



Meeting of the North Florida Workforce Development Board, Inc.  
**Thursday, May 21, 2020, 4pm**  
705 E. Base Street, Madison, FL 32340  
Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

## Microsoft Teams Meeting

### 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.

#### **In Attendance**

Monty Morgan  
Rick Davis  
Michelle Norris  
Ronnie Moore via phone  
Mike Williams  
Tawana Gilbert  
Jennifer Hutchins  
Crawford Powell via phone  
Danny Collins  
Tracy Givens  
Jodi Tillman

Meagan Camp – Auditor  
Helen Painter – Auditor

**Welcome and Call to Order** – Mike Williams, Board Chair

#### **Roll Call**

**Upon roll call, a quorum was established. Mr. Danny Collins was passed the gavel due to a poor connection from Mr. Mike Williams.**

**Public Comments:** All citizens desiring to speak must sign in and will be limited to three minutes per person. No public comment, no members of the public announced themselves.

#### **Consent Agenda**

1. Approval of Agenda
2. Approval of Minutes from 02/20/20 Board Meeting
3. Approval of Minutes from 04/23/20 Bylaws Committee Meeting
4. Approval of Minutes from 05/07/20 Bylaws Committee Meeting
5. Approval of Minutes from 05/14/20 Executive Committee Meeting
6. Approval of Expenditure Report
7. Approval of One-Stop Operator Report
8. Approval of Insurance Premiums

Motion to approve the items on the consent agenda – Mr. Ronnie Moore, second Mrs. Jodi Tillman – approved.

#### **Items for Consideration**

1. Audit
  - a. The Auditor's report was provided by Helen Painter and Meagan Camp from Purvis, Gray and Company. Ms. Painter provided an overview of the audit, including the purpose and scope. Ms. Camp made comments regarding the procedures followed during the Single Audit, including participant testing, and distribution data testing. No findings were noted during the Single Audit, and Ms. Camp commended CSNF staff on immaculate

- record keeping. There were no difficulties in performing the audit, but pointed out a large balance of deferred revenue in the WIOA Youth Program.
- b. No questions were presented by the board regarding the audit
  - c. A motion to approve was made by Mr. Rick Davis, seconded by Mr. Monty Morgan – approved.
2. Bylaws
    - a. Following an overview of the revised bylaws as provided by the Bylaws Committee and with the assistance of KH Consulting, the Vice Chair entertained a motion to approve the revised Bylaws of the North Florida Workforce Development Board.
    - b. A motion was made by Mrs. Jodi Tillman, seconded by Ms. Jennifer Hutchins, approved.
  3. Conflict of Interest of Contracts –Roll Call Votes
    - a. North Florida College
      - i. Jennifer Avery – not present
      - ii. Danny Collins – aye
      - iii. Rick Davis – abstain
      - iv. S.W. Ellis – not present
      - v. Tawana Gilbert – aye
      - vi. Tracy Givens - aye
      - vii. Jennifer Hutchins - aye
      - viii. Travis Mitchell – not present
      - ix. Ronnie Moore – aye
      - x. Monty Morgan – aye
      - xi. Michell Norris – second, aye
      - xii. Alex Fountain – not present
      - xiii. Crawford Powell – motion to approve, aye
      - xiv. Jodi Tillman – aye
      - xv. Mike Williams – not present
    - b. Big Bend Technical College
      - i. Jennifer Avery – not present
      - ii. Danny Collins – aye
      - iii. Rick Davis – second, aye
      - iv. S.W. Ellis – not present
      - v. Tawana Gilbert – aye
      - vi. Tracy Givens - aye
      - vii. Jennifer Hutchins - aye
      - viii. Travis Mitchell – not present
      - ix. Ronnie Moore – aye
      - x. Monty Morgan – aye
      - xi. Michell Norris – aye
      - xii. Alex Fountain – not present
      - xiii. Crawford Powell – motion to approve, aye
      - xiv. Jodi Tillman – abstain
      - xv. Mike Williams – not present
  4. Sub-grantee Agreement with DEO
    - a. As the Agreement has not been provided by the Department of Economic Opportunity at the time of meeting, this item will not be considered for action. Executive Director Head gave an overview of the document as provided, including comments regarding the nature of the document’s contents. It was noted that if CSNF does not sign the agreement when provided, that the Department of Economic Opportunity will no longer offer CSNF funds.
  5. Hours of Operation and Holidays PY 2020-21
    - a. Motion to approve, Rick Davis, second Ronnie Moore – approved.

#### **Informational/Discussion Items**

1. COVID-19 Update
2. FGWA update
3. Interlocal Agreements update
4. Discussion Items
5. [Budget snapshot](#) (choose latest month)
6. [Foot traffic and services snapshot](#) (slider at the top for date change)

#### **Adjournment**

## UPCOMING MEETING NOTICES

We will be sending these dates out to you via calendar invite but wanted you to be aware:

<b>Commissioner Consortium</b>	<b>Executive Committee</b>	<b>Board</b>
February 21, 2020, 9am	August 8, 2019, 9am	August 15, 2019, 4pm
June 19, 2020, 9am	October 31, 2019, 9am	November 7, 2019, 4pm
	February 13, 2020, 9am	February 20, 2020, 4pm
	May 14, 2020, 9am	May 21, 2020, 4pm

Meetings and materials (when available) are listed on our [website](#).

Financial Disclosure forms are due to your local Supervisor of Elections by June 30<sup>th</sup> (for 2019).