



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

February 17, 2022, 4pm

705 E. Base Street | Madison, FL 32340

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MINUTES

Welcome and call to order by Danny Collins, Board Chair at 4:01 pm.

Information Item #1 CareerSource Florida Updates was moved up on the agenda and after an introduction by Chair Collins of Michelle Dennard, President and CEO from CareerSource, Mrs. Dennard provided updates on the following areas and welcomed and addressed questions from the group.

1. An overview and history of the REACH Act, noting that it passed legislation unanimously and went into effect June 2021. Since that time, there has been a great deal of energy put into development by the Credentials Review Committee to analyze and build a framework. There are four workgroups, comprised of subject matter experts in their respective fields reviewing wage, demand, gaps, and sequencing. She noted we cannot over engage in the process.
2. Information was provided on the upcoming review and realignment of CareerSource Boards. Research on how this has occurred in other states and the successes and shortcomings will be noted. The process will be clear, open, and transparent.
3. Reports were given on quick response training and incumbent worker programs, both receiving high grades, and among the reasons employers relocated to Florida. Increases in wages for those benefiting from the program: 12% increase for qrt and 9% for incumbent workers.
4. The timeline was reviewed for WIOA plan updates. Plans should reflect the changes over the last two years and the state's plan is due in March. Diane shared the link in the Board packet and it was requested for everyone review the plan and provide feedback.

Roll call for attendance was taken:

Board Members		Staff/Guests
Blair, Bryan	Givens, Tracy*	Diane Head
Collins, Danny*	Gustafson, Monique	Katherine Brooks
Dunkle, David*	Mathis, Chadd*	Michelle Dennard, President/CEO CareerSource Florida
Ellis, S.W. *	Moore, Ronnie	Chris Tuten, Commissioner Jefferson County
Fountain, Alex	Pearson, Matt	
Garland, Rachel	Tillman, Jodi	

Public Comments: There were no citizens present.

Consent Items

1. Approval of the Agenda
2. Approval of 2021/11/18 Board Minutes
3. Approval of 2022/02/10 Executive Committee Minutes
4. Approval of Expenditure Report through December 2021

5. Approval of One Stop Operator Report
 - a. A motion to approve the consent agenda items was made by Ronnie Moore seconded by Alex Fountain and received unanimous approval.

Items for Action

1. Consideration of Budget Update
 - a. Diane Head gave an overview of changes needed after a review of expenditures with the Board Treasurer. No change in the total bottom line budget; this is only line-item movement of monies where needed.
 - b. A motion to approve the budget update as presented was made by SW Ellis, seconded by David Dunkle and received unanimous approval.
2. Consideration of Succession Plan
 - a. Commission's Consortium was consulted also, as well as some Board Members individually. Diane reviewed in detail at a previous Board Meeting what the plan encompasses. This is an all-inclusive plan for short, long, or permanent absence of Executive Director, as well as other key staff. There is a decoder in the back to help find what parts are specific to which circumstance. This plan would be part of Diane's annual review and ensuring that it is up to date. Danny spoke about how we have been proactive and how valuable this is.
 - b. A motion to approve the Succession Plan was made by Bryan Blair, seconded by SW Ellis and received unanimous approval.
3. Consideration of Internet Provider Agreement
 - a. There have been significant issues which have become business interruptions on a regular basis. Diane noted the work our IT Technology contractor out of Tallahassee has provided and the need to increase our speed both upload and download to support our business operations as they are designed. She presented the agreement with Lumen which requires a 3-year contract totaling just over 16K. The three years is required due to the build out it will take to provide the lines and service we need. A cost comparison of local internet providers was provided in the packet for review.
 - b. A motion to approve the Internet Provider Agreement was made by Ronnie Moore, seconded by SW Ellis and received unanimous approval.

Informational Items

1. CareerSource Florida Update, Michelle Dennard, President and CEO
 - a. This item was moved up on the agenda and was the first item covered.
2. Member Roundtable
 - a. This is new and an opportunity for any of the Board Members to share items from your communities and businesses.
 - b. Danny Collins: Duke Energy recently announced we are in the process to have a solar site in Madison. Diane received a e-mail regarding a job fair to help with this project. Duke encourages that contractors use local workforce and local workers on the projects they outsource.
 - c. There is a new Shrimp Company coming to Monticello and it was announced on Yahoo News. Commissioner Christ Tuten (Jefferson County) said they are excited and continue to work with the company on their buildout and the partnership they will have with the school district. The school district also just received permission to take back control of

the school district financial and daily operations. Good things occurring in Monticello/Jefferson County

- d. Jodi Tillman, BBTC, announced they are excited to be a recipient of a \$2M DEO grant. This will be used to develop a virtual reality nursing lab which enables students to not be limited by where they can travel to obtain training. June of 23 is the anticipated ribbon cutting.
3. Performance Update
 - a. Diane indicator of performance, exceeding expected measures in more than 50% and meeting almost all the other. The dislocated worker measure is the most difficult to meet given the parameters of the requirements and we only have 2.
 - b. Foot traffic report. 3500 people this program year as opposed to last year was 1500; there is definitely an uptick in unique individuals coming in.
 - c. Demographics being served. Increase in veteran, English language learners, accessing our services through EF. Those with higher education do not come to us much; area of opportunity for more outreach.
 4. Monitoring Update
 - a. Finance monitoring went quite well. We were able to work with the DEO team to resolve issues in the programmatic monitoring. As soon as the report is available, it will be in the packet. By the next meeting DEO will also be in attendance to report on annual Board performance.
 5. Florida Scorecard
 - a. 3.8% unemployment rate in December. New numbers will be out soon. Not much change from last time.
 6. Reminder of Financial Disclosure Forms
 - a. Our list for our Board has been certified. You can file at any time between now and July 1st. Go to the Supervisor of Elections to file. Next year it will be a completely electronic process. All of the information has been updated by Diane and is on-file with SOE in each county.
 7. Upcoming Events
 - a. Summer Youth flyer included. If you are interested in being a summer youth employer, let us know.
 - b. Several job fairs, including RTC today, we have had staff assisting or working with these and more.

Adjournment

After all agenda items were complete, Danny adjourned at 5:05 pm.