



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

November 16, 2023 | 4pm

705 E. Base Street | Madison, FL 32340

Board Meeting Minutes of November 16, 2023

Welcome and Call to Order: Danny Collins called the meeting to order at 4:00 pm.

Roll Call

Attendees: Bryan Blair, Danny Collins, Floyd Faglie, Chadd Mathis, Ronnie Moore, Monty Morgan, Matt Pearson

Public Comments: All citizens desiring to speak must sign in and will be limited to three minutes per person. (There were no citizens present)

Action Items

1. Approval of the Consent Agenda
 - a. Motion to approve the Consent Agenda items as presented by Ronnie Moore, seconded by Monty Morgan. Unanimous approval.

Items for Action

1. Audit Report
 - a. Diane Head, Executive Director reports the Audit Report is not available at this time but will be ready to review on after 12 /1/23. The board agreed to review the completed Audit Report on 12/7/23.
2. Update Eligibility Policy
 - a. Diane Head reminded board of FL Commerce's waiver to reduce the WIOA expenditure rate for Out of School Youth from 75 percent to 50 percent. This change prompted CareerSource North Florida to adjust its WIOA policy and remove the line stating 'in-school youth enrollment must remain under 3 percent of the total enrollment' from its WIOA Youth Eligibility section.
 - b. Motion to approve the updated Eligibility Policy was made by Bryan Blair, seconded by Ronnie Moore. Unanimous approval.
3. Updated Eligible Training Provider List (ETPL) Policy.
 - a. Diane Head provided brief summary of updates made to the Eligible Training Provider List Policy, some being that the training providers must first apply to and be approved by Florida Commerce, then the local Board through local policy may establish further criteria and requires further information for local area program eligibility. Prioritized funding programs in local area.
 - b. Jodi Tillman abstained from voting.
 - c. Motion to approve the updated Eligible Training Policy was made by Bryan Blair, seconded by Chadd Mathis. Unanimous approval (Roll call).
4. Updated Administrative Plan
 - a. Diane Head briefly discussed updates made to the Administrative Plan, in the following sections: Closeout of Federal Awards, Procurement procedures, Service Agreements, Provisions Included in All Contracts, Verification of New Contractor, and Subrecipients.
 - b. Motion to approve the Administrative Plan was made by Jodi Tillman, seconded by Ronnie Moore. Unanimous approval.
5. Contracts with Chambers



- a. Diane Head, Executive Director explained CareerSource North Florida's need for assistance with its business services outreach. Diane Head requests to employ our local county chambers as independent contractors to make allotted site visits to companies in targeted industries and gather preliminary data using questions provided by CareerSource North Florida. Taylor County Chamber and Madison County Chamber are both on board.
 - b. Motion to approve the Contracts with local county Chambers of Commerce was made by Jodi Tillman, seconded by Bryan Blair. Unanimous approval.
6. Nomination of Education and Industry Consortium
- a. Danny Collins, Board Chair provided an overview of Senate Bill 240, which requires local workforce development boards to create an education and industry consortium composed of local leaders who will align educational programming with industry needs at the local level. He provided a brief overview of the Education and Industry Consortiums membership requirements. The policy requires the chair and the local workforce development board to appoint this consortium's members.
 - b. Motion to approve the Board Chair selecting the members of the Education and Industry Consortium was made by Jodi Tillman, seconded by Bryan Blair. Unanimous approval.

Informational Items

1. Rapid Response/Idalia
 - a. Funds received from USDOL to help with Idalia. A \$500,000 grant was received last month, the funds are to be used to assist with long term recovery efforts for storm response. CareerSource North Florida currently has contracts with Lafayette County, Madison County, and Suwannee County. These funds can also be used for Rapid Response funds in Taylor County.
2. Multi-purpose Centers
 - a. CareerSource North Florida is supporting three local applications for the Multi-Purpose Center grant, which are Suwannee County, Madison County, and North Florida College- All three applicants have potential of being awarded.
3. Jefferson County Transition
 - a. Diane Head advised the board of the Commissioner Consortium plan to draft the new interlocal agreement at the next meeting, 12/8/23.
 - b. \$600,000 in funding was requested by Diane Head, to cover operational cost in lieu of losing funding associated with Jefferson County. The total amount was denied, but an undisclosed amount of funding was granted and should be received any day.
4. Round Robin
 - a. CareerSource has conducted two job fairs since Georgia-Pacific Mill's closure which has assisted 300 Mill's workers. Perry outpost opened to provide one on one recruiting and to assess resources workers need.
 - b. Jodi Tillman updated the board that BBTC has re-opened its Diesel Mechanic Program with a highly qualified new instructor. This program runs for 5 weeks, and the new semester begins 1/08/24. BBTC is hoping to fill this program soon and is offering free tuition.

Other Information Provided in Packets



1. Indicators of Performance /Letter Grades
2. Monitoring report/ Corrective Action Plan (CAP) and upcoming monitoring
3. Able Trust High School (HSHT) (Suwannee County)
4. Florida Scorecard

Executive Meeting Adjourned at 4:36 pm