



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

August 11, 2022 | 8am

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

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Phone Conference ID: 851 942 610#

Executive Committee Meeting Minutes of August 11, 2022

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 8:05 am.

Roll Call

Attendees: Danny Collins, Tracy Givens, Chadd Mathis, David Dunkle

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

Action Items

1. Approval of the Agenda:
 - a. Motion to approve the agenda as presented by David Dunkle, seconded by Tracy Givens. Unanimous approval.
2. Consideration of 5/19/22 Board Minutes:
 - a. Motion to approve the minutes as presented by Tracy Givens, seconded by Chadd Mathis. Unanimous approval.
3. Consideration of 6/27/22 Executive Committee Minutes
 - a. Motion to approve the minutes as presented by Tracy Givens, seconded by David Dunkle. Unanimous approval.
4. Consideration of 2021-22 Expenditure Report
 - a. Motion to approve the agenda as presented by Chadd Mathis, seconded by Tracy Givens. Unanimous approval.
5. Consideration of Quarter 4 One-Stop Operator Report
 - a. Motion to approve the 4th quarter One Stop Operator year-end report as presented by Tracy Givens, seconded by Chadd Mathis. Unanimous approval.
6. Consideration of FREDA Rural Summit Sponsorship—Recommendation to Board;
 - a. Diane Head, Executive Director provided an overview of the event which is an annual event that NFWDB supported last year. This year's summit is December 7-9 just outside St. Augustine. It brings three rural areas together. Diane's recommendation was Conference Partner or Silver Sponsor. Mr. Dunkle noted that for the Silver Sponsorship contains 2 summit registrations.



Danny noted that Diane's registration could be one of the two and that a Board Member would be the second registration. Last year S.W. was the second attendee. NFEDP has scholarships available that we can apply for.

- b. Mr. Collins, Chairman recommend NFWDB be a Silver Sponsor and that one registration be for Diane Head and the other for a board member. If additional board members desire to attend, Diane will facilitate the applications for scholarships through NFEDP.
- c. Motion to approve recommendation and it go to the full board for approval was made by Tracy Givens, seconded by David Dunkle. Unanimous approval.

Informational Items

1. Board Meeting Agenda Review
2. EY Report
3. 2021-22 Programmatic and Fiscal Monitoring Report
 - a. We had more findings than we had anticipated. When CAP was submitted, Diane requested 4 items be reviewed because the documentation was available. Three issues were reviewed again and through conversation/documentation were removed.
 - i. All appropriate staff training and conversations have been performed and documented.
 - b. Financial monitoring was 100% clean.

Executive Meeting Adjourned at 8:37 am