



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

**13 March 2026 | 9:00am**

705 E. Base Street | Madison, FL 32340

Virtual [Join the meeting now](#)

Meeting details

### **Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/21654524795191?p=Tq1v8b8L3wPLGeGNQE>

Meeting ID: 216 545 247 951 91

Passcode: nX3dR9i8

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### **Dial in by phone**

[+1 312-625-3388,,506362707#](#) United States, Chicago

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Phone conference ID: 506 362 707#

### **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 9:00 AM.**

#### **Roll Call for attendance was taken:**

#### Executive Committee Members

Danny Collins  
David Dunkle  
Elizabeth Eastman

#### Guests/Staff

Ronnie Moore  
Marsha Durden  
Latoria Jackson

**Public Comments:** There were no citizens present.

1. Approval of the Agenda.
  - a. A motion to approve the agenda was made by Elizabeth Eastman, seconded by David Dunkle. Motion carried.

#### **Action Items**

2. To consider Request for Subsequent Local Workforce Development Area Designation.
  - a. Marsha Durden presented the Board with two options for consideration regarding approval of the request for subsequent Local Workforce Development Area designation. Option One was to complete and submit the subsequent request for designation and certification as presented. Option Two was to submit the subsequent request for designation along with a draft letter of request.



After discussion, the Board voted to proceed with Option Two—submitting the subsequent request for designation accompanied by a draft letter of request—contingent upon necessary revisions to the performance metrics as identified by the Board.

- b. A motion to approve the Request for Subsequent Local Workforce Development Area Designation with the inclusion of a letter of request was made by David Dunkle, seconded by Elizabeth Eastman. Motion carried.
3. To consider Perry Office location and lease agreement.
- a. Marsha Durden presented two potential locations for the new Perry office. The first option is a larger office space located at 1858 Jefferson Street SE, within the Walmart Shopping Complex; however, staff were unable to view this location. The second option is a smaller space at 105 W Main Street, with a monthly rent of \$500 plus electric and cable. This location does not include a public restroom, though there may be an opportunity to lease access to a conference room if and when it becomes available. The Board inquired about the condition of the awning at this location, noting that it is currently unrepresentable.
  - b. A motion was made to accept the smaller location (105 W Main Street, Perry, FL 34347) with option to include the conference when this space becomes available, as the new Perry office location and lease agreement was made by David Dunkle, seconded by Elizabeth Eastman. Motion carried.

**There being no other business, the meeting adjourned at 9:20 AM.**