



Meeting of the Board of Directors of the North Florida Workforce Development Board, Inc.

Thursday, May 16, 2024 | 4pm

705 E. Base Street | Madison, FL 32340

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MINUTES

Welcome and Call to Order by Danny Collins, Board Chair at 4:00 pm

Roll Call for attendance was taken:

Board Members: Bryan Blair, Bonnie Burgess, Danny Collins, Chris Day, David Dunkle, Floyd Faglie, Tracy Givens, Chadd Mathis, Ronnie Moore, Monty Morgan, Matt Pearson

Staff/Guests: Diane Head, Latoria Jackson

Public Comments: There were no citizens present.

Consent Agenda

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
6. Consideration of Expenditure Report through March 2024
7. Consideration of the One-Stop Operator Report
8. Consideration of 2024-25 Operations Schedule
9. Consideration of 2024-25 Health Insurance Carrier/Rates
10. Consideration of Janitorial Contracts
 - a. Pioneer Services (Live Oak)
 - b. Tallahassee Cleaning (Madison and Perry)
11. Consideration of Video Production Contract
12. Consideration of Lippert Employed Worker Training Agreement
 - a. A motion to approve the consent agenda was made by Ronnie Moore, seconded by Monty Morgan. Motion carried.

Items for Action

1. Consideration of Bylaws Revision
 - a. The Executive Director explained the need for an update to the bylaws due to Jefferson County being realigned with CareerSource Capital Region and suggestions from Florida



Commerce for required language. References to Jefferson County and the 6-County service area was altered to only reflect a 5-County service area. 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 approve the Bylaws revision was made by Tracy Givens, seconded by David Dunkle. Motion carried.
2. Consideration of Annual Board Member Conflict of Interest Contracts
Background information was provided to the Board about the accountability and transparency necessity of this item. Because both BBTC and NFC fill seats on the Board, and the Board relies on both to provide training services, this item in effect approves those transactions for the forthcoming year. The Board was provided with the forms signed by both Board members.
 - a. Big Bend Technical College
 - i. *A motion to approve the BBTC as a Related Party Vendor was made by Ronnie Moore, seconded by Tracy Givens. A roll call vote was taken (attachment), certified by Danny Collins, Board Chair, approving the relationship between CSNF and BBTC. Jodi Tillman was not present at the meeting.*
 - b. North Florida College
 - i. *A motion to approve the NFC as a Related Party Vendor was made by Chadd Mathis seconded by Bryan Blair. A roll call vote was taken (attachment) with David Dunkle abstaining, certified by Danny Collins, Board Chair, approving the relationship between CSNF and NFC.*
3. Consideration of Live Oak Commons Lease 1 Year Extension
 - a. A motion to accept a 1-year lease renewal at a three percent increase beginning September 2024 was made by Ronnie Moore, seconded by Monty Morgan, and received unanimous approval.
4. Consideration of Executive Director Contract
 - a. Chair Collins presented the Executive Committee's recommendations of a three-year term of the Executive Director Contract with an annual salary increase of 10 percent the first year and four percent increase for the subsequent years.
 - b. A motion to maintain 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 Ronnie Moore, seconded by Tracy Givens. Discussion regarding the benefits afforded the Director, her Paid Leave Time, and availability to her should separation occur. The contract received unanimous approval.
5. Election of Officers
 - a. Upon new developments, this item was tabled until the next meeting of the Board.
6. Authorization for Executive Committee to preliminarily approve items related to 2024-25 Operations.
 - a. Regional Demand Occupational List
 - b. Eligible Training Provider List
 - c. Budget



- i. Diane Head informed the board that the State hasn't provided the Regional Demand Occupational List which feeds the Eligible Training Provider List (which the state is supposed to be taking over ownership of). Additionally, the CSNF Budget is not ready for approval as the state Board has not made final approval of their budget yet.
- ii. A motion to authorize the Executive Committee to preliminarily approve these items related to 2024-25 Operations if the full Board cannot meet soon enough was made by Bryan Blair seconded by Chris Day and received unanimous approval.

Informational Items

1. Re-alignment Transition/REACH Act Update
2. Financial Disclosure Form Submittals DUE!
 - a. Due by end of June 2024, form is Online.
3. Industry and Community Updates
 - a. Nammo Perry Inc., expanding by 200 employees.
 - b. CSNF hosted a job fair in Perry, FL on 5/15.
 - c. Ronnie Moore, a new Rehab facility began construction in Greenville, FL.
 - d. Bioforge, 100 new jobs available.
 - e. Bryan Blair Wave Armor, of Live Oak, FL hoping to employ 100 people.

Other Information Provided in Packets

1. Indicators of Performance/Letter Grades
2. Subgrantee Agreement Extension
3. Florida Scorecard

Adjournment