



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

**Thursday, February 8, 2024 | 10am**

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

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### 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: Danny Collins called the meeting to order at 10:00 AM.**

#### Roll Call

Board Members: Hillary Cannon, Danny Collins, DeAnn Cruz, David Dunkle

Staff: Diane Head, Latoria Jackson

**Public Comments:** (There were no citizens present)

#### Action Items

##### Consent

1. Consideration of the Agenda
2. Consideration of the 11/13/23 Executive Committee Minutes
3. Consideration of the 11/16/23 Board Minutes
4. Consideration of the 12/07/23 Board Minutes
  - a. *A motion was made to add the Nomination Committee to the Discussion section of the agenda. A motion to approve the consent agenda with the addition of the Nomination Committee was made by David Dunkle. Seconded by DeAnn Cruz. The motion passed unanimously.*

##### Reports

5. Consideration of Q2 Expenditure Report
  - a. Diane Head briefly explained the 2023-24 second quarter expenses through December 2023 which shows 59 percent of the annual budget remains. A few line items indicate all funds are spent; these line items reflect one-time payment expenses such as insurance. Most expenses will be expensed toward the end of the program year.
  - b. *A motion was made by David Dunkle to approve the second quarter Expenditure Report as presented. Seconded by DeAnn Cruz. The motion carried.*
6. Consideration of Q2 One-Stop Operator Report
  - a. The MOU and IFA are in the final stages of completion. Awaiting the signature of a few partners. Once all have signed the MOU and IFA will be sent and posted.



- b. A motion was made by David Dunkle to approve the second quarter One-Stop Operator Report as presented. Seconded by DeAnn Cruz. The motion carried.*
- 7. Consideration of Competitive Talent Council (CTC) Report
  - a. Diane Head informed the committee that in response to Senate Bill 240, the Education and Industry Consortium was created. The initial meeting took place last week, 2/2/24. This Council is meant to have open dialogue between employers and training providers and can serve as an advisory committee to the Full Board. Deryl McCall from CareerSource Florida attended the meeting to add insight. Chair Collins inquired about the next scheduled meeting and urged the full board to attend.
  - b. A motion was made by David Dunkle to approve the Competitive Talent Council Report as presented. Seconded by DeAnn Cruz. The motion carried.*

#### **Other Approval/Discussion**

- 8. Bylaws Update
  - a. Several updates are needed to the Bylaws, which include a service area change with the removal of Jefferson County and a recommendation from Florida Commerce. Chair Collins opened the floor for any Executive Committee members to take lead on the Bylaws update. With no volunteers Danny Collins advised Diane Head to provide the updates and send them to Executive Committee members for review.
- 8.5. Nomination Committee
  - a. May 2024 is the transition of seats. Executive Director and Danny Collins provided an update and process for nominations.

#### **Recommendations to the Board**

- 9. Consideration of Budget Update
  - a. The 2023-24 Budget was approved in August 2023 by the Board. Since then, we have received additional funds totaling \$750,000 from the Reach Act Rebranding, Board Consolidation Re-alignment, Rapid Response, Duke Energy Foundation, and Hurricane Idalia NDWG. These funds have increased the bottom-line budget. We also have unexpected expenses such as personnel expenses, training, and OJT work experience training. Some funds must be spent this program year while other funds can roll over to next program year.
  - b. Danny Collins abstained from the vote.
  - c. A motion was made by David Dunkle to approve the Budget update as presented. Seconded by DeAnn Cruz. The motion carried.*
- 10. Subrecipient Contracts
  - a. Citrus Levy Marion Broadband Training Grant – Broadband Technician Training (Creating Connections). This grant will give CSNF access to participants and employer training funds to improve their skills. CSNF could potentially train fiber optic workers and fund on-the-job training for 20 participants.
  - b. Twin Oaks Juvenile Development Youth Build Grant – YouthBuild. TwinOaks is a foster care/group home, they are applying for a YouthBuild grant. The awardees will be announced next month. CSNF's involvement with this grant application allows CSNF to potentially Co-enroll participants into YouthBuild and CSNF programs, especially WIOA. North Florida College will provide services for up to 65 students.



- i. A motion was made by Hillary Cannon to approve the Subrecipient Contracts as presented. Seconded by DeAnn Cruz. The motion carried.*

**Informational Items**

1. 2/15/24 Board meeting agenda review
  - a. Board reminded to complete Financial Disclosure form 1
2. Realignment Transition/REACH Act Update
  - a. The new local agreement with Jefferson County removed, was sent to county administrators this week.
3. ED Contract review committee
  - a. Executive Director's contract ends June 30, 2024. Danny Collins advised the board to evaluate the previous year's executive director's performance review along with the executive director's contract and bring ideas back to the group. Diane Head instructed to send previous year performance review to each member. Members to assess and discuss review and contract renewal during next meeting, April 4<sup>th</sup> 2024, at 10am.

**Executive Committee Meeting Adjourned at 10:43am**