



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

**May 19, 2022 | 4pm**

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

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## **BOARD MINUTES**

**Welcome and Call to Order** by Danny Collins, Board Chair at 4:01pm

1. Information Item #1 DEO Performance Review
  - a. Chair Collins moved the DEO presentation up on the agenda and introduced of Daniel Harper, Data Quality Manager. Mr. Harper provided an overview of workforce system oversight, statewide and local funding, training/assistance expenditures and noted NFWDB administrative expenditure is below the allowable threshold. The last part of the presentation was a review of performance indicators and monitoring results for program year October 1, 2020 – September 30, 2021.

**Roll call for attendance was taken:**

### **Board Members**

Blair, Bryan

Dunkle, David

Tillman, Jodi

Cannon, Hillary

Mathis, Chadd

Collins, Danny

Morgan, Monty

### **Staff/Guests**

Diane Head, Executive Director

Katherine Brooks, Administrative Coordinator

Daniel Harper, DEO Data Quality Manager

**Public Comments:** (All citizens desiring to speak must sign in and will be limited to three minutes per person.) There were no citizens present.

### **Consent Items**

1. Approval of the Agenda
2. Approval of 2022/02/17 Board Minutes
3. Approval of 2022/05/12 Executive Committee Minutes
4. Approval of Expenditure Report through March 2022
5. Approval of One-Stop Operator Report

***A motion to approve the consent agenda items was made by Jodi Tillman, seconded by David Dunkle and received unanimous approval.***



## Action Items

### 1. Related Party Conflict of Interest Considerations

Diane Head, ED provided background regarding the necessity of the disclosure/conflict of interest process even though CSNF annual expenditure with these entities is under \$100,000; we do this for full transparency.

#### a. Big Bend Technical College

***A motion to approve the BBTC Related Party Vendor was made by David Dunkle, seconded by Bryan Blair. A roll call vote was taken (attachment) with Jodi Tillman abstaining, certified by Danny Collins, Board Chair, approving the relationship between CSNF and BBTC.***

#### b. North Florida College

***A motion to approve the NFC Related Party Vendor was made by Jodi Tillman seconded by Bryan Blair. A roll call vote was taken (attachment) with David Dunkle abstaining, certified by Danny Collins, Board Chair, approving the relationship between CSNF and NFC.***

### 2. Consideration of Updated Bylaws

Diane Head, ED provided an overview of the necessity of revising the bylaws due to the passage of the REACH Act (The Re-imaging Education and Career Help) in 2021.

***A motion to approve the changes as presented to the by-laws was made by Monty Morgan, seconded by Jodi Tillman. Motion approved unanimously and received unanimous approval.***

### 3. Consideration of 2022-23 Career Center/Admin Office Schedule

***A motion to approve the 2022-23 Career Center/Admin Office Schedule as presented was made by David Dunkle, seconded by Bryan Blair and received unanimous approval.***

### 4. Consideration of Insurance Carrier and Rates

Diane Head, ED reviewed the information provided regarding health insurance and ancillary coverages. Plans are comparable and does not disrupt care with providers. Diane reminded the Board of our relationship with CareerSource CLM as our employer of record allows us to obtain better rates. Staff recommends moving from BCBS to UHC with other ancillary coverages remaining with current providers.

***A motion to approve the change of medical insurance provider to UHC was mad by Jodi Tillman, seconded by David Dunkle and received unanimous approval.***

### 5. Consideration of Regional Demand Occupations List/Local Targeted Occupations List

Diane Head, ED reviewed which occupations came off the State list and which occupations CSNF needed to continue to support locally. The list is reviewed annually and current demands and future forecasting is used.

***A motion was made to approve the staff recommendation local targeted occupation list by Chadd Mathis, seconded by Jodi Tillman and received unanimous approval.***

### 6. Consideration to allow Executive Committee to act on preliminary budget

Diane Head, ED requested the board approve the Executive Committee to approve the 2022-23 operating budget when it is complete in June, allowing the day-to-day operating to continue uninterrupted. The Consortium will have an opportunity to review at their regular meeting on Friday, June 17, 2022. The budget would receive full review and approval at the next scheduled meeting in August.

***A motion to empower the Executive Committee to approve the Board's budget when available prior to June 30 was made by Bryan Blair, seconded by David Dunkle, and received unanimous approval.***



### **Informational Items**

1. DEO Performance Review

Moved up on the agenda.

2. Performance Update

CSNF is currently meeting all targets which is reflected by the green and blue on the tracker. Our foot traffic has increased from last year.

3. Florida Scorecard

No changes at this time.

4. Reminder of Financial Disclosure Forms due NOW

Diane Head provided a reminder that each Board Member is responsible for filing a Form 1 at their local Supervisor of Election office. This is the last full board meeting before the actual due date of June 30, 2022.

5. Member Roundtable

- The chairman mentioned that there will be dates coming soon for a strategic planning session. The structure will be a little different than previous. More information coming soon.
- Board members in attendance gave brief updates on what is occurring in their sectors: grants, learning opportunities, expansion and jobs.

### **Adjournment**

After all agenda items were complete and no further business to discuss, Danny Collins adjourned the meeting at 4:51 pm.