

City of Jacksonville

Duval County Job Opportunity Bank Board Meeting

Meeting Minutes
September 30, 2010
12:00 p.m.

Present: Dr. Barbara Darby (BD), Annette Davis (AD), Cherron Newby (CN), Roger Williams (RW), Lisa Mancini (LM), Derrick Willoughby (DW), Ernest McDuffie (EM)

Absent: Lee Brown

Item	Discussion	Task(s)	Assigned	Due Date	Status
1) Establish Quorum	<ul style="list-style-type: none"> Quorum Established 				
2) Adopt Agenda	<ul style="list-style-type: none"> Agenda Adopted 				
3) Meeting Minutes Review	<ul style="list-style-type: none"> Minutes Reviewed and Approved 				
4) Review Board Roles and Responsibilities	<ul style="list-style-type: none"> Board roles and responsibilities reviewed regarding funding proposals for grants 				
5) Review Draft of Proposal Review and Evaluation Form	<ul style="list-style-type: none"> Draft form distributed for member review A point system was established for the form and then the form was voted. The point system was set up as follows: Application Criteria – 30, Target Group – 15, Documented labor market need – 25, Prior job training/workforce development program – 15 (History), Grant purpose – 15 				
6) Consider Action on Swift Skills Application	<ul style="list-style-type: none"> Mr. McDuffie explained his program in more detail. His program gets them started in his pre-apprentice program to be filtered into unions to become apprentices. Mr. McDuffie informed that he would need to utilize the approved proposal process. 	*AD to send Mr. McDuffie the forms once revised according to board approved revisions	AD		

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7) Receive Additional Presentations	<ul style="list-style-type: none"> No additional presentations 				

Meeting adjourned at: 12:51 p.m.

Next meeting date: October 19, 2010

Recorder's Name and Signature

Date