



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

Thursday, February 15, 2024 | 4pm

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 4:00 pm.

Roll Call

Attendees: Bryan Blair, Danny Collins, DeAnn Cruz, Chris Day, David Dunkle, Floyd Faglie, Ronnie Moore, Matt Pearson, Jodi Tillman

Staff: Diane Head, Latoria Jackson

Guests: Lonnie Sanders, Florida Commerce

Public Comments: There were no citizens present

Consent Agenda

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
5. Consideration of the Q2 Expenditure Report
6. Consideration of the Q2 One-Stop Operator (OSO) Report
7. Consideration of the Competitive Talent Council Report
 - a. *A motion to approve the consent agenda items was made by Ronnie Moore, seconded by Chris Day and received unanimous approval.*

Items for Action

1. Budget Update
 - a. Diane Head discussed the additional revenues received since August 2023-24 Budget approval. The additional funds were received due to Hurricane Idalia, recent layoffs, and the board consolidation re-alignment. Additional budgeting is required to include costs increase for additional training, outreach, etc. Some of the additional funds must be paid out by June 2024 and others carry over a portion into the next fiscal year.
 - b. *A motion to approve the budget update was made by Floyd Faglie, seconded by Ronnie Moore and received unanimous approval. A roll call vote was taken (attachment) with Danny Collins abstaining.*
2. Subrecipient Agreements
 - a. CareerSource Citrus Levy Marion—Broadband Grant



- b. Twin Oaks Juvenile Development—YouthBuild Grant
 - i. Diane Head discussed the two entities CSNF is working with in support of their applications to federal agencies for direct funding. CSNF is slated to be a subrecipient for both entities and will provide services to job seekers per the grant requirements.
 - CareerSource CLM’s Broadband Technician Training (Creating Connections). Grant will cover classroom training and on-job training (OJT) contracts.
 - TwinOaks Youth Development- YouthBuild. This collaboration allows CSNF the opportunity to serve more people (youth and adults). CSNF will provide data management, case management and business development support to youth in our service area.
 - ii. *A motion to approve the subrecipient agreements for both CareerSource CLM Broadband grant and Twin Oaks Juvenile Development YouthBuild grant was made by Chris Day, seconded by Ronnie Moore and received unanimous approval.*

Informational Items

- 1. Re-alignment Transition/REACH Act Update
 - i. The new Interlocal agreements were distributed to all 5 counties (Madison County approved yesterday). The new agreements which exclude Jefferson County are effective July 1, 2024. CSNF and Capital Region are meeting March 11, 2024, to transfer information. CSNF intends to share space with Capital Region in Jefferson County over next quarter as warm hand off to community.
- b. Bylaws Update
 - i. CSNF bylaws will be renewed in May meeting. The Executive committee will make changes for full board to approve. Danny Collins invites full board members to attend meeting.
- 2. Multi-Purpose Facilities Projects
 - a. Diane Head provided updates on the five approved Multi-Purpose Community Facilities in which CSNF is linked. Florida Commerce approved five Broadband offices in our service area which will either build a new facility or renovate existing parks & recreation buildings. These broadband buildings will increase access to public internet, telehealth services, workforce training etc.
- 3. Financial Disclosure Form
 - a. The Board was reminded to complete the Financial Disclosure forms which are now electronic. Each member viewed a three-minute tutorial video on how to complete the new financial disclosure form online. The video link and link to file the financial disclosure form provided.
- 4. Industry and Community Updates
 - a. Brian Blair – Walt’s Ford of Live Oak has two mobile units in operation, the mobile units have no service location limitations. They have been in operation for over a year.
 - b. Ronnie Moore – Madison County received grant funding from the state due to Hurricane Idalia.
 - c. Madison County High School Career Day is on February 29, 2024.

Other Information Provided in Packets



1. Indicators of Performance/Letter Grades
2. Florida Scorecard
3. 2022 990 Form – 2022 funds depleted last program year.

Following discussion of the informational items, the meeting was adjourned at 4:31 pm.

Adjournment

Financial Disclosure forms are due via the Ethics website by June 30th.