



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

**August 08, 2024 | 9am**

705 E. Base Street | Madison, FL 32340

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Meeting ID: 262 902 439 382

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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 Doug Brown, Board Chair at 9:02 am.

**Roll Call for attendance was taken:**

Executive Committee Members

Doug Brown  
DeAnn Cruz  
David Dunkle  
Matt Pearson

Staff/ Guests

Diane Head  
Latoria Jackson

Public Comments: There were no citizens present.

**Action Items**

**Consent**

1. Consideration of the Agenda
2. Consideration of 5/09/24 Executive Committee Minutes
3. Consideration of 5/16/24 Board Minutes
4. Consideration of 6/21/24 Nomination Committee Minutes
5. Consideration of 7/2/24 Board Minutes
  - a. Chair Brown requested to remove item #9: Consideration of the Administrative Plan Updates.
  - b. A motion to approve the consent agenda with the changes requested by the Chair was made by Matt Pearson, seconded by David Dunkle. Motion carried.

**Reports**

6. Consideration of 2023-24 Expenditure Report
  - a. A motion to approve the 2023-2024 Expenditure Report was made by DeAnn Cruz, seconded by Matt Pearson. Motion carried.
7. Consideration of Quarter 4 One-Stop Operator Report
  - a. The One Stop Operator quarterly report was reviewed. The Committee was provided with an update on the OSO's contact and activities.



- b. A motion to approve the One Stop Operator report was made by David Dunkle, seconded by Matt Pearson. Motion carried.

**Other Approval/Discussion**

- 8. Consideration of FREDA Rural Summit Gold Sponsorship
  - a. Diane Head, Executive Director provided an overview of the event which is a marquee event that brings together rural economic development partners from around the state to network, discuss best practices, and consider issues affecting them. This year's summit is November 20th – November 22nd in Ocala, FL. This Board sponsored the event last year at the gold level. The FREDA Summit sponsorships packages were presented to the Board. Diane's recommendation was Silver or Gold Sponsorship. Gold Sponsorship contains 2 summit registrations. The committee was invited to attend along with Diane Head. NFEDP has scholarships available that can be applied for.
  - b. Mr. Brown, Chairman recommend NFWDB be a Gold Sponsor and that one registration be for Diane Head. If any board members desire to attend, Diane will facilitate the applications for scholarships through NFEDP.
  - c. A motion to approve The FREDA Rural Summit Gold Sponsorship was made by DeAnn Cruz, seconded by David Dunkle. Motion carried.

**Recommendations to the Board**

- 9. Consideration of Administrative Plan Updates- Recommendation to Full Board
  - a. The item was removed from the Executive Committee agenda and moved to full board for approval.
- 10. WIOA Funds Transferability – Recommendation to Full Board
  - a. Diane Head explained that Florida Commerce requests the WIOA Adult-Dislocated Worker Transferability Form to use one program's funding for the other. CSNF will exceed the adult allocation based on current year's request for services from potential and current participants, and therefore funds will be transferred from Dislocated Worker. In years past, LWDB's could do this administrative process without Board approval. However, this is a more open and accountable process to ensure the membership understand and are in favor of the outcome(s) resulting from this process.
  - b. A motion to approve the recommendation and it go to the full board for approval was made by Matt Pearson, seconded by David Dunkle. Motion carried.

**Informational Items**

- 1. Board Meeting Agenda Review
- 2. ITA 50% Expenditure Requirement
- 3. Indicators of Performance

**There being no further business the meeting adjourned at 9:39am.**