



Meeting of the Executive Committee of the North Florida Workforce Development Board
Thursday, October 29, 2020, 9am
705 E. Base Street | Madison, FL

Join Microsoft Teams Meeting

+1 312-625-3388 United States, Chicago (Toll)
Conference ID: 859 562 82#

Minutes

In Attendance:

Mike Williams, SW Ellis, Jodi Tillman, Danny Collins,

Staff:

Diane Head

Welcome and Call to Order – Mike Williams, Board Chair

Roll Call

Public Comments: No members of the public were present

Action Items

1. Approval of Agenda
 - a. Motion to approve the agenda by Mr. Danny Collins, seconded by Mrs. SW Ellis. With no further discussion, the motion carried.
2. Consideration of Expenditure/Finance Report
 - a. Motion to approve the 1st quarter expenditure report by Mrs. SW Ellis, seconded by Mr. Danny Collins. With no further discussion, the motion carried.
3. Consideration of One-Stop Operator Report
 - a. Motion to approve the One-Stop Operator Quarterly Report by Mrs. Jodi Tillman, seconded by Mrs. SW Ellis. With no further discussion, the motion carried.

Informational/Discussion Items

1. One-Stop Operator Definition Refinement and Scope of Work
 - a. Mrs. Head presented requirements of the One-Stop Operator Procurement Process and the committee discussed changing the scope of work (definition) to provide additional services based on staff's recommendations.
 - b. Motion to recommend staff's presented scope of work/definition (attached) to the full Board at next week's meeting by Mrs. Jodi Tillman, seconded by Mrs. SW Ellis. With no further discussion, the motion carried.
2. Executive Director Update
 - a. COVID-19 waivers
3. Review of Agenda items for upcoming Board meeting

Adjournment

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

Current SOW and Cost

- Monitor CSNF's one-stops to ensure compliance with state and federal legislation, guidance, and other requirements.
- Coordinate service delivery with the required one-stop partners.
- The OSO will provide a quarterly written report.

Recommended Additional SOW

- Maintain MOU's and IFA
- Schedule and track partner use of space
- Monitor IFA and reconcile quarterly and annually
- Conduct Partner meetings quarterly, and semi-annual orientations
- Annual review and update of career center procedures to ensure customer centered focus
- Conduct internal quality monitoring reviews
- Develop and implement Sector Strategy Customer Experience