



Meeting of the Executive Committee of the North Florida Workforce Development Board
Thursday, May 13, 2021, 9am
705 E. Base Street | Madison, FL

Microsoft Teams meeting

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Conference ID: 304 457 148#

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.

In Attendance:

Jodi Tillman

S.W. Ellis

Danny Collins

Staff:

Diane Head

Jessica Scott

The meeting was called to order by Vice Chairperson Mr. Dany Collins and a quorum was established by roll call. No members of the public identified themselves to speak.

Action Items

1. Approval of Agenda
Motion to approve was made by Mrs. Jodi Tillman, seconded by Mrs. S.W. Ellis and passed.
2. Expenditure Report
Motion to approve with budget updates was made by Mrs. Tillman, seconded by Mrs. Ellis and passed.
3. One-Stop Operator Report
Motion to approve was made by Mrs. Ellis, seconded by Mrs. Tillman and passed.
 - a) One-Stop Operator Contract
Following an overview of the OSO contract, a motion was made by Mrs. Tillman to recommend the contract for approval to the full board with a change from the word "should" to "must" not exceed in Attachment B. The motion was seconded by Mrs. Ellis and passed.
4. Live Oak Lease Agreement
Motion was made by Mrs. Tillman to recommend the lease for approval to the full board with a date correction from February (date the lease draft was created) to the current date. The motion was seconded by Mrs. Ellis and passed.
5. SREC-Mayo Lease Agreement
Motion was made by Mrs. Tillman to recommend the lease for approval to the full board. The motion was seconded by Mrs. Ellis and passed.
6. Sub-Grantee Agreement

Motion was made by Mrs. Tillman to recommend the agreement for approval to the full board. The motion was seconded by Mrs. Ellis and passed.

7. Appointment of Personnel Committee

Members reached consensus to schedule an Executive Committee meeting for Monday, May 17 at 2 pm to perform the Executive Director's annual review and contract renewal items.

8. Date for June Budget Meeting

Vice-Chairperson Collins requested that the Board give approval prior to scheduling a budget meeting – as such, a date will be set after authority for approval is given to the Executive Committee.

Informational Items

1. Form 990

Form was reviewed by members and will be signed by Executive Director for filing.

2. 3rd Party Monitoring Vendor

Executive Director gave an update of the progress in procuring a vendor, however an agreement has not been entered yet.

3. Tenant Estoppel Certificate

A motion was made by Mrs. Tillman to recommend the approval of the Estoppel certificate to the full board. The motion was seconded by Mrs. Ellis and passed.

4. Nomination Committee

Executive Director and Mrs. Tillman provided an update and process for nominations.

5. Conflict of Interest Contract Approvals

Executive Director brought the committee up to date on the COI items on the Board agenda.

6. Board Meeting Agenda Review

A motion was made by Mrs. Tillman to approve the full board agenda as amended throughout the Executive Committee meeting. The motion was seconded by Mrs. Ellis and approved.

Adjournment

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