



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

Thursday, May 9, 2024 | 10am  
705 E. Base Street | Madison, FL 32340  
Microsoft Teams meeting  
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## MINUTES

**Welcome and Call to Order** by Danny Collins, Board Chair at 10:00 am

**Roll Call for attendance was taken:**

Executive Committee Members

Danny Collins

David Dunkle

Tracy Givens

Staff/ Guests

Diane Head

Latoria Jackson

**Public Comments:** There were no citizens present.

### **Action Items**

#### **Consent**

1. Consideration of the Agenda
2. Consideration of 2/8/24 Executive Committee Meeting Minutes
3. Consideration of 2/15/24 Board Meeting Minutes
4. Consideration of 4/4/24 Executive Committee Meeting Minutes
5. Consideration of 4/29/24 Nomination Committee Meeting Minutes
- 5.1 Consideration of 2024-25 Operations Schedule
- 5.2 Consideration of Health Insurance Carrier/Rates
  - a. Chair Collins requested to move the #9 Consideration of 2024-2025 Operations Schedule to 5.1 and #16 Consideration of Health Insurance Carrier/Rates to 5.2 on the Consent Agenda.
  - b. A motion to approve the consent agenda with the changes requested by the Chair was made by David Dunkle, seconded by Tracy Givens. Motion carried.

#### **Reports**

6. Consideration of Expenditure Report through March 2024
  - a. A motion to approve the Expenditure Report through March 2024 was made by Tracy Givens, seconded by David Dunkle. Motion carried.
7. Consideration of the One-Stop Operator Report
  - a. The One Stop Operator quarterly report was reviewed. The Committee was provided with an update on the OSO's contact and activities.



- b. A motion to approve the One Stop Operator report was made by Tracy Givens, seconded by David Dunkle. Motion carried.

**Other Approval/Discussion**

8. Executive Director Performance Review
  - a. Chair Collins, prior to the meeting had completed the review tool. The Executive Director also input her comments in the Notes section of the document. The review tool was provided to the Executive Committee for approval.
  - b. A motion was made to accept completed performance review by Tracy Givens, seconded by David Dunkle and received unanimous approval by the Executive Committee.
9. Consideration of 2024-25 Operations Schedule (moved to Consent Agenda)

**Recommendations to the Board**

10. Consideration of Bylaws Revision
  - a. An update to the bylaws is necessary due to Jefferson County being realigned with CSCR and suggestions from FloridaCommerce for required language. References to Jefferson County and the 6-County service area was altered to only reflect a 5-County service area. Also, verbiage was added to Article III. Section 3.5 To identify, develop relationships with, and convene partners within the talent development ecosystem to leverage support of local workforce development services.
  - b. A motion to recommend to the full board the Bylaws update to the Executive Committee was made by David Dunkle, seconded by Tracy Givens, and received unanimous approval.
11. Consideration of Annual Board Member Conflict of Interest Contracts
  - a. Big Bend Technical College
  - b. North Florida College
    - i. Due to lack of a quorum for this item (with the abstention of David Dunkle), this item was moved to full board for approval.
12. Consideration of Live Oak Commons Lease 1 Year Extension
  - a. The Executive Director reminded the Committee the current lease has two Option Periods available, one for 1 year at a three percent increase and the other for 2 years also with an additional three percent increase in the 2<sup>nd</sup> year.
  - b. A motion to recommend to the full board a 1-year lease renewal at a three percent increase beginning September 2024 was made by David Dunkle, seconded by Tracy Givens, and received unanimous approval.
13. Consideration of Janitorial Contracts
  - a. Pioneer Services (Live Oak)
  - b. Tallahassee Cleaning (Madison and Perry)
    - i. The Executive Director discussed the janitorial services procurement. Staff recommended, since only one proposal was received for each CSNF location, for those bids to be accepted. Pricing changes and value were also discussed.



- ii. A motion to recommend to the full board on Consent Agenda the proposals received was made by David Dunkle and seconded by Tracy Givens and received unanimous approval.

14. Consideration of Executive Director Contract

- a. The Executive Director engaged Attorney Jennifer Richardson as directed by the Executive Committee. There were no legal suggestions as she felt the changes the Committee had previously made provided a sound and complete contract (the email exchange was provided to the Committee).
- b. The Executive Committee was also presented with recommendations made by DeAnn Cruz, who suggested a three-year term of the Executive Director Contract with an initial increase of 10 percent for the 2024-25 year and a four percent increase for the subsequent two years of the contract. This was based on salaries of other CEO's/Executive Director's salaries of similar regions and tenure as well as labor market information.
- c. A motion to recommend to the full board the three-year Executive Director Contract term with 10 percent salary increase the first year and four percent salary increase each subsequent year was made by Tracy Givens, seconded by David Dunkle, and received unanimous approval.

15. Consideration of Video Production Contract

- a. The Executive Director explained the need to recreate CSNF's video orientations for each program offered due to the removal of Jefferson County as a service area. Three proposals were received, and the staff recommendation is Demo Duck. The scoresheets and other related documents.
- b. A motion to recommend the Demo Duck proposal to the full board on the Consent Agenda was made by Tracy Givens, seconded by David Dunkle, and unanimously approved.

16. Consideration of Health Insurance Carrier/Rates (moved to Consent Agenda)

17. Consideration of Lippert Employed Worker Training Agreement

- a. The Executive Director presented the Lippert Employed Worker Training Agreement to the Executive Committee by explaining the details of the application. Reimbursement will be provided at the completion of training and upon receiving the invoice and documentation from the company.
- b. A motion to recommend to the full board's Consent Agenda the Customize Employed Worker Training Agreement was made by Tracy Givens, seconded by David Dunkle and unanimously approved.

**Informational Items**

1. Board Meeting Agenda 5/16/24
2. Realignment Transition/REACH Act Update
  - a. Jefferson County is still completing the final steps of transition to CSCR.
  - b. CareerSource North Florida, CareerSource Citrus Levy Marion and CareerSource North Central Florida have submitted a request to CareerSource Florida to form a regional planning group.



3. Subgrantee extension
  - a. Expired on 5/15/24 but has been extended to 8/31/24.
4. Talent Assessment and Strategy
  - a. VisionFirst's final report coming soon.
5. IDCR agreement
  - a. Approved for 2 years, CSNF's indirect cost rate increased to 16.11%.
6. Nominations Committee
  - a. Met on 4/29/24 and has recommendations for the Board.

**There being no further business the meeting adjourned at 10:46am.**