



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

**August 11, 2021, 9:00am**

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

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## **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**

#### **In Attendance:**

**Danny Collins**  
**Tracy Givens**  
**Chadd Mathis**  
**SW Ellis**

**Diane Head - Staff**  
**Jessica Scott – Staff**

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

#### **Action Items**

1. Approval of the Agenda
  - a. A motion to approve the agenda was made by Mr. Chadd Mathis, seconded by Ms. Tracy Givens, and approved by the Executive Committee.
2. Consideration of the Expenditure Report
  - a. A motion to approve the 20-21 Expenditure Report as presented by Executive Director Diane Head was made by Mrs. S.W. Ellis, seconded by Ms. Givens, and approved.
3. Consideration of One-Stop Operator Report (Q4)
  - a. A motion to approve the One Stop Operator Report was made by Mrs. Ellis, seconded By Mr. Mathis, and approved.
4. Consideration of the Revised 2021-22 LWDB Schedule



- a. Mrs. Head provided an explanation for the necessity of a revised LWDB schedule, as per the Department of Economic Opportunity. Following a new directive, LWDB centers must be open for at least 8 hours every business day. As such, staff will rotate on Fridays to fill in the empty hours between Noon and 5 PM on Friday afternoons. The scheduled adjustments effect our Comprehensive One Stop, specifically the Madison Career Center. Some additions have been made regarding staff training and other closures.
  - b. A motion to approve the schedule was made by Mr. Mathis and seconded by Ms. Givens and approved.
5. Consideration of the Supportive Services Policy Update
    - a. A motion to approve the updated Supportive Services Policy was made by Mr. Mathis, seconded by Ms. Givens, and approved.
  6. Consideration of Staff Incentives (2020-2021 PY)
    - a. Mrs. Head provided a brief overview of the staff incentive program and staff recommendation of up to 3% based on individual performance. Mrs. Ellis made a motion to include all staff including the Executive Director to receive a 3% annual incentive. The motion was seconded by Ms. Givens and approved.
  7. Consideration of 2021-24 Required Roles
    - a. Mrs. Head detailed the Required Roles as defined in the DEO Sub-Grantee Agreement. A motion to approve these roles was made by Ms. Givens, seconded by Mrs. Ellis, and approved.

#### **Informational Items**

1. Board Meeting Agenda Review
2. 2020-21 Programmatic and Fiscal Monitoring Report
  - a. Following a review of the informational items, the meeting was adjourned by consensus.

#### **Adjournment**