



## MEETING AGENDA

### North Central Florida Workforce Development Board and Dual County Workforce Development Council

**Meeting # 1**  
**Wednesday, January 29, 2025**  
**11:00 a.m.**

The public may attend and participate both in-person or by Zoom.

**1112 N. Main St.**  
**Gainesville, FL 32601**

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/86329313243?pwd=qW1JEHN9ryUpGrwby3bbbIOEllcqmw.1>

**Phone No:** 1-929-205-6099 (EST)

**Meeting ID:** 863 2931 3243

**Passcode:** 747069

*The Board/Council is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board/Council 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict.*

*Please also fill out form 8B prior to the meeting, whether or not you are able to attend the meeting, if you have a conflict with any agenda items.*



**I. Call to Order**

**II. Approval of the Agenda**

**III. Approval of the Minutes**  
N/A

**IV. Public Comment**

**V. Old Business**

**1. Adopt Board By-Laws for LWDB 26**

LWDB 09 and the Dual County Workforce Development Council adopted the CSNCFL Board By Laws on August 26, 2024, on behalf of LWDB 26. Florida Commerce is asking for the new Board and Council to create new By Laws to be compliant. In the meantime, staff is requesting the new Board and Council adopt the old By Laws to allow time for staff to develop new drafts for review and adoption.

<b>OB #1</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	By-Laws	

**2. James Moore PY23 LWDB 07 Draft Audit**

Consideration to accept the audit report and authorize the Chair and Executive Director to sign a transmittal letter to forward the final signed audit report to the Auditor General and Department of Financial Services. James Moore has completed the PY 23 audit for the prior LWDB 07 and a draft audit report has been sent to the Joint Legislative Auditing Committee and will be uploaded to the Department of Financial Services and sent to the Auditor General no later than January 31, 2025. Ben Clark from James Moore and Todd Hutchinson will present highlights from the report to the LWDB 26 Board.

<b>OB #2</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	N/A
<b>Action:</b>	Motion	None
<b>Exhibits:</b>	Draft Audit Report	

**VI. Reports**

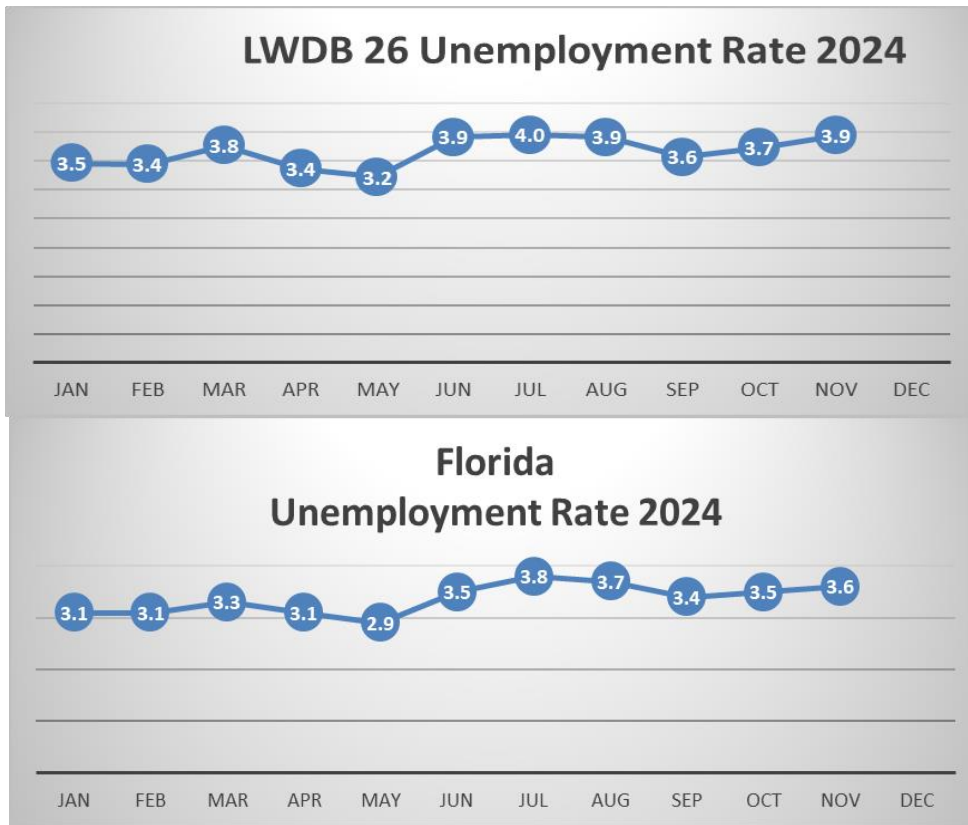
**1. CEO and Consolidation Update**

Phyllis Marty, CEO, will provide an update on the consolidation efforts. Additionally, an annual CEO report is attached for your review.

Exhibits: R1	CEO Report
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**2. Unemployment Report**

Unemployment numbers will be shared at each Board meeting. Below is a summary of the regional and state unemployment rates through November 2024, with a more detailed report attached for your review.



Exhibits: R2	Unemployment Report
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**3. CSNCFL Education and Industry Consortium**

Florida Statutes requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area. Local consortiums are required to meet quarterly and provide reports to the local workforce development board that includes community-based information related to educational programs and industry needs. Consortium reports inform the local workforce development board and staff on programs, services and partnerships in the service delivery area. Consortium members are recruited from local educational entities and businesses in the designated workforce



service delivery area and appointed by the CSNCFL Board Chair. Attached for informational purposes is the current roster.

<b>Exhibits: R3</b>	PY 2025 Education and Industry Consortium Roster
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**VII. New Business**

**1. Council Chair and Vice Chair Election**

At the beginning of each Program Year, the Council shall vote to select a Chair and Vice Chair of the Council from among its members. The Chair and Vice Chair shall serve for the entire Program Year. No Party's member may serve as Chair more often than once every three Program Years.

A Chair and Vice Chair must be elected from the following members:

- Commissioner Ken Cornell, Alachua County
- Commissioner Carloyn Spooner, Bradford County
- Commissioner Robby Hollingsworth, Columbia County
- Commissioner David Osteen, Dixie County
- Commissioner Sharon Langford, Gilchrist County
- Commissioner Mac Johns, Union County

<b>NB #1</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	<i>N/A</i>	
<b>Action:</b>	<i>N/A</i>	
<b>Exhibits:</b>	<i>None</i>	

**3. Calendar for 2025 Meetings**

Consideration of approval of a meeting schedule for joint meetings of the CSNCFL Council of Elected Officials and CSNCFL Workforce Development Board through the end of the calendar year. If there are no action items for the scheduled meeting, the meeting will be cancelled, and informational items will be brought forward to the next meeting.

**February 19, 2025**

- 10:00 a.m. - Finance Committee Meeting (*Budget True Up*)
- 10:30 a.m. - Executive Committee Meeting (*Budget and CEO Eval*)

**February 26, 2025**

- 11:00 a.m. - Joint Board / Council Meeting

**April 16, 2025**

- 10:00 a.m. - One-Stop/DW Performance Committee Meeting
- 11:00 a.m. - Youth Committee Meeting

**April 23, 2025**



10:00 a.m. - Finance Committee Meeting  
 10:30 a.m. - Executive Committee Meeting

**May 14, 2025**

11:00 a.m. - Joint Board / Council Meeting

**June 11, 2025**

11:00 a.m. - Joint Board / Council Meeting (*as needed for contracts/budget*)

**July 16, 2025**

10:00 a.m. - One-Stop/DW Performance Committee Meeting  
 11:00 a.m. - Youth Committee Meeting

**August 13, 2025**

10:30 a.m. - Finance Committee Meeting  
 11:00 a.m. - Executive Committee Meeting

**September 17, 2025**

11:00 a.m. - Joint Board / Council Meeting

**October 15, 2025**

10:00 a.m. - One-Stop/DW Performance Committee Meeting  
 11:00 a.m. - Youth Committee Meeting

**November 19, 2025**

10:30 a.m. - Finance Committee Meeting  
 11:00 a.m. - Executive Committee Meeting

**December 17, 2025**

11:00 a.m. - Joint Board / Council Meeting

NB #2	Board	Council
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	None	

**4. Approval of the Regional Planning Area Application**

The Florida Workforce System Transformation Plan directs the CareerSource Florida network to establish Regional Planning Areas. The requirements for Regional Planning Areas in this policy are established by WIOA, Florida law, and actions by the CareerSource Florida Board of Directors. Local workforce development boards may request designation as a Regional Planning Area by submitting the request and supporting documentation to the state workforce development board for consideration.

NB #3	Board	Council
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion



<b>Exhibits:</b>	Application
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**VIII. Public Comment**

**IX. Adjournment**