



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

Thursday, November 03, 2022 | 10am

705 E. Base Street | Madison, FL 32340

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Executive Committee Meeting Minutes of November 03, 2022

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 10:05 am.

Roll Call

Attendees: Danny Collins, David Dunkle, S.W. Ellis, Chadd Mathis

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 S.W. Ellis.
Unanimous approval.
2. Consideration of 8/25/22 Board Minutes:
 - a. Motion to approve the minutes as presented by David Dunkle, seconded by S.W. Ellis.
Unanimous approval.
3. Consideration of 9/29/22 Executive Committee Minutes
 - a. Motion to approve the minutes as presented by David Dunkle, seconded by S.W. Ellis.
Unanimous approval.
4. Consideration of 1st Quarter Expenditure Report
 - a. Motion to approve the agenda as presented by S.W. Ellis, seconded by David Dunkle.
Unanimous approval.
5. Consideration of Quarter 1 One-Stop Operator Report
 - a. Motion to approve the 4th quarter One Stop Operator year-end report as presented by David Dunkle, seconded by S.W. Ellis. Unanimous approval.



Informational Items

1. Multipurpose Facility Grant
 - a. Diane Head, Executive Director provided an overview of the Multipurpose Facility Grant which is an opportunity from the Florida Department of Economic Opportunity (DEO) to provide funds to eligible communities to construct or improve Multi-Purpose Community Facilities (MPCF) designed to be internet hubs to enable work, education, and health monitoring with the involvement of local CareerSource boards. Suwanee County has shown interest.
2. Board Meeting Agenda Review
 - a. Motion to add Multipurpose Facility Grant Program approval and discussion to the full board was made by Danny Collins, seconded by David Dunkle. Unanimous approval.
 - b. Cindy Bennet, Quality Assurance Coordinator with CSNF will provide Performance Update.
3. Audit Review
 - a. Audit was 100% clean.
 - b. Marion Powell, Auditor, Powell and Jones, CPA will present in full Board Meeting.
4. Monitoring Schedule
 - a. Program and Finance Monitoring in progress. We will conduct in house reviews towards the end of November up until monitors arrive, which is week of December 12th.
5. Staffing Updates
 - a. Two new front-line staff members starting in the next two weeks. Also new DEO Supervisor start date 11/14/22. Several interviews performed and set up to fill all open positions.
 - b. Diane Head, Executive Director proposed hiring a Trainer for all staff.
 - c. David Dunkle recommended an apprenticeship program with students enrolled in the Business Administration program to work with CareerSource North Florida as an elective.
6. Upcoming Events/Deadlines
 - a. Paychecks for Patriots, Thursday, 11/17/22 at RiverOak Technical College. Job fair with 20 employers, veteran's resources, and training providers. The first hour dedicated to veterans only.
 - b. The three new full Board Members are in process of filing their financial forms. Orientation has been done with 2 of the 3 new members.

Executive Meeting Adjourned at 10:55 am