



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

February 10, 2022 | 9am

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

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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 Danny Collins, Board Chair at 9:03 am.

Roll Call for attendance was taken:

Executive Committee Members

Danny Collins
David Dunkle
S.W. Ellis
Tracy Givens
Chadd Mathis

Staff/Guests

Diane Head
Katherine Brooks

Public Comments: There were no citizens present.

Action Items

1. Approval of the Agenda:
 - a. A motion to approve the agenda was made by David Dunkle, seconded by Chadd Mathis, and received unanimous approval by the Executive Committee.
2. Consideration of Expenditure Report:
 - a. Executive Director Diane Head reviewed the budget expenditures and noted items where there was underspending and overages at this mid-point. She noted that invoices for items such as OST for the spring semester are not reflected in this report and therefore this and other items will be caught up to the anticipated amount soon. There are other items that will be discussed later in the agenda.
 - b. A motion to approve the 21-22 Expenditure Report through December as presented by Executive Director Diane Head was made by Treasurer, Chadd Mathis, seconded by David Dunkle, and received unanimous approval by the Executive Committee.



3. Consideration of One-Stop Operator Report
 - a. Diane Head, Executive Director reviewed the One Stop Operator summary. This report period included the monitoring of MOU's which is new, she noted that the report mentions our Customer Satisfaction surveys have dropped which coincides with less foot traffic. This quarter's report mentions a concern that our monitors may not be private enough in the Live Oak office. We are looking at glare prevention measures to address the concern, but it is also important to note that the way our process flows, we do not allow individuals to impose on other persons' personal space. David Dunkle commented that Dr. Ron Natale has been very accommodating and helpful and doing good work with North Florida College. Diane spoke of how it is a deliverable that he works to help our partners align through visits, brochures, displays, banners, etc. making sure our job seekers and visitors truly see a one stop.
 - b. A motion to approve the One Stop Operator Report was made by David Dunkle, seconded by Chadd Mathis, and received unanimous approval by the Executive Committee.
4. Consideration of Budget Update—Recommendation to Full Board
 - a. Diane Head, Executive Director reviewed proposed changes to the annual budget to balance out areas where expense have or will run higher/lower than expected to keep the budget balance.
 - b. A motion to approve the budget updates was made by Chad Mathis, seconded by S.W. Ellis, and received unanimous approval by the Executive Committee.
5. Consideration of Succession Plan—Recommendation to Full Board
 - a. Diane Head, Executive Director presented the final work product, originally presented at the last meeting. She noted that the information is current as of today for all of her roles as E.D. but also all Senior Leadership roles. It was noted that moving forward, if a date need changed (for example) of when documents are due, it will not come back before the Executive Committee or Board; however, if there are changes in roles, duties, responsibilities, those material changes will need Board approval. This plan will be reviewed annually by the Executive Committee as part of the Executive Director's annual performance review.
 - b. A motion was made by Chadd Mathis, seconded by Tracy Givens, and received unanimous approval to present the Succession Plan to the Full Board for approval.

Informational Items

1. Board Meeting Agenda Review

Diane Head, Executive Director noted there is a new procurement item that will be added if the information is obtained shortly. We will have Michelle Dennard, President and CEO of CareerSource Florida a guest speaker. She will provide an update from the State Board, including REACH Act implementation, legislative happenings, and will be able to provide answers to any questions you may have for her.



2. Staffing Updates
Diane Head, Executive Director updated the board that by the end of the month we will have only 2 openings. Our DVOP is fully on-boarded.
3. EDA Grant
Diane Head reviewed the Economic Development Association grant opportunity. This is a partnership of The Workforce Alliance applying together and our focus is transportation. If successful, the grant will allow enhancing NFC, BBTC, and RTC training programs with needed equipment.
4. Financial Disclosure Reminder
Diane Head reminded the Board that the disclosure is due prior to July; however, it can be done right now at the Supervisor of Elections office in the county where they reside. This is the last year it will be a paper filing; next year it will be able to be done electronically.
5. Updates from the Executive Director
Diane Head updated the Executive Committee on items to monitor for potential developments.

There being no further business the meeting adjourned at 9:43 am.