



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

May 12, 2022 | 9am

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** by Danny Collins, Board Chair at 9:03 am

Roll Call for attendance was taken:

Executive Committee Members

Danny Collins
David Dunkle
S.W. Ellis
Tracy Givens (arrived 9:08 am)
Chadd Mathis (arrived at 9:21 am)

Staff/Guests

Diane Head
Katherine Brooks

Public Comments: There were no citizens present

Action Items

1. Approval of the Agenda
 - a. A motion to approve the agenda was made by David Dunkle, seconded by SW Ellis and received unanimous approval by the Executive Committee.
2. Consideration of 2022/2/17 minutes
 - a. A motion to approve the minutes of February 17, 2022, as presented was made by S.W. Ellis, seconded by David Dunkle and received unanimous approval by the Executive Committee.
3. Consideration of Expenditure Report through March 2022
 - a. Diane Head, Executive Director, presented the report.
 - b. A motion to approve the Expenditure Report through March 2022 was made by David Dunkle, seconded by S.W. Ellis and received unanimous approval by the Executive Committee.
4. Consideration of One-Stop Operator Report
 - a. The Board reviewed the One Stop Operator summary.
 - b. A motion to approve the One Stop Operator report was made by S.W. Ellis, seconded by Tracy Givens and received unanimous approval by the Executive Committee.



5. Executive Director's Performance Review
 - a. Diane Head noted that all current year information is noted in orange.
 - b. Danny Collins, Board Chair, recommended a rating of "E" for all categories and opened the floor for discussion.
 - c. A motion was made to accept the performance review with each category receiving a rating of "E" by David Dunkle, seconded by Tracy Givens and received unanimous approval by the Executive Committee.

Informational Items

1. Related-Party/Conflict of Interest Forms

Diane Head reminded the Executive Committee we must annually make known any Board Members who work at a business we do business with. There are 2 members and they will be considered independently by the Board in a rollcall vote.
2. Bylaws Revision

Diane Head explained that with the state passage of the REACH Act, our current Board By-laws should be revised to ensure compliance with the Act.
3. 2022-23 Career Center / Admin Office Schedule

Diane Head reviewed the updated career center hours and operating schedule. Danny Collins requested the training dates section reflect that the center is closed ½ day for training and not a full day.
4. Insurance Rates

Diane Head reviewed the health insurance rates that have been received. She noted that a significant savings per employee will be realized if coverage is changed to United Health Care. UHC coverage also has better benefits for the employees. Citrus Leavy Marian is our employer of record and their board is reviewing this same information. Savings is also being seen for other insurance benefits and will be presented in the board packet at the meeting next week.
5. Regional Demand Occupations List/Local Targeted Occupations List Review

Diane Head explained that locally, using industry information, we build a local list of targeted occupations we can use WIOA monies to aid in building a pipeline of trained workers. Our local list will change from year to year based on the State Occupational List and areas of need. We do not duplicate items on the state listing, but incorporate that list into our local list.
6. Board Agenda Review

The Executive Committee reviewed the agenda and had no additions, changes or corrections.

Danny Collins mentioned the plans for a strategic planning retreat that is in the process of being planned.

Adjournment: There being no further business, the meeting adjourned at 9:54 am