



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

Monday, November 15, 2021 | 9am

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 by Danny Collins, Board Chair at 9:03 am.

Roll call for attendance was taken:

Executive Committee Members

Danny Collins
Tracy Givens
Chadd Mathis
SW Ellis
David Dunkle

Staff/Guests

Diane Head
Katherine Brooks
Kim Halfhill, (guest)

Public Comments: There were no citizens present.

Action Items

1. Approval of the Agenda
 - a. A motion to approve the agenda was made by S.W. Ellis, seconded by Chadd Mathis, and received unanimous approval by the Executive Committee.
2. Consideration of Expenditure Report
 - a. A motion to approve the first quarter 21-22 Expenditure Report as presented by Executive Director Diane Head was made by S.W. Ellis, seconded by Tracy Givens, and received unanimous approval by the Executive Committee.
3. Consideration of One-Stop Operator Report
 - a. Diane Head, Executive Director provided a summary of the work that has been progressing well with staff and partner. A motion to approve the One Stop Operator Report was made by Chadd Mathis, seconded by S.W. Ellis, and received unanimous approval by the Executive Committee.
4. Consideration of Auditor's Report
 - a. Diane Head commented the audit period was without material findings and Marian Powell, will be present at the full board meeting to present the report later this week. A motion to recommend that the full board accept the report as presented was made by

S.W. Ellis, seconded by Chadd Mathis, and received unanimous approval by the Executive Committee.

5. Consideration of FREDA Rural Summit Sponsorship
 - a. Diane Head reviewed the benefits of FREDA and there are monies allocated for sponsorship; however, sponsorship greater than \$500 requires board approval.
 - b. A motion to be a Silver Sponsor this year was made Chadd Mathis, seconded by S.W. Ellis, and received unanimous approval by the Executive Committee.
6. Consideration of WIOA Fund Transferability, Adult and Dislocated Worker
 - a. Diane Head reviewed the new administrative policy which was provided by CareerSource Florida: Policy Number 118. DEO (Department of Economic Opportunity) now requires approval for a process which has been done routinely due to flexibility provided to ensure all Displaced Worker and Adult Funds are utilized year to year.
 - b. Staff recommended 50% fund transferability of Dislocated Worker and Adult funds.
 - c. A motion was made to proceed with a formal request for transferability up to 50% of Dislocated Worker and Ault funding steams by S.W. Ellis, seconded by Tracy Givens with unanimous approval by the Executive Committee.
7. Appointment of 2nd LWDB member to FWDA Board
 - a. Diane Head provided an overview of the FWDA Board objectives and the identified need for more diversity from each region. The request is for one additional member be appointed that is a private sector or economic development representative; it can be a board member but not a paid staff member. It was noted that this advocacy group has a good strong voice in Tallahassee and is a place where Workforce Development Boards can go to voice concerns.
 - b. After a brief discussion, S.W. Ellis made a motion to nominate Chadd Mathis as the nominee, seconded by Tracy Givens with unanimous approval by the Executive Committee.
8. Consideration of Succession Plan
 - a. Diane Head introduced Kim Halfhill who has been working extensively on this project. Kim's input has been valuable in providing an outside perspective.
 - b. Kim reviewed the plan was put together with input from not only Diane but also Danny Collins and Tracy Givens who helped prioritize the key elements. The plan has a heavy focus on the Executive Director position, but also addresses other key administrative staff positions.
 - c. Diane Head closed out the review stating the plan is not ready to present to the full board; however, the inclusion at this executive meeting is to request comment and identify gaps.
 - d. No action taken on this item. The plan will be considered at the Spring Board meeting.

Informational Items

1. Board Meeting Agenda Review
 - a. Diane Head requested review of the proposed agenda.
2. Wages for Board Staff
 - a. Diane Head reviewed projected calculations for wages over the next five years to show how the minimum wage law will affect the organization.
3. Staffing Updates
 - a. Diane Head reviewed staffing needs at this time include a front-line Career Development Representative and a Program Specialist.
4. Upcoming Events/Deadlines

- a. Diane Head announced the completion of the move to the new Live Oak location. There is a planned Open House / Ribbon Cutting one week from today on Monday, November 22, 2021 at 11 am. Everyone is welcome to attend.

Adjournment

After all agenda items were complete, a motion to adjourn was made by Chadd Mathis, seconded by Tracy Givens with unanimous approval by Executive Committee at 10:29 am.