

Supporting Documents

March 13, 2025
Joint Board and Council Meeting

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Minutes of January 29, 2025 North Central Florida Workforce Development Board and Dual County Workforce Development Council Joint Meeting

MEETING AGENDA

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

**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**

The meeting began at 11:00 am

Council Members in attendance: Commissioner Spooner, Commissioner Osteen, Commissioner Cornell, Commissioner Johns, Commissioner Hollingsworth, Commissioner Langford

Board Members in attendance: Charles Harris, Dante Buckley, Dr. Jeff Tate, Dr. Paul Broadie II, Ethan Fieldman, James Ingle, Landon Harrar, Larry Thompson, Shawn Graves, Staci Bertrand, veronica Ebuon

Staff in attendance: Anna Mendoza, Brixton Yorker, Christina Brown, Karen Davis, Kelli Hutchins, Phyllis Marty, Rochelle Daniels, Todd Hutchinson, Alexander Ganz

Guests in attendance:

Board Chair Fieldman called the meeting to order at 11:03 am.

Approval of Agenda:

Commissioner Cornell made a motion to approve the agenda. **Commissioner Chestnut** seconded the motion. The motion carried. **Charles Harris** made a motion to approve the agenda. **Jeffrey Tate** seconded the motion. The motion carried. *There was no further discussion.*

Approval of Minutes: *None*

Public Comments: *There were no public comments.*

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.

Rochelle Daniels presented this item.

Charles Harris made a motion to approve the agenda item. **Jeffrey Tate** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the agenda item **Commissioner Langford** seconded the motion. The motion carried. *There was no further discussion.*

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.

Ben Clark from James Moore presented this report.

Larry Thompson made a motion to approve the agenda item. **Dante Buckley** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the agenda item. **Commissioner Langford** seconded the motion. The motion carried. *There was no further discussion.*

Reports

1. CEO and Consolidation Update

Phyllis Marty presented an annual report and an update on the consolidation progress.

2. Unemployment Report

Phyllis Marty presented an unemployment report of the regional and state unemployment rates through November 2024.

3. CSNCFL Education and Industry Consortium

Phyllis Marty presented the roster for the Education and Industry Consortium for informational purposes.

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

Commissioner Cornell was nominated to serve as Council Chair. Commissioner Spooner made a motion to approve the nomination. Commissioner Langford seconded the motion. The motion carried. *There was no further discussion*

Commissioner Langford was nominated to serve as Council Vice Chair. Commissioner Cornell made a motion to approve the nomination. Commissioner Johns seconded the motion. The motion carried. *There was no further discussion.*

2. 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.

Phyllis Marty presented this item.

Charles Harris made a motion to approve the agenda item. **Staci Bertrand** seconded the motion. The motion carried.

Commissioner Langford made a motion to approve the agenda item. **Commissioner Hollingsworth** seconded the motion. The motion carried. There was no further discussion.

3. 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.

Phyllis Marty presented this item.

Larry Thompson made a motion to approve the agenda item. **Dante Buckley** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the agenda item. **Commissioner Langford** seconded the motion. The motion carried. There was no further discussion.

Public Comments: *There were no public comments.*

Adjournment: *Meeting was adjourned at 11:57 am*



FROM: Phyllis Marty, CareerSource North Central Florida (CSNCFL) CEO
TO The CSNCFL Governing Boards
DATE: February 24, 2025
SUBJECT: CSNCFL CEO Report

SUMMARY

This following is an update for the month of January 2025.

DISCUSSION

1. One Stop Locations

As reported to the governing boards we entered this program year maintaining the Dixie and Columbia County one-stop locations at negotiated reduced rentals so that we could evaluate our space needs and available funds prior to issuing a procurement for space.

At this time, we have decided to delay the issuance of a procurement as we have been meeting with representatives in Dixie, Columbia, Gilchrist and Union Counties to see if we can co-locate for either no cost or reduced cost rent which will result in significant savings.

2. Stakeholder Interactions

We participated in the February 7th-North Florida Economic Development Planning Council meeting in Palatka, Florida

We will be represented in Tallahassee on March 20th for Rural Counties Day 2025

In tandem with the City of Newberry, Agricultural Accelerator, CSNCFL, Santa Fe College and employers, a platform has been developed through marketing and community education of what the Industries Grant can provide for employers and job seekers.

3. Staff Development and Staff Appreciation

To support staff and to indicate that we value their contributions we will be issuing staff appreciation certificate for employee tenure at the 1, 3, 5, 7, and 10 years marks.

The following staff have received certificates:

One Year	Three Year
Devon Chambers	Lynda Bowie Locklear
Karen Davis	
Valerise Dukes	
Emily Galavotti	
Erin Grant	
Samantha Howard	
Maria Robinson Neal	
Resa Morris	
Khaelyn White	

Staff have participated in the following staff development activities

Active Shooter Training	JVSG/Priority of Service (Veterans)
Performance	WIOA Case closure policy and Checklist
Entering Job Referrals and Employment in Employ Florida	

4. Job Seeker and Employer Services

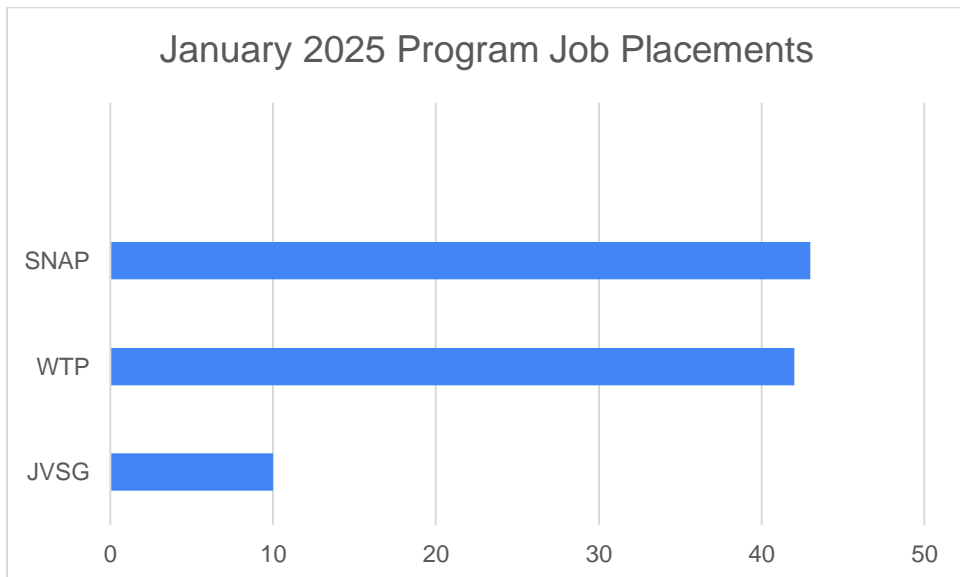
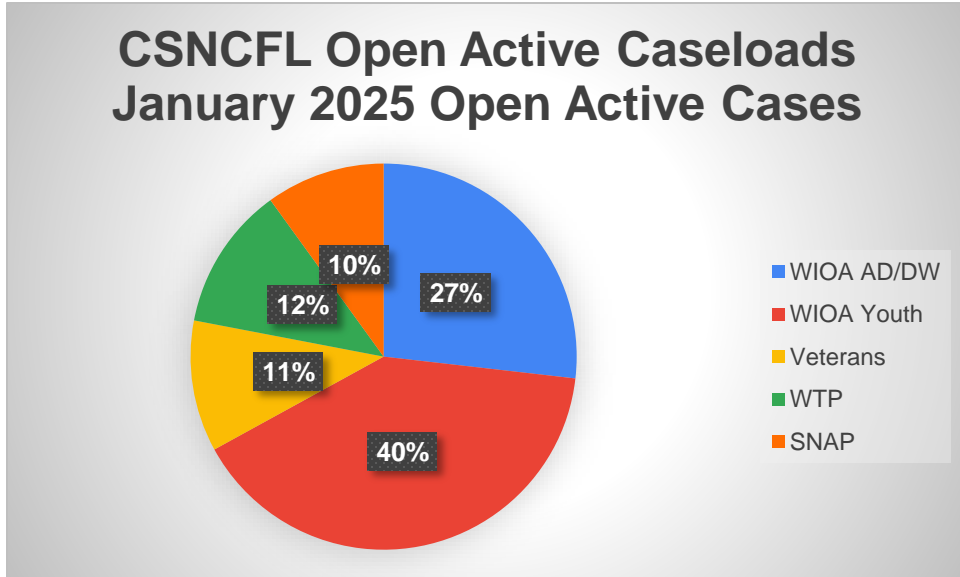
In addition to increasing the total number of individuals served as part of our performance strategy we are focusing on assuring services reach all our counties.

In January, we had 194 new job seekers register in Employ Florida and staff provided 945 services to 433 job seekers. 3 new employers registered in Employ Florida and 463 services were provided to employers, including posting 104 new job orders.

Staff provided recruitment services, including hosting events, for the following employers in January:

- Cross City Correctional
- Alachua County Jail
- Alachua County School Board
- Children's Trust
- Oak Hammock at UF
- Union Correctional

CSNCFL also participated in assisting two local employers' grand openings, Zaxby's with 64 job seekers attending a recruitment event and WaWa with 107 attending the recruitment event.





FROM: Phyllis Marty, CareerSource North Central Florida (CSNCFL) CEO
TO The CSNCFL Governing Boards
DATE: February 24, 2025
SUBJECT: CSNCFL FY25 Budget True Up-Narrative

Summary:

Total FY 24 Budget was the true up budget approved for LWDB 9. The state de-obligated any unspent funds and closed the awards as of 6/30/2024. FY 24 Carryforward and FY 25 Amended Budget are the actual awards that have been received by LWDB 26 as of 12/31/2025. FY 24 Carry forward is the awards issued 7/1/2024 to 9/30/2024 and FY 25 Amended is awards issued between 10/1/2024 to 12/31/2025. The Total FY 25 Budget is the actual awards received for PY 24-25 for LWDB 26. This appears different from previous budget years due to not having any true carry forward from LWDB 9 and all awards were re-issued to LWDB 26.

The total PY 25 Planning Budget reported for July 1, 2025 was \$4,026,408.00. Upon receipt of the Notice of Funding Availability for all formula funds our actual PY 25 budget is \$5,121,517.00. The additional \$1,095,109.00 is attributed to the following:

1. \$ 936,571.00 was in additional formula WTP funds.
2. \$ 97,358.00 was in additional SNAP funds
3. \$ 28,073.00 was in additional Wagner Peyser Act and Trade Act Adjustment funds
4. \$ 33,107.00 was in additional Veteran's Program Funds

It is proposed that the additional funds be assigned as follows:

1. \$252,827.00 for Contracts for a total of \$999,732.00. This funds Business Intermediary Services, One Stop Operator, Communications and Marketing, Teen Pregnancy Prevention Program, Programmatic and Fiscal Monitoring, Security Services, Janitorial Services, etc.

2. \$178,715.00 for One Stop Operating Costs for a total of \$894,306.00. This funds office space leases, utilities, office supplies, etc.
3. \$24,000 for participant training for a total of \$557,410. This will result in 50% of our adult/dislocated worker funds being spent on training.
4. \$589,567.00 for salaries and fringe for a total of \$2,530,689.00. This funds salaries and fringes of full time CSNCFL FTEs and temporary staff needed when vacancies occur to be able to recruit, hire and train full time staff. This also covers annual COLA increases and merit increases for full time staff.
5. \$50,000 for Support Services for a total of \$139,380.00. This funds participant uniforms, tests and fees, transportation assistance, needed training supplies such as laptops, etc.

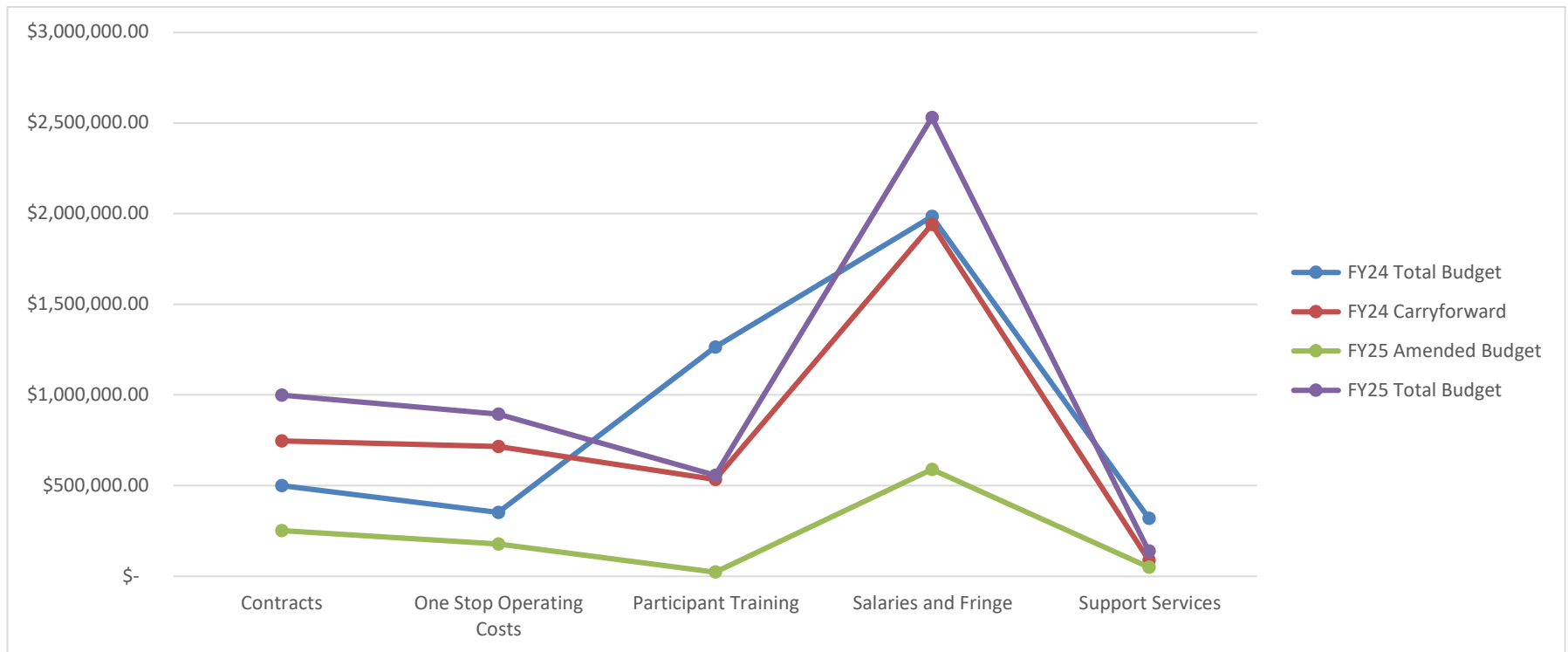
CareerSource North Central Florida-LWDB26

FY25 Budget True Up

As of 12/31/2024

Summary by Category

Budget Category	FY24 Total Budget	FY24 Carryforward	FY25 Amended Budget	FY25 Total Budget
Contracts	\$ 500,579.00	\$ 746,905.00	\$ 252,827.00	\$ 999,732.00
One Stop Operating Costs	\$ 352,017.00	\$ 715,591.00	\$ 178,715.00	\$ 894,306.00
Participant Training	\$ 1,264,081.00	\$ 533,410.00	\$ 24,000.00	\$ 557,410.00
Salaries and Fringe	\$ 1,984,596.00	\$ 1,941,122.00	\$ 589,567.00	\$ 2,530,689.00
Support Services	\$ 320,609.00	\$ 89,380.00	\$ 50,000.00	\$ 139,380.00
Grand Total	\$ 4,421,882.00	\$ 4,026,408.00	\$ 1,095,109.00	\$ 5,121,517.00



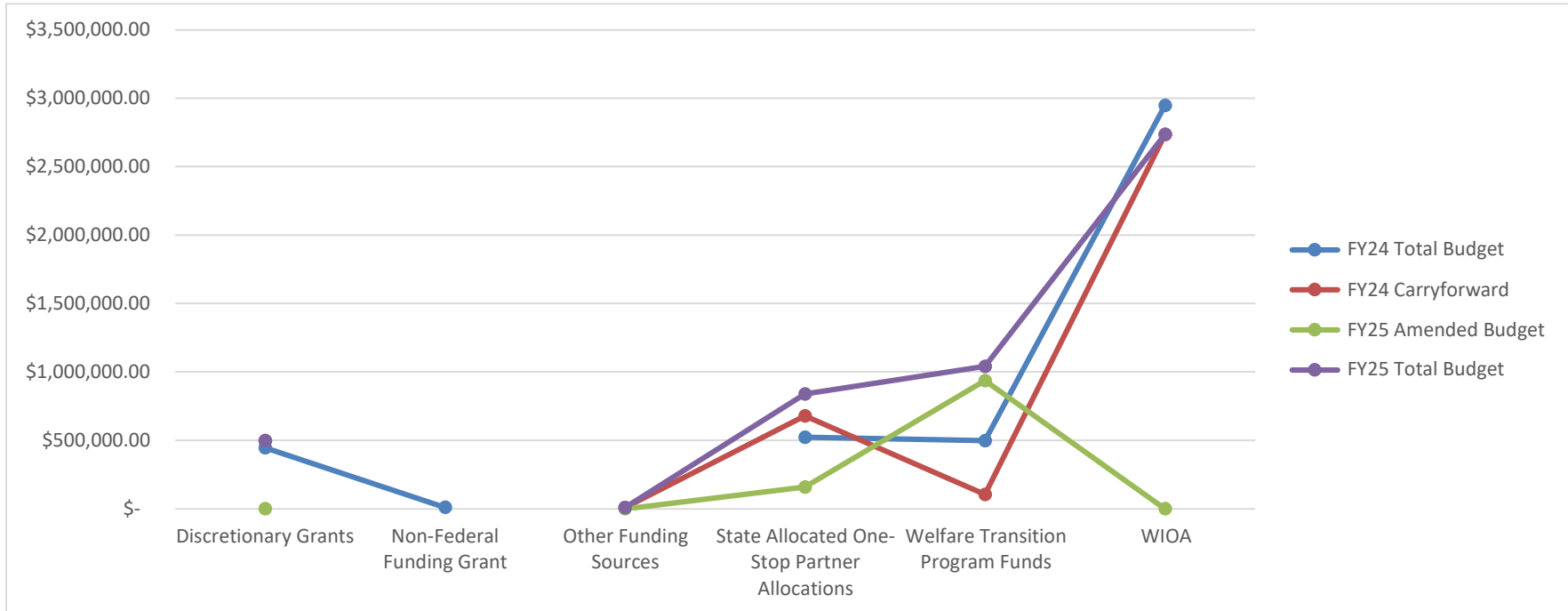
CareerSource North Central Florida-LWDB26

FY25 Budget True Up

As of 12/31/2024

Summary by Category

Budget Category	FY24 Total Budget	FY24 Carryforward	FY25 Amended Budget	FY25 Total Budget
Discretionary Grants	\$ 444,537.00	\$ 497,172.00	\$ -	\$ 497,172.00
Non-Federal Funding Grant	\$ 9,898.00			
Other Funding Sources		\$ 9,064.00	\$ -	\$ 9,064.00
State Allocated One-Stop Partner	\$ 521,561.00	\$ 679,066.00	\$ 158,538.00	\$ 837,604.00
Welfare Transition Program Funds	\$ 497,137.00	\$ 104,545.00	\$ 936,571.00	\$ 1,041,116.00
WIOA	\$ 2,948,749.00	\$ 2,736,561.00	\$ -	\$ 2,736,561.00
Grand Total	\$ 4,421,882.00	\$ 4,026,408.00	\$ 1,095,109.00	\$ 5,121,517.00



**CareerSource
FY 24 - 25 Pay Plan - NFC**

Approved by
Admin
Official

Class Code	Class Title	Pay	Range	Exempt OT	Minimum Hourly Rate	Maximum Hourly Rate	BiWeekly Minimum	BiWeekly Maximum	Annual Minimum	Annual Maximum
6176	CAREERSOURCE ADMIN COORD	NFC	11	N	\$ 22.0019	\$ 33.7465	\$ 1,760.15	\$ 2,699.72	\$ 45,763.95	\$ 70,192.72
2380	CAREERSOURCE ASSESSMT COORD/TRNR	NFC	12	N	\$ 23.1680	\$ 35.5350	\$ 1,853.44	\$ 2,842.80	\$ 48,189.44	\$ 73,912.80
1571	CAREERSOURCE CHIEF OPERATIONS-OFFICER	NFC	19	Y	\$ 33.6164	\$ 53.2884	\$ 2,689.31	\$ 4,263.07	\$ 69,922.11	\$ 110,839.87
1570	CAREERSOURCE CHIEF STRATEGY OFFICER	NFC	19	Y	\$ 33.6164	\$ 53.2884	\$ 2,689.31	\$ 4,263.07	\$ 69,922.11	\$ 110,839.87
1572	CAREERSOURCE COMMUNICATIONS COORD	NFC	16	Y	\$ 28.4842	\$ 45.0979	\$ 2,278.74	\$ 3,607.83	\$ 59,247.14	\$ 93,803.63
2318	CAREERSOURCE COMMUNITY RESOURCE COORD	NFC	17	Y	\$ 29.9937	\$ 47.4883	\$ 2,399.50	\$ 3,799.06	\$ 62,386.90	\$ 98,775.66
1573	CAREERSOURCE CONT IMPROVEMENT SUPV	NFC	16	Y	\$ 28.4842	\$ 45.0979	\$ 2,278.74	\$ 3,607.83	\$ 59,247.14	\$ 93,803.63
6177	CAREERSOURCE CSR I	NFC	5	N	\$ 18.8150	\$ 23.9562	\$ 1,505.20	\$ 1,916.50	\$ 39,135.20	\$ 49,828.90
6178	CAREERSOURCE CSR II	NFC	7	N	\$ 19.3450	\$ 27.4482	\$ 1,547.60	\$ 2,195.86	\$ 40,237.60	\$ 57,092.26
8020	CAREERSOURCE CUSTODIAN	NFC	2	N	\$ 18.0000	\$ 20.5177	\$ 1,440.00	\$ 1,641.42	\$ 37,440.00	\$ 42,676.82
2317	CAREERSOURCE DATA ANALYST	NFC	13	Y	\$ 24.3958	\$ 38.6254	\$ 1,951.66	\$ 3,090.03	\$ 50,743.26	\$ 80,340.83
6126	CAREERSOURCE JOB DEVELOPER I	NFC	9	N	\$ 19.9185	\$ 30.4348	\$ 1,593.48	\$ 2,434.78	\$ 41,430.48	\$ 63,304.38
6127	CAREERSOURCE JOB DEVELOPER II	NFC	10	N	\$ 20.9119	\$ 32.0480	\$ 1,672.95	\$ 2,563.84	\$ 43,496.75	\$ 66,659.84
2375	CAREERSOURCE PROGRAM COORD	NFC	16	Y	\$ 28.4842	\$ 45.0979	\$ 2,278.74	\$ 3,607.83	\$ 59,247.14	\$ 93,803.63
6179	CAREERSOURCE QA SPECIALIST	NFC	11	N	\$ 22.0019	\$ 33.7465	\$ 1,760.15	\$ 2,699.72	\$ 45,763.95	\$ 70,192.72
2387	CAREERSOURCE REACT CAREER NAV	NFC	9	N	\$ 19.9185	\$ 30.4348	\$ 1,593.48	\$ 2,434.78	\$ 41,430.48	\$ 63,304.38

**CareerSource
FY 24 - 25 Pay Plan - NFC**

Class Code	Class Title	Pay	Range	Exempt OT	Minimum Hourly Rate	Maximum Hourly Rate	BiWeekly Minimum	BiWeekly Maximum	Annual Minimum	Annual Maximum
2381	CAREERSOURCE RESEA CAREER NAV	NFC	11	N	\$ 22.0019	\$ 33.7465	\$ 1,760.15	\$ 2,699.72	\$ 45,763.95	\$ 70,192.72
8024	CAREERSOURCE SR CUSTODIAN	NFC	4	N	\$ 18.5500	\$ 22.7504	\$ 1,484.00	\$ 1,820.03	\$ 38,584.00	\$ 47,320.83
3075	CAREERSOURCE SR SUPP TECH	NFC	12	N	\$ 23.1680	\$ 35.5350	\$ 1,853.44	\$ 2,842.80	\$ 48,189.44	\$ 73,912.80
6226	CAREERSOURCE STAFF ASSISTANT	NFC	7	N	\$ 19.3450	\$ 27.4482	\$ 1,547.60	\$ 2,195.86	\$ 40,237.60	\$ 57,092.26
6175	CAREERSOURCE SUPPORT SPEC	NFC	9	N	\$ 19.9185	\$ 30.4348	\$ 1,593.48	\$ 2,434.78	\$ 41,430.48	\$ 63,304.38
2376	CAREERSOURCE SYSTEMS ADMINISTRATOR	NFC	17	Y	\$ 29.9937	\$ 47.4883	\$ 2,399.50	\$ 3,799.06	\$ 62,386.90	\$ 98,775.66
2379	CAREERSOURCE TANF WKSHP/ASSESSMT FAC	NFC	12	N	\$ 23.1680	\$ 35.5350	\$ 1,853.44	\$ 2,842.80	\$ 48,189.44	\$ 73,912.80
2382	CAREERSOURCE WIOA CAREER NAV I	NFC	9	N	\$ 19.9185	\$ 30.4348	\$ 1,593.48	\$ 2,434.78	\$ 41,430.48	\$ 63,304.38
2383	CAREERSOURCE WIOA CAREER NAV II	NFC	11	N	\$ 22.0019	\$ 33.7465	\$ 1,760.15	\$ 2,699.72	\$ 45,763.95	\$ 70,192.72
6188	CAREERSOURCE WIOA INTAKE SPECIALIST	NFC	7	N	\$ 19.3450	\$ 27.4482	\$ 1,547.60	\$ 2,195.86	\$ 40,237.60	\$ 57,092.26
2377	CAREERSOURCE WIOA PROGRAM LEAD	NFC	13	Y	\$ 24.3958	\$ 38.6254	\$ 1,951.66	\$ 3,090.03	\$ 50,743.26	\$ 80,340.83
2386	CAREERSOURCE WIOA YOUTH CAREER NAV	NFC	9	N	\$ 19.9185	\$ 30.4348	\$ 1,593.48	\$ 2,434.78	\$ 41,430.48	\$ 63,304.38
6174	CAREERSOURCE WORK EXP COORD	NFC	9	N	\$ 19.9185	\$ 30.4348	\$ 1,593.48	\$ 2,434.78	\$ 41,430.48	\$ 63,304.38
2384	CAREERSOURCE WTP/SNAP CAREER NAV I	NFC	9	N	\$ 19.9185	\$ 30.4348	\$ 1,593.48	\$ 2,434.78	\$ 41,430.48	\$ 63,304.38
2385	CAREERSOURCE WTP/SNAP CAREER NAV II	NFC	11	N	\$ 22.0019	\$ 33.7465	\$ 1,760.15	\$ 2,699.72	\$ 45,763.95	\$ 70,192.72
2378	CAREERSOURCE WTP/SNAP PROGRAM LEAD	NFC	13	Y	\$ 24.3958	\$ 38.6254	\$ 1,951.66	\$ 3,090.03	\$ 50,743.26	\$ 80,340.83
2316	CAREERSOURCE YOUTH PROG COORD	NFC	16	Y	\$ 28.4842	\$ 45.0979	\$ 2,278.74	\$ 3,607.83	\$ 59,247.14	\$ 93,803.63

Rochelle J. Daniels, Attorney
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(954) 205 2582
danielsrj@aol.com

TO: The CareerSource North Central Florida (CSNCFL) Governing Boards

FROM: Rochelle Daniels, Attorney

SUBJECT: President/CEO Evaluation

DATE: February 26, 2025

SUMMARY

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.

BACKGROUND

Our policies provide for the CEO to be evaluated annually by the Executive Committee, which makes a recommendation regarding a merit increase to the workforce development board and Council of Elected Officials. The evaluations were sent to all the Executive Committee members in early February by the governing boards' attorney. As the Executive Committee members completed the evaluations they were returned to the attorney for review and tally.

DISCUSSION

A completed evaluation was received from all Executive Committee members. Scores were averaged for each rating criteria with 4 being the top of the scale. The Executive Committee is charged with making recommendations regarding the CEO's merit increase.

A copy of the Evaluation Summary is attached and indicated an average rating for the CEO of 3.75 out of 4.

RECOMMENDATION

Discussion

CHIEF EXECUTIVE OFFICER EVALUATION FORM 2025

CEO: Phyllis Marty

RATING	DESCRIPTION	POINTS
OUTSTANDING	Exceptional in all areas, superior	4
EXCELLENT	Exceeds position requirements, high quality, consistent	3
MEETS EXPECTATIONS	Competent level of performance, meets standards	2
NEEDS IMPROVEMENT	Deficient in some areas, room for improvement	1
UNSATISFACTORY	Unacceptable, needs immediate improvement	0

Directions: Please review the performance of the CEO over the course of the past year. Keep in mind the essentials of the job. Review work product, projects, or programs in which the CEO may have been involved. We have attached the CEO Report which includes many of the projects and programs delivered this year.

Be as objective as possible. If there is a category for which you do not feel comfortable placing a rating, insert "N/A" next to that category. This will in no way reflect the overall rating.

INTERPERSONAL RELATIONSHIPS

Appearance; attitude; business sense; cooperation; motivation; achieves appropriate balance among public service objectives, organizational objectives, and employee interests.

Rating: 3.7

LEADERSHIP

Formulates and articulates a vision for the organization; inspires teamwork and effectiveness; demonstrates a positive and exemplary approach to work; involves and encourages employees; maintains high professional standards.

Rating: 3.7

JUDGEMENT

Exercises discretion and diplomacy; handles difficult situations in a professional and proactive manner.

Rating: 3.7

INTERGOVERNMENTAL RELATIONS

Aggressive advocate for the organization; maintains communications with elected and non-elected officials of local, state, and federal governments.

Rating: 3.7

NCFL WORKFORCE DEVELOPMENT BOARD RELATIONS

Responds in a prompt, professional, and efficient manner; keeps the Board informed; submits comprehensive, concise and understandable agenda items; provides assistance and support in carrying out Board decisions.

Rating: 4.0

MEETS OVERALL BWDB OBJECTIVES

Includes overall financial management and effective management of public risk and financial needs. Ensures CSNCFL delivery of services in a cost effective and customer-oriented manner; meets performance standards, and achieves BWDB priorities.

Rating: 3.7

DIVERSITY

Hires and/or promotes employees in numbers that reflect the diverse makeup of the community (women and minorities); meets or exceeds organization goals in awarding acceptable number of contracts and services to minority and/or women-owned businesses.

Rating: 3.8

OVERALL RATING: 3.75

Comments:

Proud to be a member of the team!

Phyllis has expertly handled the challenging merger of LWDB's in all aspects 100%

Outstanding job, no question about that. She has had to deal with a very difficult transition ...few could have accomplished this as well as she has...I have noticed a very CSNCFL Evaluation Form CEO

diverse staff. Objectives are coming from all directions and ... but she has navigated all of the important ones.

Evaluators Name: _____ **Date:** _____

Rochelle J. Daniels, Attorney
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TO: The CareerSource North Central Florida (CSNCFL) Governing Boards

FROM: Rochelle Daniels, Attorney

SUBJECT: By-Laws Amendments

DATE: February 26, 2025

SUMMARY

This memo summarizes a number of housekeeping updates to the workforce board's By-Laws. The changes require 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).

BACKGROUND

In order to have organizational rules to be able to conduct business as we were moving through the State's realignment of our boundaries, we asked our governing boards to approve the existing NCFLWDB's By-Laws. The By-Laws were also attached to our 4 Year Plan and until the By-Laws are updated, we only have provisional approval of our 4 Year Plan.

DISCUSSION

The By-Laws are presented with language to be deleted stricken and new language to be adopted depicted in red so it is easy to see the changes. Described below are the updates made to the By-Laws:

1. All references to local workforce development board (LWDB) or Region 9 now read LWDB / Region 26.
2. All references to Alachua and Bradford Counties now read: Alachua, Bradford, Columbia, Dixie, Gilchrist and Union counties.
3. All references to the Department of Economic Opportunity (DEO) now read Florida Commerce.
4. Section H-CSNCFL does not have a CFO, the Alachua County Clerk's office acts as the Fiscal Agent through the Administrative Agreement.
5. The Administrative Entity is CSNCFL and the Board is staffed through the Administrative Agreement with Alachua County.
6. The nomination process adopted has the board member terms staggered at four, six and eight years.

7. The term of office for the Board Chair, Vice-Chair, Treasurer and Secretary is changed from January – December to be aligned with the program year as opposed to the calendar year. This was requested by the former NCFLWDB Chair Dr. Tate. It was agreed that when the By-Laws were updated this change would be recommended.

RECOMMENDATION

Motion for approval of the updates.

BY-LAWS

Of

The North Central Florida Workforce Development Board, Inc.

A Florida Not for Profit Corporation

The provisions of this document constitute the By-Laws which shall be utilized to govern the management and operation of the North Central Florida Workforce Development Board, Inc., (NCFWDB or LWDB 9 26) a Florida not for profit corporation.

ARTICLE I DEFINITIONS

Section 1.1 -Definitions

- A. "Acts" shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 and Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, collectively;
- B. "CareerSource Florida" (CSF) shall mean the staff appointed to carry out the policies of the State of Florida workforce development board which is called the CareerSource Florida Workforce Development Board "CSFWDB".
- C. "CareerSource North Central Florida" (CSNCFL) shall mean and refer to the administrative entity created by the Interlocal Agreement by and between Alachua, and Bradford, Columbia, Dixie, Gilchrist and Union counties pursuant to §163.01, Florida Statutes ("Interlocal Agreement"), and designated to provide and serve as support staff to LWDB 26 9 and the Council to carry out the purposes of the Interlocal Agreement and the Agreement between the Council and LWDB 26 9.
- D. CSNCFL One-Stop System shall mean the physical career center and technological career center communications network established pursuant to WIOA to deliver workforce services to the North Central Florida Workforce Development Area.
- E. "Chief Executive Officer" (CEO) shall mean the top executive of CSNCFL.
- F. "Chief Local Elected Officials" (CLEO) shall mean and refer to the ~~Chair of the Board of County Commissioners for Alachua and Bradford counties, respectively~~ appointed County Commissioners from Alachua, Bradford, Columbia, Dixie, Gilchrist and Union counties.
- G. "Council" shall mean the ~~Dual County Workforce Development Council~~ CSNCFL Council of Electeds ("Council") created through the Interlocal

Agreement entered into between Alachua, Bradford **Columbia, Dixie, Gilchrist and Union** counties which provide, among other authorities and responsibilities, for the creation of LWDB **26 9** and the appointment of its members.

- ~~H~~—"DEO" shall mean and refer to the Florida Department of Economic Opportunity
- H. "Fiscal Agent" shall mean the Chief Financial Officer ("CFO") of CSNCFL **Alachua County Clerk of Court as designated in the Administrative Agreement between CSNCFL and Alachua County**. CSNCFL shall be the entity designated to receive funds under Master Agreement with **Florida Commerce DEO**. The **CFO Fiscal Agent** shall be responsible for the disbursement of funds as directed by the Council /LWDB **26 9** action at a properly noticed meeting or in accordance with policy adopted by the Council/LWDB **26 9** at a properly noticed meeting.
- I. "Florida WIA" shall mean and refer to the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes.
- J. **"FloridaCommerce" shall mean the State of Florida Department that administer state and federal programs and initiatives to help visitors, citizens, businesses, and communities.**
- K. "Local Grant Recipient" shall mean and refer to the counties of Alachua, Bradford, **Columbia, Dixie, Gilchrist and Union counties.**
- L. "Local Grant Sub-Recipient" shall mean and refer to CSNCFL.
- M. "Local Workforce Development Area" (Local Area) shall mean and refer to a jurisdiction for the administration of workforce development activities. A jurisdiction must be designated as a Local Area by the Governor in order for the jurisdiction to receive WIOA Title 1, subtitle B formula grants. In north central Florida it is Alachua, Bradford **Columbia, Dixie, Gilchrist and Union** Counties.
- N. "Local Workforce Development Board 9" (LWDB **26 9**) shall mean the local workforce board whose members are those individuals appointed by the Council, and who in partnership with the Council, set policy for CSNCFL.
- O. "LWDB Staff" or "Staff to the LWDB" shall mean and refer to CSNCFL.
- P. "North Central Florida Workforce Development Area" (NCFWDA) shall mean the geographic areas comprising Alachua, Bradford **Columbia, Dixie, Gilchrist and Union** counties.
- Q. "WIOA" shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128.

R. "4-year Local Area Workforce Plan" (Local Plan) shall mean and refer to the 4-year action plan which sets forth the strategies for the investment of resources to meet the objectives of the various workforce grants and programs including but not limited to the development, alignment, and integration of service delivery strategies in support of the State's vision and strategic and operational goals.

ARTICLE II NAME, SERVICE AREA, MAIN OFFICE LOCATION

Section 2.1 - Name

The legal name of the organization shall be the North Central Florida Workforce Development Board, Inc., hereinafter referred to as "NCFWDB" or "LWDB 26 9".

Section 2.2 - Service Area

The NCFWDB shall serve the employers and residents of Alachua, Bradford **Columbia, Dixie, Gilchrist and Union** counties, Florida.

Section 2.3 - Office Location

The official office location and mailing address shall be 1112 North Main Street, Gainesville, FL 32601.

ARTICLE III PURPOSE AND USE OF FUNDS

Section 3.1 - Purpose

The purposes for which the NCFWDB is formed, and its business goals and objectives, are as follows:

- A. To serve as the Local Workforce Development Board for Region **26 9**, as certified by CSF.
- B. Together with the Council to oversee the creation of a comprehensive and high-quality workforce delivery system in the NCFWDB and to maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.
- C. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of employers and job seekers.

D. Together with the Council to provide policy and oversight over CSNCFL and the CSNCFL one-stop system.

E. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the community.

Section 3.2 - Use of Funds

A. The NCFWDB in conjunction with the Council shall approve the use of funds in ways that will most effectively satisfy the labor market demand needs of the residents and business community to enhance the economic well-being of the community and to invest their resources so as to result in attainment of the performance measures negotiated with **FloridaCommerce DEQ**.

B. The NCFWDB in conjunction with the Council shall approve the use of funds in accordance with Section 4.3 paragraph 1 and in a manner that takes into account sustained fiscal integrity and accountability pursuant to 2 CFR 200 et. seq., WIOA and the corresponding Federal Regulations and State policies as well as the laws and regulations applicable to such other grant funds or donations received.

C. Investments, loans or evidence of indebtedness or promises to pay shall not be contracted for on behalf of the NCFWDB unless authorized and approved by both the LWDB **26 9's** Board of Directors and Council.

D. The NCFWDB in conjunction with the Council shall exercise oversight over the funds awarded to the NCFWDA.

ARTICLE IV BOARD OF DIRECTORS

Section 4.1 - Governing Body

The LWDB **9 26** shall be governed by a Board of Directors, to be appointed by the Council as provided herein.

~~Section 4.2 — Incorporation~~

~~The LWDB **26 9** shall incorporate as a Florida not for profit corporation in accordance with the Section 501(c)(3) of Internal Revenue Code.~~

Section 4.3 - Appointment of Board Members

- A. The Council shall appoint members of the Board of Directors ("Board") consistent with criteria established under WIOA, the Governor, ~~and~~ the Interlocal Agreement and the nomination process approved by the Council ~~and the NCFWDB at their meeting on October 15, 2020,~~ and attached hereto as Exhibit 1.
- B. The initial appointments of LWDB ~~9~~ **26** members shall be fixed and staggered terms of ~~two and three years~~ **four, six and eight years**. Thereafter, new and reappointed members shall be appointed for terms of two (2) years. No member will serve more than eight (8) consecutive years.
- C. The authority to appoint, reappoint or revoke the appointment of members to LWDB ~~26~~ **9** lies solely with the respective County's CLEO that appointed the LWDB ~~26~~ **9** member. Members of the Board shall serve at the pleasure of the Council elected official who appointed them. The member may be removed either for or without cause at any time.
- D. Members of the Board may identify and encourage potential applicants to apply for appointment to the Board in accordance with the application process set forth by the Council;
- E. The CSNCFL CEO shall provide or arrange for annual training to Board members to ensure they are aware of their roles, responsibilities and functions to include an orientation and training for new Board members and periodic updates as needed;
- F. The number of Board members and the categories of membership shall conform to Federal and State legislation, regulations and policies.

Section 4.4 - Authority and Responsibilities

All corporate powers shall be exercised by or under the authority of the Board in conjunction with the approval of the Council, and the business and affairs of the Corporation will be managed under the direction of the CEO. The Board and Council shall direct strategic and operational oversight of the Corporation to help develop a comprehensive and high-quality workforce delivery system in the NCFWDA.

The Board's general responsibilities shall include, but not be limited to:

- A. Establishing, adopting and overseeing policies for governance, administration and operation of the Corporation to carry out the functions of the LWDB ~~26~~ **9** as outlined in WIOA in coordination with the Council as provided herein, and in the law governing the funds awarded to the NCFWDA;
- B. Developing, ratifying and submitting or amending the Local Plan pursuant to Public Law No. 113-128 WIOA and the provisions of Florida Statute 445.007

subject to the approval of the Council; Convening local workforce development system stakeholders to assist in the development of the Local Plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities;

- C. Coordinating agreements with the Council that are necessary to designate the administrative entity and fiscal agent for the NCFWDA;
- D. Providing oversight of the Corporation's programs, costs and performance outcomes together with the Council;
- E. Identifying and selecting providers of youth services;
- F. Identifying, selecting and approving eligible training providers and other providers of training services;
- G. Together with the Council identifying, selecting and approving career services provider(s);
- H. Together with the Council selecting the One-Stop Operator(s);
- I. Developing an annual planning budget for the activities of the CSNCFL with approval of the CEO and consistent with the Local Plan and the duties of the LWDB ~~26~~ 9. The annual planning budget shall be presented to the Council in May or June of each year prior to the start of the program year based upon the planning numbers provided by Florida Commerce DEO. The annual planning budget shall include all non-federal revenues and discretionary grants. There shall be a "true-up" report showing the actual awards and budget vs actual in December or January every year
- J. Together with the Council negotiating and reaching agreement on local performance indicators with the Governor.
- K. Coordinating the Local Area's workforce investment activities with economic development strategies and developing other employer linkages with such activities.
- L. Developing the Local Regional Targeted Occupations List.
- M. Ensuring grievance procedures and equal opportunity representation is available and made known to staff, participants, and other interested parties in the local workforce development system.

Section 4.5 - Employment of a Director and Staff

- A. The administrative entity, ~~Alachua County~~, CSNCFL, shall staff the Board through an Administrative Agreement with Alachua County. The Chief Executive Officer (CEO) shall report to the Board and the Council and shall be responsible to hire sufficient personnel to carry out effective and efficient operations of workforce development programs as defined in the Local Plan and to provide necessary technical assistance to any sub-grantee's providing workforce services.
- B. The Board may recommend to the Council that the CEO be suspended, with or without pay, or may recommend that the Council remove the CEO who serves at the pleasure of the Council.

Section 4.6 - Authority of Individual Board Members

- A. Board members have authority over the affairs of the LWDB 9 only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is taken when carrying out specific instructions by the Board.
- B. Members of the LWDB 26 9 and its Committees may be contacted for comments on NCFWDA, Board or Council matters and/or issues of public interest. Board and Committee members shall direct any such requests to the CSNCFL CEO who is designated as the official spokesperson for the NCFWDA. He/she shall update the Council and LWDB 26 9 Chairs regarding public comments as appropriate and shall take direction from the Council Chair who may also choose to comment or to have the LWDB 26 9 Chair comment.

Section 4.7 - Categories of Board Membership

Consistent with criteria defined by the U.S. Department of Labor, WIOA, the State of Florida, and Florida WIA, Board member composition shall be in accordance with the following categories:

- A. Business: These shall be individuals; who are business owners, including small business, chief executives or operating officers, employers or other individuals with optimum policymaking or hiring authority, provide employment opportunities that include high-quality, work relevant training and development in in-demand industry sectors or occupations, and are nominated by business organizations or business trade associations. Business sector representatives shall constitute a minimum of fifty-one percent (51%) of the total Board.
- B. Workforce: These shall be representatives; of local labor organizations nominated by local labor federations, member of a local labor organization or a training director from a joint labor-management apprenticeship program, or if no joint program exists an individual from an apprenticeship

program, may include community based organizations that have demonstrated experience and expertise in addressing employment needs of individuals with barriers, including organizations that serve veterans or individuals with disabilities, and out of school youth. Workforce sector representatives shall constitute a minimum of twenty percent (20%) of the total Board.

- C. Education and Training: Representatives shall include; providers administering adult education and literacy activities under WIOA Title II, institutions of higher education providing workforce investment activities, and a private institution of higher education providing workforce investment activities in accordance with FS §445.07.
- D. Government, Economic/Community Development: Representatives of governmental, and economic and community development entities serving the Local Area, State Employment Office/Wagner-Peyser Act 29 U.S.C. 720 et seq, WIOA Title I of Rehabilitation Act of 1973, may include agencies representing transportation, housing, public assistance, philanthropic organizations or representatives of entities or individuals as the Council determines to be appropriate.
- E. All Board members shall be individuals with optimum policymaking authority within their organizations, agencies or entities. A representative with "optimum policymaking authority" is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- F. An individual may be appointed as a representative of more than one membership category if the individual meets all criteria for such representation. If an individual represents more than one membership area, he or she must be appropriately nominated by the organization or entity he or she will represent in each category and must have optimum policymaking authority within each membership area represented.
- G. To the extent possible nominees shall represent the urban and suburban nature as well as the demographic, ethnic, and gender characteristics reflective of the NCFWDA

Section 4.8 - Qualifications

Members of the Board shall be U.S. citizens or permanent residents, and registered voters of Alachua, Bradford **Columbia, Dixie, Gilchrist or Union** counties, or if they are business owners the business or an office of the business shall be located in Alachua, Bradford, **Columbia, Dixie, Gilchrist or Union counties** County, or business representatives must be employed by a business that is located in one of those two counties. The residency and voter registration requirements may be waived, for members of required

categories only, at the recommendation of the Council.

Section 4.9 - Financial Disclosure

Each Board member is considered a "public servant" and as such is required to file a statement of financial interests within thirty (30) days of appointment to the Board, and annually thereafter, as well as upon completion of their term on the Board.

Section 4.10 - Compensation

No compensation will be paid to Board members for services performed as members of the Board. Board members may be reimbursed for expenses incurred when traveling on official business of the Board or Council. Reimbursement of expenses must conform to the State's established travel policy.

Section 4.11 - Notification of Vacancies

The Board Chair or the CEO will notify the Council when Board vacancies occur through written correspondence to the Chair of the Council.

ARTICLE V BOARD MEMBERSHIP

Section 5.1 - Terms of Membership

- A. In accordance with WIOA and Florida WIA, whenever a mandatory seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, their term of office shall not expire except and unless the federal or state statute is amended to exclude the position; and
- B. If a Board member resigns prior to his or her term end date, or ceases to represent the category to which they were appointed, in which case they shall be considered as having defacto resigned, the Council shall appoint an individual to fill the seat in accordance with required nomination procedures. Upon appointment, the new member shall serve the remainder of the unexpired term of the member whose vacancy he or she is filling.

Section 5.2 - Attendance

Three (3) consecutive absences from regularly scheduled Board meetings, without an excuse approved by the Board Chair, shall constitute a de facto resignation of the Board member. Three (3) consecutive absences from regularly scheduled Committee meetings, without an

excuse approved by the Committee Chair, shall constitute a de facto resignation from the Committee. De facto resignation from a Committee will not impact the individual's membership on the Board or membership on other Committees.

Section 5.3 - Resignation of Membership

A Board member may resign his or her membership on the Board at any time by submitting a resignation in writing to the CSNCFL CEO. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation.

Section 5.4 - Revocation of Membership

The Chair may recommend revocation of Board membership to the CEO for the following reasons:

- A. A member's disability, illness or inability to perform their duties on the Board after conferring with the board member or his/her representative and entering into the ADA approved interactive accommodation discussion to determine whether an accommodation would make it possible for the member to perform their duties;
- B. Alleged unethical or illegal practices or actions, in which instance if the matter is resolved in favor of the member, they would be eligible for reappointment to the Board; or
- C. Failure to carry out duties, responsibilities or functions of a Board member as defined herein.

ARTICLE VI BOARD OFFICERS

Section 6.1 - Board Officer Positions

- A. The Board Officers shall consist of a Chair ~~and a Vice-Chair, and Secretary/Treasurer.~~
- B. The Chair and Vice Chair shall be selected from the private sector members.

Section 6.2 - Nomination and Election of Board Officers

The Officers shall be elected as follows:

- A. A slate of nominees for Officers shall be presented to the Board by an Ad Hoc Nominating Committee appointed by the Chair at the April or May ~~December or January~~ meeting.
- B. The Officers shall take office at the meeting immediately subsequent to their election.

Section 6.3 - Duties of Board Officers

A. Duties of the Chair shall include:

1. Presiding at all meetings of the Board.
2. Serving as Chair of the Executive Committee.
3. Making all committee Chair appointments subject to these By-laws.
4. Calling special meetings of the Board.
5. Establishing Ad-Hoc Committees as deemed necessary to conduct the business of the Board and make appointments thereto such as but not limited to proposal review committees, governance committee, or nominations committee.
6. Serving as a signatory for LWDB 9 on documents requiring the signature of the Chair.
7. Performing all duties incident to the office of Chair.

B. Duties of the Vice-Chair shall include:

1. Presiding over meetings of the Board in the absence of the Chair;
2. Serving as a member of the Executive Committee.
3. Serving as a signatory on required documents in the absence of the Chair.
4. Performing all duties incident to the office of Chair in the absence of the Chair.

~~**C. Duties of the Secretary/Treasurer shall include:**~~

- ~~1. Serving as a member of the Executive Committee.~~
- ~~2. Serving as a member of the Finance Committee~~
- ~~3. Performing all duties incident to the office of Treasurer.~~

Section 6.4 - Terms of Board Officers

- A. The term of office for the Board Chair and Vice-Chair, ~~Treasurer and Secretary~~ shall be for one (1) year, from ~~January~~ **July** 1 or the month following the date of the election through ~~December~~ **June** 30.
- B. Board Officers shall serve no more than two (2) consecutive terms of one (1) year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two (2) consecutive terms, the Officer

shall then step down from their position for a minimum of one (1) year, although they may continue to serve as Board members, or in other offices.

Section 6.5 - Vacancy in One of the Officer Positions

If a vacancy in any office other than the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled LWDB 26 9 meeting where a quorum is established. If the office of Chair becomes vacant, the Vice-Chair will assume the office of Chair for the remainder of the unexpired term. The office of Vice-Chair will then be filled in the manner in which the Vice Chair was elected.

ARTICLE VII BOARD COMMITTEES

Section 7.1 - Standing Committees

- A. Standing Committees shall be the Executive Committee, the One-Stop Adult/Dislocated Worker Performance Committee, The Youth Committee, and the Finance Committee.
- B. The Council may create, expand or combine Standing Committees as determined necessary for the efficient operation of the LWDA 26 9. The LWDA 26 9 may initiate creating, expanding or combining Standing Committees by providing recommendations for Council consideration and approval.

Section 7.2 - Ad Hoc Committees

The Chair may appoint Ad Hoc Committees as determined necessary.

Section 7.3 - General Guidelines of Committee Membership

- A. All Board members shall be required to serve on at least one (1) Standing Committee;
- B. All committees shall be chaired by a Board member appointed by the Board Chair. The Chairs of the One-Stop and Youth Committees may appoint Board and non-Board members deemed appropriate to serve on these committees. Board members shall comprise a majority of each committee; and

Section 7.4 - Terms of Executive Committee Members and Committee Chairs

The term of office for Committee Chairs shall be one (1) year. After two (2) consecutive terms, Committee Chair shall step down from their position for a minimum of one (1) year, although they may continue to serve as Board and Committee members.

Section 7.5 - Executive Committee Membership, Duties and Responsibilities

- A. The Executive Committee shall be chaired by the Board Chair and shall consist of the Board Chair, Vice-Chair, ~~Treasurer~~/Secretary, Chairs of the Standing Committees, and the Immediate Past Chair.
- B. The Executive Committee shall also be responsible for:
 - 1. Reviewing and recommending for Council approval the CEO's performance evaluation and compensation.
 - 2. Reviewing and overseeing the CEO's succession plan to ensure continuity of leadership and uninterrupted delivery of services during the time needed to select a new CEO, including recommending for Council approval the selection of an Interim CEO.
 - 3. Reviewing matters that come before the entire Board and recommending them for approval to the full Board.
 - 4. Serving as the compensation committee when necessary to approve personnel policies which shall be aligned with that of Alachua County to the extent possible, and employee salary and benefits plans from time to time.
 - 5. Reviewing and recommending for Board approval policies ensuring employees meet the necessary WIOA training requirements.

Section 7.6 - One Stop and Performance Committee

The One-Stop and Performance Committee's general responsibilities shall include, but not be limited to:

- A. Reviewing and recommending for Board approval the services and programs being delivered to employers and job seekers.
- B. Reviewing and recommending for Board approval eligible training provider applications, termination, and other actions pertaining to training vendors.
- C. Reviewing and recommending for Board approval, and maintaining, the Regional Targeted Occupations List.
- D. Reviewing and recommending for Board approval partnerships with economic development organizations and other business associations in accordance with the NCFWDA strategic plan.
- E. Providing recommendations with respect to matters relating to the one-stop

delivery system.

- F. Providing recommendations with respect to making the one stop system accessible so as to provide better service individuals with disabilities.
- G. Providing recommendations regarding the coordination of one-stop partner services.
- H. Providing oversight and recommendations for performance improvement including a review of CSNCFL attainment of state negotiated performance measures.
- I. Making recommendations related to the identification of targeted business sectors.

Section 7.7 - Youth Committee Membership, Duties and Responsibilities

The Youth Committee's membership and responsibilities shall include, but not be limited to:

- A. Members in addition to Board members who shall be in the majority and Chair the committee include members of community-based organizations who provide services to eligible youth, and other individuals with appropriate expertise and experience.
- B. Reviewing and recommending for Board approval youth service providers.
- C. Reviewing the plans and services of other agencies and one-stop partners relating to improving coordination of services to youth.
- D. Reviewing the performance reports relating to youth services and considering recommendations based upon the reported performance.
- E. Working with other community partners to solicit grant opportunities as a means of increasing overall youth workforce development services

Section 7.8 - Finance and Audit Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Secretary/Treasurer. The Finance Committee's general responsibilities shall include, but not be limited to:

- A. Providing oversight of the fiscal affairs of the Corporation to ensure fiscal integrity and accountability of all funds.
- B. Reviewing and recommending for Board approval the CSNCF annual planning budget. The annual planning budget shall be based upon the planning numbers provided by **FloridaCommerce** DEQ and shall include all non-federal revenues and

discretionary grants.

- C. Reviewing and recommending for Board approval all modifications to the budget.
- D. Reviewing and recommending for Board approval the annual IRS Form 990 submission.
- E. Reviewing and recommending for Board approval the selection of an audit firm, if it is not Alachua County's audit firm, which shall be responsible for performing the annual financial audit.
- F. Review of the annual Audit Report which shall first be presented to the Finance and Audit Committee and then to the full Board for approval.
- G. Reviewing all internal and external monitoring reports including corrective action as required by findings or observations, if any.
- H. Reviewing and recommending for Board approval the acceptance of donations.

Section 7.9 - The Ad Hoc Nominating Committee Membership, Duties and Responsibilities

The Board Chair shall appoint the Chair and members of the Nominating Committee from among the membership of the Board. This committee shall consist of no less than three (3) and no more than five (5) members. The Nominating Committee's general responsibilities shall include, but not be limited to:

- A. Meeting prior to the Board's Annual Meeting to identify and select a slate of Officers to be presented to the Board at the Annual Meeting.
- B. Reviewing Board members' attendance, participation, and length of service in developing a slate of Officers.
- C. Presenting a slate of Officers to the Board at the Annual Board meeting. Prior to voting on the slate of Officers nominations shall be accepted from the floor.

ARTICLE VIII MEETINGS

Section 8.1 - Meeting Frequency, Location, Notices, Minutes, Participation and Parliamentary Procedures

- A. The Board and Committees of the Board shall meet on a regularly scheduled basis as deemed necessary and appropriate to carry out the responsibilities of the Board or Committee. A calendar of the meetings shall be presented to the Board each year at its annual meeting. The Executive Committee shall meet in

the week preceding that of the Board Meeting.

- B. Meetings of the Board and Committees of the Board shall be held at locations determined by the CSNCFL CEO.
- C. The CSNCFL CEO or their designee shall publish notices of all Board and Committee meetings in accordance with Florida law and shall post on the CSNCFL website and shall send notice of meetings and the Agenda via email or any other electronic means, at least five (5) calendar days in advance of the Board meetings and three (3) days in advance of a Committee meeting. These notices shall contain the meeting date, time, location, and identify the agenda items.
- D. Special meetings of the Board or Executive Committee may be called at any time by the Board Chair. Notice of special meetings shall be posted three (3) calendar days in advance. These notices shall contain the meeting date, time, location, and identify the purpose of the meeting.
- E. The public shall be informed of all meetings of the Board and Committees of the Board through notices which shall state the meeting date, time, location and purpose.
- F. Written minutes shall be kept of all Board and Committee meetings. Written minutes shall be reviewed and approved at the next Board or Committee meeting as appropriate. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. Minutes shall be kept on file by the at the CSNCFL administrative office as the record of the official actions of the Board or Committee and shall be posted on the CSNCFL website.
- G. All Board and Committee meetings shall be conducted in accordance with the "sunshine provision" of WIOA and Florida's Government-in-the-Sunshine Act. Conducting business in an open manner includes but is not limited to meetings open to the public, posting of the LWDB 9 By-Laws, publicly noticing all Board and Committee meetings, and posting of all Board and Committee meeting minutes.
- H. The Board may allow members to participate in Board and Committee meetings by the use of technology, such as telephone and web-based meetings, to promote member participation, provided that same access be made available to the public and it allows all persons participating in the meeting to hear each other.

Section 8.2 - Participation in Meetings

Participation in Board and Executive Committee meetings shall be limited to members of the Board, Committees of the Board and staff. A time shall be set on the agenda for the receipt of public comment to allow input or comment from any member of the public.

Section 8.3 - Parliamentary Procedures

When parliamentary procedures are not covered by these By-laws, Robert's Rules of Order, as revised, shall prevail.

ARTICLE IX QUORUM. VOTING. CONFLICT OF INTEREST. AND RELATED PARTY CONTRACTS

Section 9.1 -Quorum

A quorum is required to conduct official business of the Board and Committees of the Board.

- A. A quorum of the Board shall consist of fifty percent (50%) of the actual appointed Board membership.
- B. No quorum shall be required for meetings of Committees however at least three (3) members must be present including the chair in order to conduct business.
- C. Board and Committee members participating by the use of technology, such as telephone and web-based meetings, will be included as part of the quorum as a quorum does not have to be physically present to conduct business.

Section 9.2 – Voting

- A. Any action that may be taken by the Board or a Committee shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the members in attendance at a meeting where a quorum has been established if required.
- B. Each member of the Board or Committee shall have one (1) vote when present at a Board or Committee meeting, whether attending in person or by telephone or other type of communication technology.
- C. After consideration of the flexibility allowed by WIOA it has been determined that members may not vote by proxy as members may attend meetings virtually, via Zoom, meeting software program and by phone further members who do not attend meetings are subject to removal as provided herein. Neither Board nor Committee members may delegate his or her voting power to a representative, to enable a vote in absence, regardless of whether the representative is another Board or Committee member.

- D. Voting privileges of non-Board members selected to serve on a Committee are limited to that Committee.
- E. A member of the Board or Committee, who is present, either in person or by telephone or other type of communication technology, at a meeting of the Board or Committee at which action on any matter is taken shall vote on all said actions or matters. Every vote shall be declared and entered in the minutes of the meeting except as provided below in the case of conflict of interest.
- F. A Board member acting as presiding Officer at a meeting of the Board or a Committee shall be entitled to vote on the same basis as if not acting as the presiding Officer.

Section 9.3 - Conflict of Interest

When an issue presents a possible or perceived conflict of interest to a Board or Committee member, said member shall disclose the conflict of interest, abstain from voting, and refrain from participating in any discussion with respect to that issue. A conflict of interest is any matter which has a direct bearing on services to be provided by that member or any entity which such member represents, or any matter which would financially benefit such member or any entity such member represents.

Section 9.4 - Related Party Contracts

Related party contracts shall require a two-third (2/3rd) affirmative vote of the quorum in attendance at the Board meeting and shall be reported to DEO in accordance with their policy. A related party contract is any contract made between CSNCFL and Board members or an entity which that Board member represents. Related party contracts, for other than training, are prohibited.

ARTICLE X AMENDMENTS

Section 10.1 -Amendments

These By-laws may be amended or replaced only with Council approval. The Board may initiate or support this process by providing recommendations for amendment or replacement for Council consideration and approval.

Section 10.2 - Recommendations for Amendments

The Board may recommend to the Council these By-laws be amended or replaced by an affirmative vote of two-third (2/3rd) of the membership of the Board, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than five (5) calendar days prior to the meeting at which such amendment or replacement is considered.

ARTICLE XI GENERAL PROVISIONS

Section 11.1- General Provisions

Nothing in these By-laws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations or the units of government of the local elected officials party to the Interlocal Agreement.

ARTICLE XII INPEMNIFICATIQN

Section 12.1 - Indemnification of Board Members

The LWDB 9 shall indemnify any Board Officer, Board member, or staff person, or former Board Officer, Board member, or staff person, for expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been a Board Officer, Board member, or staff person, except in relation to matters in which he or she was adjudicated, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his or her duties.

Section 12.2 - Rights to Indemnification

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

Section 12.3 - Indemnification Insurance

CSNCFL shall purchase and maintain insurance sufficient to meet this Article's indemnification requirements

ARTICLE XIII FISCAL YEAR

Section 13.1 - Fiscal Year

The fiscal year of LWDB 9 shall be October 1st through September 30th.

ARTICLE XIV DISSOLUTION

Section 14.1- Dissolution

Upon the dissolution of the North Central Florida Workforce Development Board, Inc., the Officers shall, after paying or making provision for the payment of all the liabilities of the North Central Florida Workforce Development Board, Inc., dispose of the remaining assets of the board by returning them to the U.S. Department of Labor, the state designee, the governmental units of the workforce development

area or, if the U.S. Department of Labor and state designee agrees, giving those assets to local charitable, educational, religious, or scientific purpose organizations which at the time qualify as a Section 501 (c)3 non-profit organization under the Internal Revenue Code.

ARTICLE XV ENACTMENT PROVISION

Section 15.1 - Enactment Provision

Pursuant to 20 C.F.R. 679.310(9), these By-laws shall become effective upon approval by the Council.

These amended By-Laws were adopted as of this _____ day of _____.

OFFICIAL SIGNATURE

Chief Executive Officer



Process for Appointment

While the interlocal agreement between the counties assigns the appointment of local board members to the elected officials it does not specify the nomination process. To be in compliance with this requirement, which is now also specified as a requirement in the Master Agreement between Florida Commerce and CSNCFL below, is a recommended process for consideration. It incorporates elements similar to those employed in other areas.

1. The NCFWDB Chair or the Council Chair appoints an Ad Hoc Nominations Committee of NCFWDB and/or Council members.
2. For Private Sector Vacancies the CSNCFL Executive Director prepares a spreadsheet, based on the targeted occupations in-demand list (TOL) showing which occupations, sectors or emerging industries are not represented on the NCFWDB.
 - a. The spreadsheet is circulated to the Council, the NCFWDB, the Chambers and Business Associations for recommendations of individuals representing those TOL areas.
 - b. Names are submitted by those organizations to the CSNCFL Executive Director who inserts them into the spread sheet.
 - c. The CSNCFL Director identifies any known conflicts that proposed nominees may have and notes it on the spread sheet.
 - d. The spreadsheet with the names, job titles, employer, occupational area, demographics and any notes, is submitted to the Ad Hoc Nominations Committee.
3. For non-private sector vacancies, the CSNCFL Director approaches organizations representing the targeted populations to be served under WIOA avoiding those entities which may have a conflict of interest. The names are placed on the spread sheet along with the individuals' job title, employer, category of membership, demographics and any known conflicts.
4. The spreadsheet with the names organized by TOL for the private sector nominees and by nominating organization for the non-private sector nominees is submitted to the Ad Hoc Nominations Committee.



5. A publicly noticed meeting of the Ad Hoc Nominations Committee is held. The Committee reviews the names submitted and identifies 2 names, if possible, for every vacancy. In making the recommendation the Committee shall take into consideration members who will represent the composition of the population within the dual county area.
6. The Ad Hoc Nominations Committee shall avoid recommending the appointment of members who will have recurring conflicts of interest.
7. The CSNCFL Executive Director calls the individuals to assure they are willing to serve on the board.
8. The CSNCFL Executive Director submits the private sector names to a business organization so they may be nominated per WIOA and obtains written nominations from the organizations representing the non-private sector members.
9. The prospective names are then submitted to the Council for appointment. Following the appointments assigned by the inter-local agreement, the additional members in excess of 19 members shall be appointed by the Council by a simple majority vote at a publicly noticed meeting.
10. Once appointed to the NCFWDB, members can be reappointed without needing to be re-nominated, but their names will need to be resubmitted to the Council for reappointment.
11. Often, By-Laws provide that members continue to serve, even if their terms expire until a successor is appointed or they resign so that the board does not fall out of compliance. This is not currently the case with our By-Laws. We can pursue this amendment to the By-Laws in the future.
12. When individuals are appointed to an existing vacancy they will assume the term of the vacated seat. New appointments shall be appointed to staggered terms.
13. Regardless of the appointment process, all members of the NCFWDB serve at the pleasure of the Council, which may remove members at any time, with or without cause.