



Meeting of the Board of Directors of the North Florida Workforce Development Board, Inc.

**August 17, 2023 | 4pm**

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: Danny Collin called the meeting to order at 4:00 PM.**

### **Roll Call**

Board members: Bonnie Burgess, Hillary Cannon, Danny Collins, David Dunkle, Floyd Faglie, Alex Fountain, Tracy Givens, Chadd Mathis, Ronnie Moore, Matt Pearson, Jodi Tillman

Staff: Diane Head, Anthony Jennings, Latoria Jackson

Others: Tameka Auston (Florida Commerce)

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

### **Consent Items**

1. Approval of the Agenda
2. Summer Youth Educational Program (SYEP) 23-24 Presentation
2. Consideration of 5/18/23 Board Minutes
3. Consideration of 6/26/23 Executive Committee Minutes
4. Consideration of 2022-23 Expenditure Report
5. Consideration of Quarter 4 One-Stop Operator Report
6. Consideration of the 2023-24 Targeted Occupations List
7. Consideration of the 2023-24 Eligible Training Provider List
8. Consideration of FREDA Rural Summit Gold Sponsorship
9. Consideration of Dinner Under the Pines Gold Sponsorship

- a. A motion to add SYEP was added to Agenda. A motion to approve the 8/17/23 agenda with the addition of the SYEP Presentation was made by Jodi Tillman. Seconded by Hillary Cannon. The motion passed unanimously.



- b. Anthony Jennings, Operations Director of CareerSource North Florida summarized the SYEP process from the beginning with student selection to end of program outcome. The SYEP is for at-risk youth ages 14-18 and is funded through the Tanf Grant therefore students must qualify to participate. SYEP ran 6/2/23 – 6/30/23 and was housed at NFC. The program included lessons on entrepreneurship, financial literacy classes with IFAS retention office once per week and live interaction with careers and money management. Transportation was provided by Suwannee County Transit, Big Bend Transit, and Suwannee River Economic Council with coordinated bus stops from 8am-11am and 1:30p-4:30pm. The afternoon session accommodated students attending summer school and/or sports camp. We enrolled 36 students this year, which was an increase from last year's 24 students. For the four returning students our partners found temporary job placements with Best Western Hotel Madison County, Suwannee Valley Transit, Wells Ford Automotive, and Suwannee County Police Athlete League. This year's session also including two trips the first to FAMU and the second to Kennedy Space Center. Planning for next year begins now, applications will be collected in December 2023 and eligibility will be determined by Spring 2024.
- c. A motion to approve the remainder of the consent agenda was made by Ronnie Moore. Seconded by David Dunkle. The motion carried. Jodi Tillman abstained from voting.

#### **Items for Action**

1. Consideration of 2023-24 Budget
  - a. The new year's budget was reviewed by the Hillary Cannon, Treasurer. Highlights included: an increase in the occupational training, fees, participant workshops, communications, supplies, rent, utilities line items. Revenues are expected to hold steady based on current knowledge. The budget has already been considered and approved by both the county commissioner consortium and the executive committee, between the time of those approvals and now no changes.
  - b. A motion was made by Jodi Tillman to approve the budget as presented. Seconded by Ronnie Moore. The motion carried.
2. Consideration of the WIOA Adult and Dislocated Worker Funds Transferability
  - a. This item was explained by Diane Head, reminding the Board of the prior year's approval of 90% transferability of funds from Dislocated Worker to Adult. Prior to last year, LWDB's could do this administrative process without Board approval however this is a more open and accountable process to ensure the membership understands and is in favor of the outcome(s) resulting from this process. Last year approximately \$40,000 was transferred from Dislocated Worker to WIOA Adult.
  - b. A motion was made by Jodi Tillman to allow 90% of the WIOA Dislocated Worker funds to be used for eligible WIOA Adult expenditures for the current fiscal year (2023-24). Seconded by Hillary Cannon. The motion carried.
3. Consideration of Amending the Comprehensive One-Stop Lease
  - a. The Madison offices consist of our comprehensive one stop and administrative office co-housed at 705 E Base Street. The 693 E Base Street space is used to host job fairs, training, and adult education classes for Madison School District. The 693 (Learning Center) space stands empty majority of the time. Our current lease expires 12/31/23. Diane Head asked the landlord for a new lease without the 693 space. CSNF received a



lease extension of 5 years without the 693-space which includes a caveat stating CSNF is able to break the lease if our funding is reduced. The overall savings with removal of 693 E Base will be around \$13,000 including reduction in rent, insurance, pest control, janitorial services, and utilities. Diane Head informed the board of her diligent search for other leases but has not had much success. Jodi Tillman suggested CSNF purchase a building. Chadd Mathis inquired if CSNF is permitted to borrow money to purchase assets. Diane Head will research if CSNF is able to purchase property or borrow funds to purchase property.

- b. A motion was made by Chadd Mathis to approve the Comprehensive One-Stop Lease Amendment as presented. Seconded by Jodi Tillman. The motion carried.
4. Consideration of the 5/15/23 Executive Committee Minutes
    - a. A motion was made by David Dunkle to approve the 5/15/23 Executive Committee minutes as presented. Seconded by Tracy Givens. The motion carried.

### **Informational Items**

1. Jefferson County Update-
  - a. Transition conversations began Monday, 8/7/23 with Ernst & Young (EY) and Capital Region. EY met with Jim McShane, Executive Director of Capital Region, Tuesday morning, 8/8/23 and met with Diane Head, Executive Director, CSNF that afternoon to have a broad organizational view. EY is trying to learn how CSNF operates to prepare for clashes due to different regions.
  - b. The Commissioner Consortium decided to meet quarterly to discuss some of the upcoming changes, next meeting 8/24/23.
2. ITA Sliding Scale
  - a. Diane Head explained the Sliding Scale Waiver Calculation with Comparison of Five-Year Average Funding to PY2023 Spreadsheet. See attached.
3. 2022-23 Programmatic and Fiscal Monitoring Report
  - a. The final Monitoring Report which was concluded in December was received today and Diane Head requested time to review before forwarding it to the board.
4. Suwanee County Multipurpose Center Grant
  - a. Diane head has submitted the narrative to Suwanee County for CSNF services. Application for the Multipurpose Center was submitted to the broad office of FL Commerce. Grants due by the end of August/ September. Three potential buildings have been identified for renovation to use as the Multipurpose Center.
5. Indicators of Performance
  - a. Q4 numbers are not yet published but are expected any day. The Q4 numbers are factored into our letter grade which will be available around 10/15/23.
6. Florida Scorecard
  - a. See attached.

**Executive Meeting Adjourned at 4:46 pm**