



Meeting of the Executive Committee of the North Florida Workforce Development Board

**Thursday, October 31, 2019, 9am**

A teleconference line will be available

Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

## **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** – Mike Williams, Board Chair

**Following a welcome and Call to Order from Chairperson, Mr. Mike Williams, a roll call was taken, and a quorum established. There were no public comments.**

### **Action Items**

1. Approval of Agenda
  - a. Mr. Danny Collins made a motion, seconded by Mrs. Jodi Tillman to approve the agenda. The motion carried.
2. Consideration of Expenditure/Finance Reports
  - a. Following a review of the current quarter Expenditure Reports, Mrs. S.W. Ellis made a motion, seconded by Mrs. Tillman to recommend that the full board, which will meet on November 7<sup>th</sup>, to accept the report. The motion carried.
3. One-Stop Operator Report
  - a. Mrs. Tillman made a motion, seconded by Mrs. Ellis to approve the One-Stop Operator Report. The motion carried.
4. Lease Discussion—Mayo
  - a. Discussion was had regarding the current situation in Mayo. Given the foot traffic, it was determined most cost effective to reduce the monthly rental agreement with the Suwannee River Economic Council (SREC.)
  - b. While no direct action was taken, the Executive Committee advised Executive Director Diane Head to reach out to the SREC and request a lease renegotiation for the upcoming year. The Executive Committee further determined that Mrs. Head should attempt to negotiate the rent down to \$400 per month, or not to exceed \$500 per month for a one-year lease.

### **Informational Items**

1. Executive Director update
2. Final 18-19 WIOA Primary Indicators of Performance/Renegotiations
3. Annual Service Provider Report
4. DEO CAP
5. Review of Agenda Items for upcoming Board meeting
6. Board Retreat Follow up/Board Facilitator

**After a review of the informational items, the meeting was adjourned.**