



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

Monday, May 15, 2023 | 10am

705 E. Base Street | Madison, FL 32340

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 238 941 967 55

Passcode: riC2Jm

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

Or call in (audio only)

[+1 312-625-3388,412803135#](#) United States, Chicago

Phone Conference ID: 412 803 135#

MINUTES

Welcome and Call to Order by Danny Collins, Board Chair at 10:01 am

Roll Call for attendance was taken:

Executive Committee Members

Danny Collins

David Dunkle

Tracy Givens

Chadd Mathis (arrived 10:15am, left 10:35am)

Staff/ Guests

Diane Head

Latoria Jackson

Public Comments: There were no citizens present.

Action Items

1. Approval of the Agenda
 - a. A motion to approve the agenda was made by David Dunkle, seconded by Tracy Givens. Motion carried.
2. Consideration of 2023/2/09 Executive Committee Minutes
 - a. A motion to approve the minutes of February 9, 2023, as presented was made by David Dunkle, seconded by Tracy Givens. Motion carried.
3. Consideration of the 2023/2/16 Board Meeting Minutes
 - a. A motion to approve the minutes of February 16, 2023, as presented was made by Tracy Givens, seconded by David Dunkle. Motion carried.
4. Consideration of the Expenditure Report through March 2023
 - a. Diane Head, Executive Director, presented the report.
 - b. A motion to approve the Expenditure Report through March 2023 was made by Tracy Givens, seconded by David Dunkle. Motion carried.
5. Consideration of the One-Stop Operator Report
 - a. The One Stop Operator quarterly report was reviewed.
 - b. A motion to approve the One Stop Operator report was made by Tracy Givens, seconded by David Dunkle. Motion carried.
6. 2023-24 Career Center and Admin Office Schedule
 - a. A motion to approve the agenda was made by Tracy Givens, seconded by David Dunkle. Motion carried.
7. Executive Director's Performance Review
 - a. Diane Head noted her comments were filled in the Notes section.



- b. Danny Collins, Board Chair, recommended a rating of “E” (exceptional) for all categories and opened the floor for discussion.
 - c. A motion was made to accept the performance review with each category receiving a rating of “E” by David Dunkle, seconded by Tracy Givens and received unanimous approval by the Executive Committee.
 8. Bylaws update—Recommendation to full Board
 - a. An update to the bylaws are necessary due to the addition of term limits. Verbiage was added to Article VI, Section 6.1.5 to accommodate the lack of a Past Chairperson available to serve on the Board. If the Past Chairperson is not available to serve out the term of their office, a member-at-large will be nominated to fill the vacancy.
 - b. A motion to approve the Bylaws update was made by Tracy Givens, seconded by David Dunkle, and received unanimous approval.
 9. Executive Committee Nomination—Member(s) at Large
 - a. Diane Head notified the Board of S.W. Ellis’ upcoming term expiration and the request of Chadd Mathis to step down as secretary/ treasurer, which leaves two vacancies, one member at large and the other secretary/treasurer.
 - b. A motion was made by Tracy Givens to nominate Hillary Cannon as secretary/treasurer and DeAnn Cruz as member at large, seconded by David Dunkle, and received unanimous approval by the Executive Committee.
 10. Consideration of Managed IT Services Contract—Recommendation to full Board
 - a. Diane Head informed the Committee the RFP published to CSNF’s website on 3/1/23 for companies to submit proposals. Responses to the few questions received were published on 3/16/23, and 3/31/23 was the deadline for proposals to be received.
 - b. Diane Head advised the Board of the two proposals received from Resultant and Inspired Technologies of Tallahassee, FL. Diane, briefly discussed the costs and scores the proposals received from scorers, Deborah Cohn, Deputy Director and Anthony Jennings, Operations Director, both of CareerSource North Florida as well as Derrick Calhoun and Donald Yates, who work daily in the IT field.
 - c. A motion was made to accept Inspired Technologies Managed IT Service Contract, by Tracy Givens, seconded by David Dunkle, and received unanimous approval by the Executive Committee.

Informational Items

1. Youth Waivers Discussion

Diane Head briefly discussed both proposed waivers the State of Florida is requesting concerning In-School Youth Individual Training Accounts (ITA’s) and the Out-of-School Youth (OSY) expenditures.

Florida received a waiver of 20 CFR Section 681.550 would allow ITA’s funded by Workforce Innovation and Opportunity (WIOA) youth funds to be used for OSY. The current requirement limits ITAs to only OSY. The waiver expands the use of ITA’s to In-School-Youth (ISY), ages 14-21 which would provide greater flexibility and increase the State’s capacity for responding to the training and employment needs of the State’s youth.

Florida also received a waiver of WIOA Section 129(a)(4)(A) and 20 CFR Section 681.410 to reduce the 75 percent requirement of the Governor’s reserve youth funds and local formula youth funds on Out-of-School Youth (OSY) to a minimum of 50 percent in order to serve more at risk ISY.



The Committee directed the Executive Director to draft policy to provide for the most flexibility upon implementation.

2. Submissions

a. Local Area Designation Submittal

The application for the Subsequent Local Workforce Development Area Designation has been submitted. The designation is valid for one year, recently reduced from 2 years due to the Realignment. The application is on the docket for the upcoming State Board Meeting. CareerSource North Florida requested a waiver of WIOA Section 107(b)(2) requirement to have a private education provider represented on the Board.

b. Direct Service Provider Extension

Diane Head briefly outlined the need for the Direct Services Extension Request filed on 4/7/23, which extends our designation as a direct service provider of services for 3 years.

c. 990 Filing

990 filed and completed last week. The Executive Committee advised to review.

3. Website Quotes/Discussion

Diane Head updated the Committee of the three quotes received: cost ranging from \$20,000 - \$50,000. Best offer received from Marketing Alliance. This company is familiar with CareerSource and their platform is user-friendly.

4. Board Agenda Review

The Executive Committee reviewed the agenda and had no additions, changes, or corrections.

Adjournment: There being no further business, the meeting adjourned at 11:01 am.