



## MEETING AGENDA

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

**Meeting # 2  
Thursday, March 13, 2025  
1:00 p.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/86148891099?pwd=ClIEgr1mPDwJrE8Uhaj8o31G5Hp3CP.1>**

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

**Meeting ID:** 861 4889 1099

**Passcode:** 728218

*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**

<b>Agenda</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation</b>	<b>Approval</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>N/A</i>	

**III. Approval of the Minutes**

<b>Minutes</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation</b>	<b>Approval</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>January 29, 2025 Joint Board and Council Meeting Minutes</i>	

**IV. Public Comment**

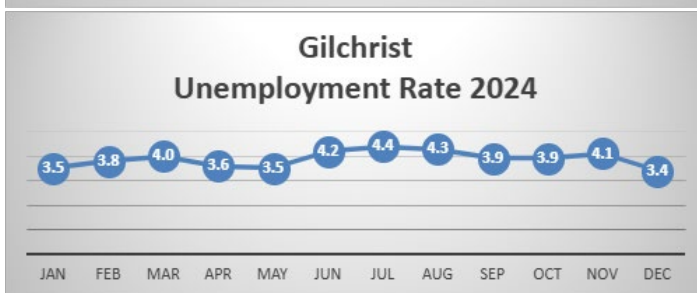
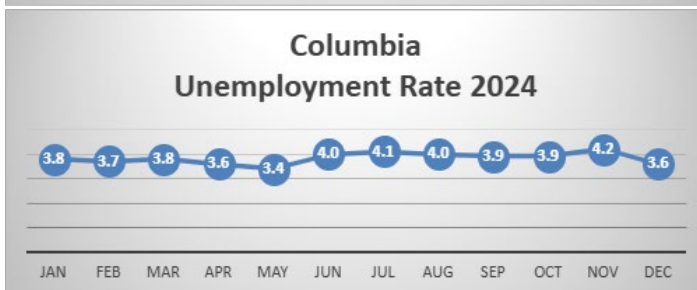
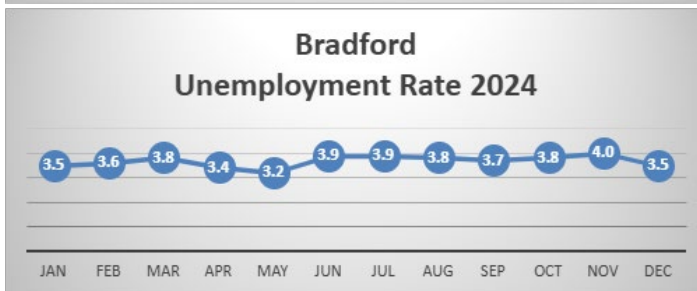
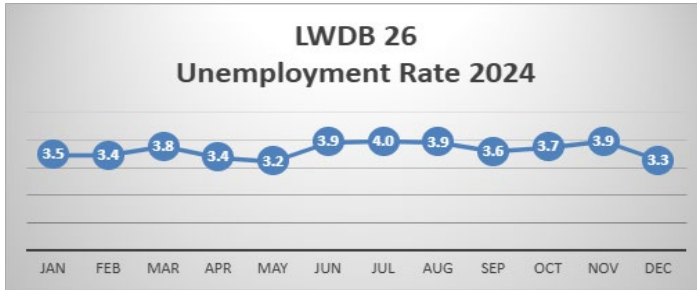
**V. Old Business**

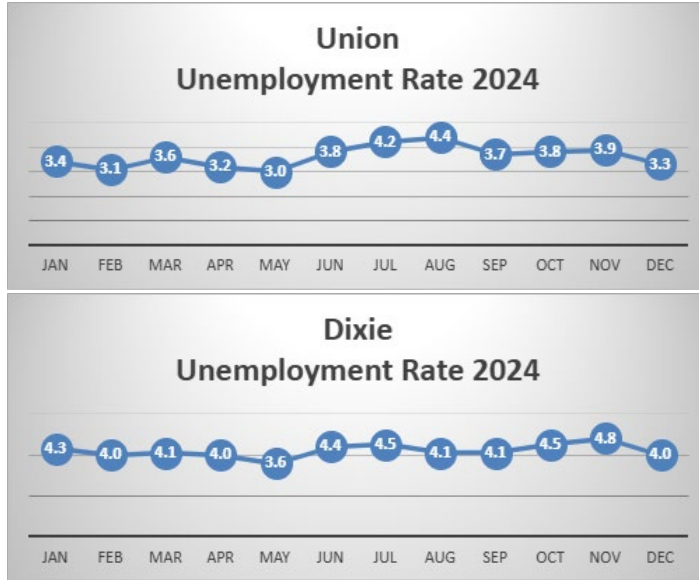
**VI. Reports**

**1. January CEO Report**

<b>R1</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation</b>	<i>None</i>	<i>None</i>
<b>Action:</b>	<i>N/A</i>	<i>N/A</i>
<b>Exhibits:</b>	<i>January CEO Report</i>	

## 2. Unemployment Report





R2	Board	Council
<b>Recommendation:</b>	<i>None</i>	<i>None</i>
<b>Action:</b>	<i>N/A</i>	<i>N/A</i>
<b>Exhibits:</b>	<i>None</i>	

**VII. New Business**

**1. Budget True-Up**

Consideration of approval of the final PY 24 – 25 budget as reflected in the budget true up. The budget true up reflects an additional \$1,095,109 received from Florida Commerce for the Veteran, TANF and SNAP funding streams as well as final formula grant numbers as opposed to the planning numbers used in presenting the budget in advance of the July 1 start of the program year. Recommend approval of acceptance of the additional funds.

*This item was presented to the Finance and Executive Committee on March 6, 2025, for approval and recommendation to the Full Board and Council.*

NB1	Board	Council
<b>Recommendation:</b>	<b>Approval</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>FY25 Budget True-Up</i>	
	<i>FY25 Budget True Up-Narrative</i>	



**2. FY 25 Budget Modifications**

Consideration of approval of increases to the following budget categories as a result of the increase in funding received from the state for this Program Year: \$252,827 for Service Provider Contracts, \$178,715.00 in One-Stop operating costs; \$24,000.00 for participant training, \$589,567.00 for staff salaries and fringe, and \$50,000 for participant support services.

Recommend approval of the increases to the above budget categories.

*This item was presented to the Finance and Executive Committee on March 6, 2025, for approval and recommendation to the Full Board and Council.*

<b>NB2</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	<b>Approval</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>FY25 Budget True-Up</i>	
	<i>FY25 Budget True Up-Narrative</i>	

**3. FY 24 - 25 CareerSource Staff Pay Plan**

Consideration of approval of the Staffing Pay Plan approved by the Alachua County BoCC in October 2024. As the governing boards may recall, our interlocal agreement provides that except for the CEO, the staff is subject to the Alachua County pay and classification plan. This provides a level of security for staff, and assures that wages paid meet community norms. The County reviews wages and benefits on a regular basis. This year the County approved a 6% Cost of Living Adjustment (COLA) for current staff and as staff can receive up to a 2% merit increase we have budgeted to be able to pay staff. Fringes include health insurance and contributions to the Florida Retirement System for staff.

Recommend approval of the Pay and Classification Plan.

*This item was presented to the Finance and Executive Committee on March 6, 2025, for approval and recommendation to the Full Board and Council.*

<b>NB2</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	<b>Approval</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>FY 24 – 25 Pay Plan</i>	



**4. CEO Evaluation**

Consideration of a salary increase for the CareerSource North Central Florida (CSNCFL) CEO. In accordance with the CSNCFL Workforce Development Board and CSNCFL Council of Elected Officials' policy, and pursuant to the interlocal agreement, the Executive Committee evaluates the CEO annually and makes a recommendation to the governing boards. We adopted and adapted the CEO evaluation instrument from another local workforce board. The Evaluation Form was distributed to all the Executive Committee members by the CSNCFL governing boards' attorney. She collected the evaluations and averaged scores in each category. The consolidated evaluation form is presented to the Executive Committee for discussion and their consideration.

*This item was presented to the Executive Committee on March 6, 2025, for approval and recommendation to the Full Board and Council.*

<b>NB3</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	<b>Approval</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>	<b>Motion</b>
<b>Exhibits:</b>	<b>CEO Evaluation Summary Memo</b>	

**5. Revised LWDB 26 By-Laws**

Consideration of approval of updates to the CSNCFL WDB By-Laws. Some of the changes were to include the names of all the counties in the workforce area, identifying our local area as Region 26, eliminating references to incorporation as we are not incorporated at this time, changing the term of the board officers so they can align with the program year instead of the calendar year. The changes are noted in color for the Boards' convenience. This item requires the workforce board's recommendation to the Council and approval of the By-Laws by the Council of Elected Officials as set forth in the Workforce Innovation and Opportunity Act (WIOA).

*This item was presented to the Executive Committee on March 6, 2025, for approval and recommendation to the Full Board and Council.*

<b>NB5</b>	<b>Committee</b>
<b>Recommendation:</b>	Approval
<b>Action:</b>	Motion
<b>Exhibits:</b>	Memo
	Revised By-Laws



**6. Vocation Rehabilitation Board Seat**

The Vocational Rehabilitation (VR) seat on the Board has been filled with a representative from the Jacksonville Office, Veronica Euben, in the absence of a local representative due to Angie White's retirement. The local position has now been filled by Ms. Jennifer Roach, and she would like to represent local VR on the Board. Recommendation to the Council to appoint Jennifer Roach in the VR seat to the Board

*This item was presented to the Executive Committee on March 6, 2025, for approval and recommendation to the Full Board and Council.*

<b>NB6</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	<b>Approval</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>None</i>	

**VIII. Public Comment**

**IX. Adjournment**