



**Board of Directors Meeting \* February 1, 2017 - 8:30 a.m.  
415 Racetrack Rd NE - FWB, City Plaza conference room**

**Call to Order:** Chair Kellie Jo Kilberg called the CareerSource Okaloosa Walton (CSOW) Board of Directors meeting to order at 8:30a.m.

**Present were:**

Kellie Jo Kilberg	Pam Tedesco	Dr. David Miller
Alonzo Smith	Dr. Jack Azzaretto	Al Ward
Bill Dillman	Alan Baggett	Joel Paul
Charlie Morse	Scott Seay	Ron Garriga
Lynn Wilson	April Branscome	Shari Bruns
Ginger Smith	Bill Imfeld	Kay Rasmussen
Jerry Miller		

**CSOW staff members present:**

Linda Sumblin	Art Lee-Drewes	Sue Berntsen
Kelly Jordan	Will Miles	Gaby Leysath

Refreshments were donated, no CSOW funds were expended.

**Approval of Minutes:** Dr. David Miller asked if there were any corrections or comments on the Dec 7, 2016 Board minutes as distributed.

*A motion by Bill Dillman, seconded by Alan Baggett to approve the Dec 7, 2016 minutes as presented. All Ayes.*

**CSOW Employer Recognition:** Business Services Coordinator Gaby Leysath introduced Shari Bruns, HR Director for the Okaloosa County Tax Collector’s office, who uses CareerSource Okaloosa Walton Business Services. Ms. Bruns related her experiences working with the Business Services team receiving Employer Services including candidate screening, giving the program and the staff high praise for their professional and dedicated assistance.

**Finance Committee:** Bill Dillman reported that the Finance Committee met Jan 26th and reviewed Budget Mod #3. Changes to items were reviewed including the UWF contract, RESEA, TAA and staff expenses.

*A motion by Scott Seay, seconded by Al Ward to approve Budget Mod #3 as presented. Jack Azzaretto and David Miller declared conflict of interest and abstained. Otherwise All Ayes.*

The Request for Proposals (RFP) for Audit Services was released Jan 23<sup>rd</sup>. The Ad Hoc Audit committee is finalizing processes.

The lease for the conference room at 415 Racetrack Rd NE, FWB is up for renewal as of Mar 31, 2017.

*A motion by Bill Dillman, seconded by Pam Tedesco to renew the conference room lease as presented. All Ayes.*

**Business Competitiveness Council:** Jack Azzaretto reported the Council last met Jan 12<sup>th</sup>. The Council will take the lead on the Sector Strategies project, reviewing and recommending Sectors to the Board. They continue to review the Targeted Occupations List, and recommend adopting changes to several program names at both Northwest Florida State College and Okaloosa Technical College. The program names must match exactly, but no changes to programs are being made.

*A motion by Scott Seay, seconded by Bill Dillman to approve program name changes to the TOL list for Northwest Florida State College as presented. All Ayes.*

*A motion by Bill Dillman, seconded by Dave Miller to approve program name changes to the TOL list for Okaloosa Technical College as presented. All Ayes.*

The BCC will meet again March 9, 2017.

**Executive Committee:** Kellie Jo Kilberg reviewed the Leadership trip she, Nathan Sparks, Dennis Sherwood and Linda Sumblin took to consult with other workforce entities Dec 14-16. There were 10 meetings with 21 individuals to investigate best practices for future planning. The local Ad Hoc Committee met to begin template development for the BCC. Health Sciences is the first sector being reviewed. Software to pull data is being considered. A pre-TAP event is being held at Hurlburt Field, military personnel with 16+ years of service will be invited to begin a path toward post-military employment. The project will be expanded to other bases, and includes Economic Development, Education, Business Services and Employer partners.

### **AD HOC COMMITTEES:**

**Audit:** The RPF is out, responses are due Feb 28<sup>th</sup> and a recommendation will be made at the April 5<sup>th</sup> Board meeting.

**One-Stop Operator:** LWDA 2 uses the Direct Services model, a template will be developed for oversight of community partnerships with quarterly status updates. The Provider will report to the Board, with implementation due July 1, 2017.

**Executive Director Selection:** The Committee met January 27<sup>th</sup>, with a target release date of Feb 9<sup>th</sup>. The timeline is established and a recommendation will be made at the April 5<sup>th</sup> Board meeting.

## **PARTNER UPDATES:**

UWF – Jack Azzaretto reported that enrollment is good. There are concerns about international student enrollments.

Embry Riddle – Ron Garriga said the President search continues. E/R continues to add degree programs to fit local needs. Enrollment is up, with concerns about international students. Several accreditations have recently renewed. Changes in Eglin's F-35 program have affected local enrollment. Cyber Security is an important program. Dual enrollment currently at Choctaw and Crestview will be expanded to Laurel Hill.

Walton County Schools – Charlie Morse said that groundbreaking for an elementary school in the south end of the county was held. Concerns are for expanding and for older facilities. Cyber Security program certification is pending. Charlie Morse and BJ Mitchell attended the Division of Career and Adult Education Pathways Symposium and represented the local area on a Panel on workforce connections.

Okaloosa County Schools - April Branscome reiterated the importance of Cyber Security education and dual enrollment. A revival of the Educate the Educator is planned for later this month, with post-secondary institutions being added.

Vocational Rehabilitation – Ginger Smith said that they continue to work with in-school youth and will soon have an office in Crestview. They have candidates ready for employment. TAPability.org (Talent Acquisition Portal) is the on-line source. CSOW was recently approved as a VR vendor.

Okaloosa County EDC – Kay Rasmussen stated Nathan Sparks is currently working with about 30 companies with 3000 potential jobs. Manufacturing and Headquarters are top sectors, with assembly, fabrication and all types of engineers following. A DSI initiative is updating the NWFL/Gulf of Mexico oil drilling regional position packet. The intent is to protect military range activity. The current moratorium sunsets in 2022 and activity to begin drilling is already starting. Another Roundtable is being planned for March, details to be announced.

Walton County EDA – Bill Imfeld reviewed a \$30M request for water & sewer lines between DeFuniak Springs and Choctawhatchee Bay, which is critical to economic development in the area. Also a road to bisect 1400 acres at the SW corner of I-10 and US 331 to facilitate development of high tech industry and education facilities there. Mossy Head transportation hub is finalizing a sit-down restaurant, and a potential food distribution center with 200 jobs. WEDA is amending their by-laws to make the Superintendent of Walton Schools a voting member of the Board. Development of 37 acres near Freeport with commercial and residential and educational facilities is pending.

## **Roundtable Comments:**

- Al Ward asked for additional information on Cyber Security education, which was explained as including computer science, networking and coding for industrial and residential use, from basic to administrative components, including A+ certifications, and military and National security.

- Alan Baggett said the information from the recent Economic and Housing breakfast is available on their website. A recent article in the Northwest Florida Daily News covered a sting operation against unlicensed contractors in the area. There is a \$250K legislative request pending. The Governor put \$90M in the state budget for Economic Development, but the legislature's initial plan is for \$0.

**Executive Director's Report:** There is a written report in the packet from Linda Sumblin. She reviewed the status of CareerSource Florida replacing both CEO and CFO positions as those staff moved to Enterprise Florida. Announcement of incentive funds based on the Performance Funding Model was delayed in Tallahassee. Board members have been reported to the Florida Commission on Ethics for Financial Disclosure purposes for 2016. The Federal hiring freeze has brought a few individuals in for our services.

The TAP military survey responses have exceeded 1000. CSOW services have saved the military over \$3M in the 13 months. This is critical information for Economic Development showing a strong talent pipeline.

**Chair Comments:** Chair Kellie Jo Kilberg concluded the meeting by thanking Board member for their service on the Board and the Committees and the staff for their dedicated efforts.

**Adjournment:** The meeting was adjourned at 9:45am.

**The next Board meeting is scheduled for April 5, 2017**