



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

Thursday, May 8, 2025 | 9am

705 E. Base Street | Madison, FL 32340

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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 9:01 AM.

Roll Call

Executive Committee Members

Doug Brown
Danny Collins
David Dunkle
Matt Pearson

Staff/Guests

Diane Head
Deborah Cohn
Latoria Jackson

Public Comments: None at this time.

Action Items

Consent

1. Consideration of the Agenda
2. Consideration of the 02/13/2025 Executive Committee Minutes
3. Consideration of the 02/20/2025 Board Minutes
4. Consideration of the 4/25/2025 Executive Committee Minutes
5. Consideration of the 5/2/2025 Executive Committee Minutes
 - a. A motion to approve the consent agenda was made by David Dunkle, seconded by Danny Collins. Motion carried.

Reports

6. Consideration of 3rd Quarter Expenditure Report
7. Consideration of 3rd Quarter One-Stop Operator Report
8. Consideration of 3rd Quarter Competitive Talent Council Report
 - a. A motion was made to approve the reports was made by Danny Collins, seconded by David Dunkle. Motion carried.



Other Approval/Discussion

9. Executive Director Performance Review
 - a. Doug Brown indicated that the Executive Director performance review is not yet complete and suggested that the Performance Review be combined with the Executive Director Exit Interview, forwarded to the Full Board.
 - i. A motion to combine the Executive Director Performance Review with the Executive Director Exit Interview and move to full board to accept was made by David Dunkle, seconded by Danny Collins. Motion carried.
10. Consideration of 2025-26 Operations Schedule
 - a. A motion to accept the 2025-26 Operations Schedule was made by Danny Collins, seconded by David Dunkle. Motion carried.
11. Consideration of Health Insurance Carrier/Rates
 - a. Diane Head reviewed the FloridaBlue final medical insurance rates received from CareerSource Citrus levy Marion with committee which indicates a ten percent increase from last year's rates.
 - b. A motion to accept the Health Insurance Carrier Rates was made by Danny Collins, seconded by David Dunkle. Motion carried.

Recommendation(s) to the Board

1. Consideration of Live Oak Commons Lease
 - a. Diane Head presented the two-year lease for the Live Oak Commons rental space. The monthly payment for year one of the new lease will be \$1767.00 effective 9/1/25 and year two monthly payment will be \$2,055.64, effective 09/01/2026.
 - b. Diane also provided an update on the Multipurpose Facilities project in Suwannee County. Two of the buildings selected for refurbishment are currently out for bid, while the third building has not yet been acquired.
 - a. A motion to approve the recommendation and go to the full board for approval was made by Danny Collins, seconded by Matt Pearson.
2. Consideration of Transition Details:
 - a. Consideration of Compensation for the Acting Executive Director
 - a. A motion to approve the recommendation to the Full Board for approval to increase the Acting Executive Director salary to \$40/hour, with a retroactive start date of 5/2/25, to be paid until the Executive Director position is filled was made by David Dunkle, seconded by Danny Collins. Motion passed.
 - b. Consideration of Temporary Modification of Duties
 - a. Diane Head explained how the key functions of both the Executive Director and Deputy Director will be handled through the temporary staffing strategy.
 1. A motion to approve the recommendation to the full board to approve the Temporary Modification of Duties was made by Danny Collins, seconded by David Dunkle. Motion carried.
 - c. Consideration of Transition Timeline and Process
 - a. The Executive Committee discussed the transition timeline process. CareerSource Citrus Levy Marion's Human Resources Director, Liza Pozo, will advertise the Executive Director position, receive applications, screen candidates, contact references, and forward qualified applicants to CSNF's Search Committee for the initial interview. The Search Committee will then



recommend candidates to the Executive Committee to further assessment, followed by a recommendation of finalists to the Commissioner Consortium and the Full Board.

- b. The Executive Committee decided the Search Committee should consist of six members, representing the five counties in our service area. The Search Committee will include Board Chair, Doug Brown, Cheryl Taylor, Audra Rutherford, Shelbi McCall and one additional member to be determined.
- c. Diane Head presented a transition timeline and process spreadsheet
 - 1. A motion to approve the recommendation to the full board to approve the Transition Timeline and Process was made by Danny Collins, seconded by Matt Pearson. Motion Carried.
- d. Consideration of Executive Director Position Description for Advertisement
 - a. The Committee reviewed the Executive Director Contract, and suggested changes to Section IV. Other Duties section to line stating, "Travels locally in the 5-county area often and, on occasion, out of area." And to also update the Minimum Education and Experience section by removing the master's degree preferred requirement and adding language to include (10) years organization experience in lieu of bachelor's degree with minimum of (5) years organization management experience.
 - b. The Executive Committee suggested the Search Committee create a rubric to measure candidates.
 - c. Application, Resume, 3 references, Letter of interest
 - 1. A motion to approve the recommendation to the full board to approve changes to the Executive Director Contract was made by Danny Collins, seconded by David Dunkle. Motion carried.
- e. Consideration of Executive Director Compensation for Advertisement
 - a. A motion to approve the recommendation to the full board to approve the Executive Director Compensation indicated on the job description was made by Danny Collins, seconded by Matt Perason. Motion carried.

Informational Items

- 1. TIME TO FILE YOUR COMMISSION ON ETHICS FILINGS for 2024!
- 2. Summer Youth Work Sites Needed!
- 3. Statewide Indicators of Performance
- 4. Upcoming Events
- 5. Board Meeting Agenda.

Adjournment