



Meeting of the Executive Committee of the North Florida Workforce Development Board, Inc.

**August 10, 2023 | 10am**

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

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### **Executive Committee Meeting Minutes of August 10, 2023**

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: Danny Collins called the meeting to order at 9:59 am.**

#### **Roll Call**

Attendees: Hillary Cannon, Danny Collins, DeAnn Cruz, David Dunkle, Tracy Givens

**Public Comments:** All citizens desiring to speak must sign in and will be limited to three minutes per person. (There were no citizens present)

#### **Action Items**

1. Approval of the Agenda
  - a. Motion to approve the agenda as presented by David Dunkle, seconded by Hillary Cannon. Unanimous approval
2. Consideration of 5/18/23 Board Minutes
  - a. Motion to approve the minutes as presented by Hillary Cannon, seconded by David Dunkle. Unanimous approval
3. Consideration of 6/26/23 Executive Committee Minutes
  - a. Motion to approve the minutes as presented by David Dunkle, seconded by Hillary Cannon. Unanimous approval
4. Consideration of 2022-23 Expenditure Report
  - a. Motion to approve the 2023-23 Expenditure Report as presented by Tracy Givens, seconded by Hillary Cannon. Unanimous approval
5. Consideration of Quarter 4 One-Stop Operator Report
  - a. Motion to approve the 4<sup>th</sup> quarter One Stop Operator year-end report as presented by Tracy Givens, seconded by Hillary Cannon. Unanimous approval
6. Consideration of FREDA Rural Summit Sponsorship-- Recommendation to Board
  - a. Diane Head, Executive Director provided an overview of the event which is a marquee event that brings together rural economic development partners from around the state to network, discuss best practices, and consider issues affecting them. This year's



summit is November 29th – December 1st in Orlando, FL. This Board sponsored the event last year at the silver level. The FRED A Summit sponsorships packages were presented to the Board. Diane’s recommendation was Silver or Gold Sponsorship. Mr. Dunkle noted that for the Gold Sponsorship contains 2 summit registrations. Last year Jodi Tillman and David Dunkle attended along with Diane Head. NFEDP has scholarships available that can be applied for.

- b. Mr. Collins, Chairman recommend NFWDB be a Gold Sponsor and that one registration be for Diane Head. If any board members desire to attend, Diane will facilitate the applications for scholarships through NFEDP.
  - c. Motion to approve recommendation and it go to the full board for approval was made by David Dunkle, seconded by Hillary Cannon. Unanimous approval.
7. Consideration of Dinner Under the Pines Sponsorship – Recommendation to Board
- a. Diane Head, Executive Director provided an overview of the event which is an annual scholarship fundraiser that NFWDB supports every year. This year’s dinner is November 2nd at Big Bend Technical College in Perry, FL. This is BBTC premier event of the year. Diane’s recommendation was Gold Level.
  - b. Mr. Collins, Chairman recommend NFWDB be a Gold Sponsor and NFWDB look into sponsoring our other training providers. Diane Head will investigate other sponsorship opportunities.
  - c. Motion to approve recommendation and it go to the full board for approval was made by DeAnn Cruz, seconded by Tracy Givens. Unanimous approval

## Informational Items

1. Board Meeting Agenda Review
  - a. 2023-24 Budget
    - i. The new year’s budget was reviewed by treasurer Hillary Cannon. Highlights included: increases in occupational training, fees, rent, utilities, and staff travel, and a slight decrease in the overall budget. Revenues are expected to hold steady based on current knowledge. The budget has already been considered and approved by both the county commissioner consortium and the executive committee. Diane Head informed board of revenues we are expecting. Carry forward numbers not yet available but will update once received.
  - b. WIOA Adult-DW Transferability
    - i. Diane Head explained that DEO requests the WIOA Adult-DW Transferability Form to use one program’s funding for the other. CSNF will exceed the adult allocation based on current year’s request for services from potential and current participants, and therefore funds will be transferred from DW. In years past, LWDB’s could do this administrative process without Board approval. However, this is a more open and accountable process to ensure the membership understand and are in favor of the outcome(s) resulting from this process.
  - c. Lease
    - i. The Madison offices consist of our complete one stop and administrative office co- housed at 705 E Base Street. The 693 E Base Street space is used to host job fairs, training, and adult education (3 nights week). Our current lease expires 12/31/23 at midnight. The lease has been extended but we’ve dropped the 693



E Base Street space (Learning Center). The lease extension without 693 E Base will be a \$9000 difference in savings. Danny Collins asks for total facility costs savings once 693 E Base Street is removed from lease. DeAnn Cruz inquired about future job fair use, Diane Head informed that space is available in the 705 E Base Street space. Also, the adult education teacher is willing to move to 705 E Base Street in future.

2. ITA Sliding Scale
  - a. Diane Head explained the Sliding Scale Waiver Calculation with Comparison of Five Year Average Funding to PY2023 Spreadsheet. See attached.
3. Jefferson Update
  - a. Monday, 8/7/23 Ernst & Young (EY) and Capital Region conducted a kickoff call. EY met with Jim McShane, Executive Director of Capital Region, Tuesday morning, 8/8/23 and met with Diane Head, Executive Director, CSNF that afternoon. EY is trying to learn how CSNF operates to prepare for clashes due to different regions. Capital Region doesn't offer direct services like CSNF.  
The Commissioner Consortium decided to meet quarterly to hash out some of the upcoming changes, next meeting 8/24/23. Will discuss the EY meeting details at board level also so everyone is aware.
4. 2022-23 Programmatic and Fiscal Monitoring Report
  - a. The 22-23 Programmatic and Fiscal Monitoring was complete last year however the report is not yet available.
5. Indicators of Performance
  - a. In Q3 CSNF had met or exceeded all performance indicators, however two measures were not met in Q4—both being in the youth program. Staff will present SYEP presentation at the board meeting.

**Executive Meeting Adjourned at 10:48 am**