



**Board of Directors Meeting * February 3, 2021 – 9:00 a.m.
Virtual meeting**

Call to Order: Chair Juliet Milam called the meeting to order at 9:00am.

Attending were:

Juliet Milam	Dr. Jack Azzaretto	Dr. Melinda Bowers
April Branscome	Sam Burkett	Michelle Crocker
Wyndy Crozier	Bill Dillman	Jean Anne Encardes
Louis Erickson	Dr. Michael Erny	Randy Fleming
Ron Garriga	Bill Imfeld	Diane Jackson
Rebecca Pazik	Scarlett Phaneuf	Scott Seay
Nathan Sparks	Pam Tedesco	Lavonne Vasquez
Al Ward		
Commissioner Mike Barker	Commissioner Mel Ponder	Holly Newton -EAFB
Charles Williams - DEO	Daniel Harper - DEO	Ben Clark – James Moore
Katie Munday- James Moore	Lynn Fisher – Applied Technology	

CSOW staff members present:

Michele Burns	Kelly Jordan	Therese Baker
Will Miles	Sarah Ambriz	Sue Berntsen

Approval of Minutes: The December 2 and December 10, 2020 minutes were presented – there were no questions or comments.

A motion by Nathan Sparks, seconded by Jack Azzaretto to approve the Dec. 2 & 10, 2020 minutes as presented. All Ayes.

DEO Performance Presentation: Charles Williams and Daniel Harper presented the performance review for LWDA 1 for CSOW program year 2019 (7/1/19-6/30/20) which includes primary indicators of performance, program and financial monitoring and the local area financial overview. They reviewed the 14 performance indicators, CSOW exceeded 11 targets and did not meet three. The three dislocated worker goals were not met because CSOW had only two individuals and one did not complete. Overall the State did well. This year program and financial monitoring was conducted concurrently. There were six PY 2019 program down from 9 in PY 2018. There are no financial repercussions from these findings. There were no financial findings, non-compliance or technical assistance issues and two observations. They reviewed state and local funding amounts for PY 2020. CSOW operated at 8% administration, below the maximum of 10%. ITA requirements, were met, right now work experience requirements are not met but we have until 6/30/21 to increase. There are difficulties across the state in this area, they may request waivers from the feds. There could be financial consequences for not meeting WIOA standards, but that data is not received until the middle

of 2022. COVID may affect the future outcome measures. All Youth funding was spent on out-of-school youth. There were no questions, contact information was provided.

Audit Presentation: Ben Clark and Katie Munday of James Moore & Co. presented the 6/30/20 year end independent audit. It was conducted remotely and went smoothly. It is an unmodified opinion which is the best. There is also an opinion for government auditing standards which are additional standards, there are no findings. Most differences between 2019 and 2020 were due to COVID. The balance sheet shows we are budgeting well and operating as a non-profit should. They noted that a new lease accounting standard is coming and the risks and uncertainties of COVID-19 were noted. The WIOA grant, internal controls and uniform guidance had no issues or findings. A letter to the Board summarizes the audit. There were no other questions or comments.

A motion by Wyndy Crozier, seconded by Bill Dillman to accept the audit as presented.
All Ayes.

Finance Committee: Bill Dillman asked Therese Baker to review Budget Mod #2 which the Committee considered 1/27/21. Discretionary funds are at \$312K. They have earned nearly 1K in interest since put in a money market account and have low use mostly for staff development. Budget Mod #2 increases funding by over \$523K. Allocations to some line items are down, operating expenses such as travel, conferences and participant training, because of COVID. More has been allocated to contingency and carry-forward.

A motion by Jack Azzaretto, seconded by Wyndy Crozier to approve Budget Mod #2 as presented.
All Ayes.

Modification of By-Laws: Request approval to modify the CSOW by-laws to add a Past Chair as a voting member of the Executive Committee is requested. The experience and knowledge of a Past Chair is a valuable asset for the Committee and will also help with quorum.

A motion by Bill Dillman, seconded by Jack Azzaretto to approve adding a Past Chair as a voting member of the Executive Committee.
All Ayes.

Modification of the General Policies: Request approval to modify the CSOW General Policies to comply with the DEO Sub-Agreement which requires us to adopt either State or one of our County's holiday schedules. The Walton County schedule most closely mirrors our past holidays with the exception of Columbus Day. Columbus Day will be removed and an added personal holiday for staff members' birthdays will be added. The personal holiday will be granted Jan 1 of each year or upon hire, and may be used at any time during that calendar year but will not be carried over or paid out. A motion was made and seconded, but Diane Jackson recommended that it be changed to personal leave rather than birthday leave and Michelle Crocker agreed from an HR standpoint.

A motion by Scarlett Phaneuf, seconded by Nathan Sparks to approve modifying the General Policies to adopt the Walton County holiday schedule, eliminating Columbus Day and adding a personal leave day as presented and amended.
All Ayes.

Executive Committee: Juliet Milam thanked the Board members for completing the required Board Orientation. The next meeting is scheduled for March 3, 2021.

Business Competitiveness Committee: Jack Azzaretto congratulated the staff on the Performance and Audit presentations. He then presented three action items:

Action item #1 – Approval of Applied Technology Academy’s Initial Eligible Training Provider Application.

<i>A motion by Wyndy Crozier, seconded by Bill Dillman to approve Applied Technology Academy’s Initial Eligible Training Provider Application as presented.</i>	<i>All Ayes.</i>
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Action item #2 – Approval of Applied Technology Academy’s programs to be added to the Eligible Training Provider’s List for PY 2020-2021.

<i>A motion by Wyndy Crozier, seconded by Al Ward to approve Applied Technology Academy’s programs to be added to the ETPL as presented.</i>	<i>All Ayes.</i>
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Action item #3 – Approval of NWFSC’s CDL program addition to the ETPL

<i>A motion by Jean Anne Encardes, seconded by Louis Erickson to approve NWFSC CDL program additions to the ETPL as presented.</i>	<i>All Ayes.</i>
<i>Dr. Michael Erny abstained – employee of NWFSC</i>	

Career & Youth Committee: There were no updates for the Committee.

Partner Updates

University of West Florida – Juliet Milam welcomed Dr. Melinda Bowers to the Board representing UWF. She said they are going day-by-day through COVID times and are currently discussing possible commencement for this year.

Northwest Florida State College – Michael Erny said they are busy standing up new programs, Physical Therapy Assistant and Medical Laboratory Technology are both up and running. They are preparing for the CDL program and Airframe & Pilot programs will start in the fall. A Building Construction Specialist certificate is planned. They continue both online and on-campus.

Emerald Coast Technical College – Wyndy Crozier announced they are adding three new programs and breaking ground in the south county for their new grant. There is lots of growth. Reports are due to the State and the Feds this week.

Okaloosa Schools - April Branscome said they are promoting the elementary coding program. They have requested additional funding. It is a six week before or after school program. They are providing a STEM coach for elementary students.

Vocational Rehabilitation - Diane Jackson thanked CSOW for their assistance and said they are moving forward hiring for positions which were frozen. They had a positive meeting with partners about transition, resources, employers and possible OJT sites. They serve In-school

youth 14-21. They still rotate staff due to COVID. They are on-target or ahead of current year goals.

Department of Children and Family Services - Randy Fleming said they opened their Care Coordination program in Okaloosa and Walton counties Feb 1st. Clients who have been on assistance 6 – 21 months will be referred to Care Coordinators to help them become economically self-sufficient. They are working with CSOW staff for referrals and are moving towards prevention. They have a new care portal where they partner with faith-based community organizations to identify & fulfill child welfare needs. They have not yet opened offices, they are taking paper and electronic apps. Call lines have longer wait times. They delayed re-certifying and are now working on that.

Walton EDA - Bill Imfeld discussed a new business for the Woodlawn Industrial Park on 331 which should bring 30 new jobs. They are working with a heavy equipment distributor from Alabama looking at Mossy Head Industrial Park.

Walton Board of County Commissioners – Juliet Milam welcomed Commissioner Mike Barker as the 2021 liaison to CSOW. The County is busy, and the new commissioners are getting their feet on the ground.

Military – LaVonne Vasquez said Panhandle Job Fair is Feb 26th with 40 in-person employers and additional virtually. A Hiring Our Heroes job fair is April 29th. The VA Benefit Advisors are back, but without travel so they are conducting monthly briefings for 50 in the King auditorium. They have week-long classes for 15. VA Disability cannot do in place as yet. The State of FL VA rep is here assisting.

Holly Newton said Eglin is also working with Panhandle Job Fair and Hiring Our Heroes. They have a corporate fellowship program with HOH and SkillBridge. They have a CNA program in partnership with HFLD at NWFSC. They are still doing virtual workshops and VA benefits are being seen one-on-one.

Executive Director's Report: We are still under job search waivers and a lot of time is spent assisting unemployment claimants. Fraud is becoming more prevalent. Unemployment is 4.1% in Okaloosa and 4.4% in Walton for December. Local Operating Procedures (LOPs) will have to be approved by the Board in the future.

Chair's Comments: Juliet Milam thanked the staff for their phenomenal job serving the community.

Roundtable Board Members Updates/Public Comments:

- Louis Erickson announced Bit-Wizards is partnering with the Hsu Foundation for a Game Changer event March 6th.
- Wyndy Crozier said a grant request will be sent to University of Central Florida for teacher instruction for unique ability students.
- Gulf Power Economic Symposium will be a virtual event Feb 25th and in-person Sept 14 & 15.

Adjournment: The meeting was adjourned at 10:22 a.m.

The next Board meeting is scheduled for April 7, 2021 at 9:00 a.m.