



**Board of Directors Meeting * February 5, 2020 – 9:00 a.m.
409 Racetrack Rd NE - FWB, large conference room**

Call to Order: Executive Director Michele Burns called the CareerSource Okaloosa Walton (CSOW) Board of Directors meeting to order at 9:05 a.m. Chair Juliet Milam is finishing a conference call and will be present shortly.

Present were:

Juliet Milam	Dr. David Miller	Bill Dillman
Scott Seay	Dr. Jack Azzaretto	Louis Erickson
Al Ward	Jean Anne Encardes	Randy Fleming
April Branscome	Nathan Sparks	Pam Tedesco
Brooke Adam		

CSOW staff members present:

Michele Burns	Kelly Jordan	Sue Berntsen
Will Miles	Therese Baker	Gabriela Leysath
Bobby Turner	Terry Cowan	Anne Shaffield
Jerrod Suber	Frances Jones	Sarah Ambriz

Pledge of Allegiance

Mission Moment: The Business Services program was featured, with a PowerPoint presentation. The Business Services team presented an overview and specific industry sector information.

Approval of Minutes: David Miller asked if there were any corrections or comments on the Dec 4, 2019 Board meeting minutes as distributed.

<i>A motion by Bill Dillman, seconded by Al Ward to approve the December 4, 2019 minutes as presented.</i>	<i>All Ayes.</i>
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Interlocal Agreement: The Interlocal Agreement with Okaloosa and Walton Counties expires June 30, 2020. The new agreement which will extend to June 30, 2024 is in the packet. Once approved by the Board, the new Agreement will be presented to the Okaloosa and Walton Boards of County Commissioners for their approval. Chair Juliet Milam asked if there were any questions or comments. There being none:

<i>A motion by David Miller, seconded by Bill Dillman to approve the Interlocal Agreement renewal as presented.</i>	<i>All Ayes.</i>
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Business Competitiveness Committee: The Business Competitiveness Committee was moved up the agenda as approval of the Industry Sector changes is needed prior to approval of the new Plan. Jack Azzaretto said the Council met Jan 9, 2019 and recommends the changes as detailed in the packet. Even though there are designated Tier 1 and Tier 2 Sectors, the Business Services team will still serve all businesses.

A motion by David Miller, seconded by Al Ward to accept the Tier 1 Industry Sectors as presented. All Ayes.

Action Item #1, approval to add two Apprenticeship programs NWFSC, a currently approved provider.

A motion by Louis Erickson, seconded by Al Ward to approve Apprenticeship programs for NWFSC as presented. All Ayes.

Action Item #2, additional training programs for UWF, a currently approved provider.

A motion by Louis Erickson, seconded by April Branscome to approve additional training programs for UWF as presented. All Ayes.
Abstaining from the vote: David Miller – employed by UWF

Workforce Plan: Michele Burns presented the Workforce Plan, which was posted to the CSOW website for Board, partner and public comment. It is required to be updated and submitted to DEO every four years after approval by the Board and the Okaloosa and Walton Boards of County Commissioners. There being no further questions or discussion:

A motion by Bill Dillman, seconded by Dave Miller to approve the Workforce Pan as presented. All Ayes.

Finance Committee: Bill Dillman reported the Committee met January 30th. They reviewed the mid-year expense report which is on track. Budget Mod #3 is in the packet. There are adjustments for funds received for WIOA Emerging Initiatives, TAA, WP, DVOP and SNAP.

A motion by Jack Azzaretto, seconded by Bill Dillman to approve Budget Mod #3 as presented. All Ayes.

Executive Committee: Juliet Milam announced the next scheduled meeting is March 4, 2020.

PARTNER UPDATES

Emerald Coast Technical College – Brooke Adam reported groundbreaking for a new building will be in March. It will be funded with Triumph Grant funds.

University of West Florida – David Miller announced the football team are their Division Champions. UWF has a new Business College Dean, Dr. Rick Fountain. The lifelong learning program has 400 participants. There are 11 programs where a degree can be earned at the FWB campus. If anyone is interested in tours of the FWB campus they can be arranged upon request. He plans to retire in August of this year.

Okaloosa Schools – April Branscome said iPads were distributed to six 4th grade classes as for the new coding program. No other districts in the State have a program like this. They plan to expand to third and fifth grades next year. The carpentry program at Pryor will expand to Bruner next year. They are partnering with Okaloosa County Emergency Management for an Emergency Medical Responder program which will feed into EMT and Paramedic fields. Grants have been submitted for a partnership with the apprenticeship program at NWFSC which will offer HVAC pre-apprenticeships and they have carpentry pre-apprenticeships at Baker and Laurel Hill.

Dept. of Children & Families - Randy Fleming said DCF is trying to move from reactive to prevention. They are referring SNAP & Medicaid applicants to CSOW for services. Escambia County has a pilot program for care coordinators for families in need of assistance to help them move to economic self-sufficiency.

Okaloosa Economic Development Council - Nathan Sparks reported the legislation for the Qualified Target Industry Tax Credit expires June 30, they are working for renewal. The Credit is performance based and transparent. Defense Support Initiative will go to Washington D.C. at the end of February to advocate for our military installations and the to extend legislation that expires in 2022 which protects the eastern Gulf from oil drilling, to 2027. He is participating in a panel at the Gulf Power Economic Symposium Feb 27 & 28. The next EDC Roundtable is March 5th focusing on the Okaloosa Infrastructure Sales Surtax. They have a Business Expansion Support Team which goes out in teams of two to visit local businesses for feedback.

Executive Director's Report: Michele Burns said 2020 has started out busy with the Interlocal Agreement, the Workforce Plan and Board composition being due and monitored closely. CSOW has signed with Paychex for payroll, HR and insurance. Staff can now participate in 401(k)s and Flexible Spending Accounts. We will be issuing Requests for Proposals for the Youth Program and One-Stop Operator, hopefully by mid-March, as required. We are partnering with LWDA 1 (Escarosa) to apply for a five-year Triumph Grant. A larger partnership was planned but after Hurricane Michael LWDA 4 cannot participate. Michele & Kelly spoke with Rick Harper after the last Triumph meeting and will meet with Frank Fuller in Tallahassee in two weeks at the CSF meetings. The grant is planned to bridge the gap between WIOA qualified participants and self-sufficiency and provide labor market information to high school students. CSOW still has some open positions, we are interviewing but trying to find the right candidate the first time. We have worked hard on Board composition and were able to have both Okaloosa & Walton County School Districts as voting members instead of alternating. We are waiting for clarification on a State appointed member. There is legislation which will change the relationship between DEO and CSF, more information as it is available. Michele is seeking black and white canvases of the two counties for the large conference room. Board members as of Dec 31, 2019 have been reported as required for annual Financial Disclosure. Look for Form 1 for 2019 to file by July 1st, automatic fines of \$25 per day are levied after a grace period.

Chair Comments: Juliet Milam said the Mission Moments are important in informing the Board of the challenges and creative thinking staff are using to accomplish our goals. Any support by Board members is appreciated.

Roundtable Comments:

- Louis Erickson said Bit-Wizards is backing Women in Tech scholarships. VR has asked them to speak at the technical college next week. He likes the programming/coding in 4th grade project, as programming is a way of thinking, not just a math skill. They support many charities and are reaching out to social services with communications options especially for Domestic Violence and Co-Parenting. Randy Fleming will connect with Families First Network.
- Jean-Anne Encardes said Waste Management is gearing up for spring break and summer service.
- April Branscome thanked Okaloosa EDC and CSOW for assistance with industry certification. Several added certifications will help with carpentry and electricity programs.
- Al Ward reiterated the Boards' admiration of the Mission Moments information and the Business Services team.

Adjournment: The meeting was adjourned at 10:17 am.

The next Board meeting is scheduled for April 1, 2020.