



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

Thursday, April 4, 2024 | 10am

705 E. Base Street | Madison, FL 32340

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Minutes

Welcome and Call to Order: Danny Collins called the meeting to order at 10:10 am.

Roll Call

Attendees: Danny Collins, DeAnn Cruz, David Dunkle, Tracy Givens

Public Comments: There were no citizens present

Action Items

1. Approval of Agenda
 - a. *Motion to approve the minutes as presented by David Dunkle, seconded by DeAnn Cruz. Unanimous approval.*
2. Performance Review Instrument
 - a. Diane Head, Executive Director provided performance evaluation tool samples.
 - b. The Chair opened the floor for suggestions and provided a sample Work Performance Review tool and suggested the Executive Director's annual work performance review begin with the completion of a self-evaluation from the Executive Director, which is forwarded to the Chair for review, the Chair completes an individual performance review and presents to the Executive Committee for review and finalization.
 - c. *Motion to approve the Performance Review instrument and performance review process as presented by DeAnn Cruz, seconded by Tracy Givens. Unanimous approval.*

Informational Items

1. Contract Document
 - a. The Executive Director contract will not be finalized today. Diane made suggestions and additions to the current contract.
 - i. Diane provided sample CEO/ Executive Director contracts from other LWDBs (Capital Region and Florida Crown).
 - ii. A few contract terms were discussed, such as contract length, should renewal occur every three years or every 18 months.



- iii. Implementation of a three percent annual increase for Executive Director with option to increase as needed.
 - iv. Adding “buy back personal leave” language to the contract, Article II, Section C.
 - v. Adding language Article V. Termination, Section E which states Executive Director will assist/counsel LWDB for a limited time after termination.
2. Compensation Comparison
- a. DeAnn Cruz agreed to review compensation comparisons from other LWDBs and present her compensation recommendation at the next Executive Committee meeting (May 9th, 2024).
 - b. Danny Collins suggested attorney Scot Copeland to review the current Executive Director contract today or tomorrow and the Executive Committee will review any suggestions he makes. Diane agreed to send contract.

Adjournment 11:09 am