



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

Monday, May 17, 2021 | 2pm

705 E. Base Street | Madison, FL 32340

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Phone Conference ID: 527 930 226#

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:

Mrs. Jodi Tillman

Mrs. S.W. Ellis

Mrs. Michelle Norris

Welcome and Call to Order

Following a roll call, a quorum was established and the meeting called to order by Mrs. Jodi Tillman, in the absence of the Chair and Vice Chair.

Action Items

1. Approval of the Agenda
 - a. Motion to approve the Agenda as provided by Mrs. S.W. Ellis, seconded by Mrs. Michelle Norris, and passed by general consent.
2. Performance Review of the Executive Director
 - a. Following a detailed review of the Executive Director's performance over the past year (reflected in her completed evaluation form during this board meeting) the Chair elected to take the review one section at a time, rating each by favor of the Committee members with a motion taken after the review was completed (E = Exceeds):
 - i. Administration: E
 - ii. Management Development: E
 - iii. Organizational Management: E
 - iv. Financial Management: E
 - v. Board Management: E
 - vi. Community & Partner Relationships: E



- vii. Vision: E
 - viii. Annual Goals: (overall) E
 - ix. Overall Performance: E
 - b. Executive Director is Eligible for Increases/Incentives
 - c. A motion to above the review as an “Exceeds Performance” was made by Mrs. S.W. Ellis, seconded by Mrs. Norris, and approved by voice vote with no dissenting votes.
- 3. Contract Review of the Executive Director
 - a. Following a brief discussion of the details of a new contract with no significant changes from the existing contract between the NFWDB and the Executive Director, Mrs. Ellis asked for an updated salary estimate. Mrs. Diane Head provided information based on a Florida Workforce Development Association salary survey of other regions done a couple of years ago and labor data of Chief Executives in the public administration industry in the region.
 - b. Mrs. Ellis made a motion that a 6% increase should be included in the recommendation to the full board, seconded by Mrs. Norris and passed by general consent.
 - c. Mrs. Ellis made an additional motion to recommend the approval of the adjusted contract to the full board, seconded by Mrs. Norris and passed by general consent.
- 4. CLM Financial Services Agreement
 - a. The agreement between CSNF and CLM was reviewed – CLM requests an increase of \$10,000, thus the contract would not exceed \$55,000 annually, with duties as described therein.
 - b. Mrs. Ellis made a motion to approve the contract with an updated amount, and to recommend approval to the full board, seconded by Mrs. Norris, and approved by voice vote with no dissenting votes.
- 5. 2021-22 Insurance Premiums
 - a. Mrs. Ellis made a motion to recommend approval of the insurance premiums provided and that this item be placed on the consent agenda for the full board meeting, seconded by Mrs. Norris and passed by general consent.
- 6. 2021-22 Schedule of Operations
 - a. Mrs. Ellis made a motion to recommend approval of the schedule of operations and that it be placed on the consent agenda for the full board meeting, seconded by Mrs. Norris and passed by general consent.

Adjournment