



Meeting of the Executive Committee of the North Florida Workforce Development Board
Monday, March 15, 2021, 11am
705 E. Base Street | Madison, FL

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Phone Conference ID: 392 238 233#

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:

Mr. Danny Collins

Mrs. S.W. Ellis

Mrs. Jodi Tillman

Mrs. Diane Head, CSNF Executive Director

Public Comments: There were no requests for public comments at this meeting.

Action Items

1. Approval of Agenda
 - a. A motion was made by Mrs. Jodi Tillman, seconded by Mrs. S.W. Ellis to approve the agenda, the motion passed unanimously.
2. One-Stop Operator Procurement
 - a. Following a discussion of staff's review and scoring highlighting the single submitted proposal satisfactorily meets all but the monitoring component of the Scope of Work outlined in the RFP. It was the recommendation of the Executive Committee to move forward with Educational Management and Services as the One Stop Operator excepting the portion of duties regarding monitoring, and for the Executive Director to seek out vendors to fulfil the monitoring aspect of the SOW. A motion to that effect was made by Mrs. Tillman, seconded by Mrs. Ellis, and passed unanimously.
3. Lease Update
 - a. After a brief discussion of the options available to CSNF for locations in Live Oak, the Executive Committee, by way of motion from Mrs. Tillman, and seconded by Mrs. Ellis that the Executive Director pursue a lease agreement at Live Oak Commons to bring before the Board for final approval.

Adjournment

Meetings and materials (when available) are listed on our [website](#).