



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

**February 9, 2023 | 9am**

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

**Join on your computer or mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 226 557 009 527

Passcode: hqP*U*i6

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 312-625-3388,,872009226#](#) United States, Chicago

Phone Conference ID: 872 009 226#

## 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:**

Executive Committee members: Danny Collins, David Dunkle, S.W. Ellis, Chadd Mathis

Staff: Diane Head, Latoria Jackson

Guests: Coleen Agner, HSHT, State Director

### **Welcome and Call to Order:**

Danny Collins welcomed everyone and called the meeting to order at 9:00 am.

Public Comments: There were no citizens present.

### **Action Items**

1. Approval of the Agenda
  - a. Motion to approve the agenda was made by David Dunkle. Seconded by Chadd Mathis. The motion passed unanimously.
2. Consideration of the 12/1/22 Board Minutes
  - a. A motion was made by David Dunkle to approve the 12/1/22 minutes as presented. Seconded by Chadd Mathis. The motion passed unanimously.
3. Consideration of 2<sup>nd</sup> Quarter Expenditure Report
  - a. Executive Director, Diane Head reviewed the budget expenditures and noted where there was underspending and overages at this mid-point. She noted that funds for items such as Summer Youth Employment Program (SYEP) for summer are not yet reflected in this report.
  - b. A motion was made by S.W. Ellis to approve the 2nd Quarter Expenditure Report as presented. Seconded by David Dunkle. The motion passed unanimously.
4. Consideration of 2<sup>nd</sup> Quarter One-Stop Operator Report
  - a. The Executive Summary references the Crosswalk Referral System (CRS), a virtual referral system, which coordinates the work of all partners. The CRS allows clients access to services that CSNF is unable to provide.



- b. Motion to approve the 2<sup>nd</sup> Quarter One-Stop Operator Report as presented was made by Chadd Mathis. Seconded by S.W. Ellis. The motion passed unanimously.
5. Consideration of Budget Update- Recommendation to Full Board
  - a. Diane Head, Executive Director provided an overview of the updated Budget. She reviewed proposed changes to the annual budget to balance out areas where expenses have or will run higher/lower than expected to keep the budget balance.
  - b. The motion to recommend the budget updates to the full Board was made by S.W. Ellis. Seconded by Chadd Mathis. The motion passed unanimously.
6. Consideration of ABLE TRUST Contract – Recommendation to Full Board
  - a. Coleen Agner, HSHT, State Director presented the Able Trust contract which will fund the High School High Tech (HSHT) program in Suwanee County, which encourages students with disabilities to pursue careers in technical fields of STEM. Florida currently has 43 HSHT sites in 39 counties. CareerSource North Florida must recruit and orient a minimum of 15 students from Suwanee County into the HSHT program. CSNF will receive \$11,000 to cover the first six months of the contract.
  - b. The motion to approve the recommendation of the ABLE TRUST Contract to the full Board was made by S.W. Ellis. Seconded by Chadd Mathis. The motion passed unanimously.

#### **Informational Items**

1. Board Meeting Agenda Review
2. Staffing Updates
  - a. Several Career Development Specialist-1 positions have been filled as well as the Outreach Coordinator position.
  - b. Quality Assurance position remains open.
3. Financial Disclosure Reminder
  - a. The Financial Disclosure forms should be available next week and can be submitted anytime between now and June.
4. REACH ACT Update
  - a. Diane Head, Executive Director informed the Executive Committee of the called meeting next Friday, 2/7/23 with the partners council. A brief explanation of the recommended realignment of the Workforce Development Boards will be discussed.

**Executive Meeting Adjourned at 9:35 am**