditure Report through March 2023
5. Consideration of the One-Stop Operator Report
6. 2023-24 Career Center and Admin Office Schedule
7. Executive Director's Performance Review



A motion to approve the consent agenda items was made by Ronnie Moore, seconded by Jodi Tillman and received unanimous approval.

Items for Action

1. Consideration of Related Party/Conflict of Interest Forms

Diane Head, ED provided background regarding the necessity of the disclosure/conflict of interest process and informed that the annual expenditure with these entities was increased to \$125,000; we do this for full transparency.

a. Big Bend Technical College

A motion to approve the BBTC Related Party Vendor was made by David Dunkle, seconded by Hillary Cannon. A roll call vote was taken (attachment) with Jodi Tillman abstaining, certified by Danny Collins, Board Chair, approving the relationship between CSNF and BBTC.

b. North Florida College

A motion to approve the NFC Related Party Vendor was made by Jodi Tillman seconded by Ronnie Moore. A roll call vote was taken (attachment) with David Dunkle abstaining, certified by Danny Collins, Board Chair, approving the relationship between CSNF and NFC.

2. Consideration of Managed IT Services Contract – Executive Committee Recommendation

Diane Head informed the Board that the RFP published to CSNF's website on 3/1/23 for other companies to submit proposals. All questions and answers published on 3/16/23, and submissions received by the 3/31/23 deadline. The Board was informed of the Executive Committee's recommendation to contract with Inspired Technologies.

A motion was made to award Inspired Technologies the Managed IT Services Contract, by Jodi Tillman, seconded by Hillary Cannon, and received unanimous approval by the Executive Committee.

3. Consideration of Insurance Carrier & Rates

Diane Head reviewed the information provided regarding health insurance and ancillary coverages. Plans are comparable and do not disrupt care with providers. Diane reminded the Board of our relationship with CareerSource CLM as our employer of record allows us to obtain better rates. Staff recommends moving from UHC to Florida Blue.

A motion to approve the change of medical insurance provider to Florida Blue was made by Ronnie Moore, seconded by Jodi Tillman and received unanimous approval.

4. Consideration of Bylaws Update – Executive Committee Recommendation

Diane Head explained that verbiage was added to the Bylaws in Article VI, Section 6.1.5 which accommodates for a lack of a Past Chairperson available to serve on the Board which now may become more common due to the advent of term limits provided in the REACH Act.



A motion to approve the changes as presented to the by-laws was made by Jodi Tillman, seconded by Hillary Cannon. Motion approved unanimously and received unanimous approval.

5. Consideration of Executive Committee Members Nomination

Nominations from the committee were Hillary Cannon as Secretary/Treasurer and DeAnn Cruz as Member-at-large. No nominations were received from the floor.

A motion was made for Hillary Cannon to serve as Secretary/Treasurer by Tracy Givens, seconded by Jodi Tillman. The motion carried.

A motion was made for DeAnn Cruz to fill the vacant member-at-large seat by Hillary Cannon, seconded by David Dunkle. The motion carried.

6. Approval for the Executive Committee Consideration of Preliminary Budget, ETPL, and Occupations Lists in June.

Diane Head, ED requested the Board approve the Executive Committee to approve the 2023-24 operating budget, ETPL, and Occupations Lists when they are completed in June, allowing the day-to-day operating to continue uninterrupted. The Consortium will have an opportunity to review at their regular meeting on Thursday, June 23, 2023. The budget will receive full review and approval at the next scheduled meeting in August.

A motion to empower the Executive Committee to approve the Board's budget, ETPL and Occupations Lists, when available prior to June 30, 2023 was made by Jodi Tillman, seconded by Tracy Givens, and received unanimous approval.

7. Re-alignment Discussion

Governor Ron DeSantis approved the realignment recommendations which reduces Florida's workforce Boards from 24 to 21, effective 6/30/2024. Jefferson County will be realigned with Capital Region. This transition could result in a deficit of up to \$175,000 in funds CSNF receives annually to assist Jefferson County residents. Currently no reduction in staff is expected. CSNF anticipates working with Capital Region and CareerSource Florida to make this transition as smooth as possible and will track time and resources spent assisting/redirecting Jefferson County residents after the transition. This transition will affect current MOU's and agreements. CSNF's next steps will be determined in the upcoming Consortium meeting dated June 23rd, 2023.

Informational Items

1. Performance Update

Diane Head, ED will provide this information when available.

2. Florida Scorecard

This document will be added to the meeting packet link for the board to review. The board was reminded this information is available at any time via the Florida Scorecard website (www.theFloridaScorecard.org).



3. Reminder of Financial Disclosure Forms due NOW

Diane Head provided a reminder that each Board Member is responsible for filing a Form 1 at their local Supervisor of Election office. This is the last full board meeting before the actual due date of June 30, 2023.

4. Member Roundtable

- Ronnie Moore mentioned Madison county's appropriation was approved by the governor for improvements to I-10.
- Diane Head stated that SB 240 was signed this week. This bill expands workforce education programs and increases access to career and technical education (CTE) programs.

5. Special Recognition

S.W. Ellis term will end June 30, 2023. She is an amazing woman who has served on CareerSource North Florida's board with grace, loyalty, and professionalism for over 20 years and has filled every board seat during her service.

Adjournment: After all agenda items were complete and no further business to discuss, Danny Collins adjourned the meeting at 4:57 pm.