



Meeting of the Executive Committee of the North Florida Workforce Development Board  
**Monday, February 15, 2021, 9 am**  
705 E. Base Street | Madison, FL

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Conference ID: 734 408 61#

**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

**Roll Call**

In Attendance Via Teams:

Mike Williams

Danny Collins

Michelle Norris

Staff:

Diane Head

Jessica Higginbotham

**Public Comments:** All citizens desiring to speak must sign in and will be limited to three minutes per person.

**Action Items**

1. Approval of Agenda

Mr. Collins made a motion to approve the agenda, seconded by Mrs. Michelle Norris and passed.

2. Approval of Expenditure/Finance Report

Mr. Collins made a motion to approve the expenditure report, seconded by Mrs. Norris, and passed.

3. Consideration of One-Stop Operator Report

Mr. Collins made a motion to approve the One Stop Operator report, seconded by Mrs. Norris, and passed.

4. One-Stop Operator Procurement

After a description of the One Stop Operator response from the single bidder, Educational Management and Services LLC, and a detail of the scoring provided, the Executive Director was tasked with reaching out to the bidder and seeking additional information on their proposal before seeking additional vendors if it is necessary.

5. Audit Draft Report

Following an overview of the Audit Draft Report, no questions were presented.

#### 6. Lease Update

An update on the Live Oak lease was provided by Mrs. Head, with information about renegotiation of existing lease, eliminating second office, or finding a new space for lease. She will continue to gather information for the Executive Committee to consider and review at subsequent meetings.

#### 7. Nominating Committee

Given the need to convene a nominating committee, the Executive Director was tasked with finding three members to make officer nominations by Thursday's Board meeting. The Committee will have nominations for the Board prior to the May Board meeting.

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

An overview of additional items, including DEO performance presentation, pass through grant for Madison County School district, and disposition of small mobile career center was provided by Mrs. Head. CSNF plans to donate the unit to Suwannee County School District and has been in talks with Mary Keen at RiverOak Technical College.

#### **Adjournment**

With no additional information, the meeting was adjourned by Mr. Williams.

#### **Adjournment**

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