



**Board of Directors Meeting * February 7, 2018 - 8:30 a.m.
415 Racetrack Rd NE - FWB, City Plaza conference room**

Call to Order: Chair Pam Tedesco called the CareerSource Okaloosa Walton (CSOW) Board of Directors meeting to order at 8:31 a.m.

Present were:

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| Pam Tedesco | Barbara White | Alan Baggett |
| Jack Azzaretto | Alonzo Smith | Scott Seay |
| Bill Dillman | Louis Erickson | Al Ward |
| David Miller | LaVonne Vasquez | Joel Paul |
| Odette Miranda | Diane Jackson | Felix Beukenkamp |
| April Branscome | Sue Ellen Colin | Lynn Wilson |
| Susan MacDonald | Jerry Miller | |

CSOW staff members present:

| | | |
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| Michele Burns | Art Lee-Drewes | Sue Berntsen |
| Kelly Jordan | Will Miles | |

Pledge of Allegiance

Approval of Minutes: Dr. David Miller asked if there were any corrections or comments on the December 6, 2017 Board meeting minutes as distributed.

A motion by Bill Dillman, seconded by Al Smith to approve the Dec 6, 2017 minutes as presented. All Ayes.

Florida Government in the Sunshine: Board Counsel Jerry Miller reviewed Florida Government in the Sunshine regulations for the Members. Public meeting laws require that meetings be held in an accessible public place, the meeting be noticed in advance and minutes kept. Matters foreseeably coming before the Board cannot be discussed outside of these meetings by two or more Board members, including during times prior to call to order, during any break or recess, or after adjournment. Any communications are considered a meeting, including telephone calls, texts or emails. Mr. Miller conducts four-hour in-depth trainings several times a year, and Board members are invited to attend a training by contacting him to schedule. There will be a training in DeFuniak Springs April 12th, and one in Ft Walton Beach April 20th. He is a resource for any questions Board Members may have, any telephone call of less than 15 minutes not requiring research or document review is included in his retainer for the Board.

Two Year Update to the 2016 – 2020 Local Plan: The Plan Update was emailed to Board Members/Partners for review while being drafted. It is required that we have a 30-day public comment period and that the Board of Directors as well as both Boards of County

Commissioners approve the Plan Update. The Plan Update is now presented to the Board for their approval of the content. It will be reviewed once more for formatting prior to being published for Public Comment and being presented to the Boards of County Commissioners.

A motion by Bill Dillman, seconded by Alan Baggett to approve the Two Year Update to the 2016 – 2020 Local Plan content, subject to reformatting. All Ayes.

Executive Committee: Pam Tedesco reported the Executive Committee met Jan 11, 2018. They conducted an interim performance review of Executive Director Michele Burns with input from the Executive Committee and key management staff. The Executive Committee is to provide tools, resources and additional training to enable Ms. Burns to perform her duties. They are pleased with the leadership, direction and energy brought to the job. Since the CSOW fiscal year begins July 1st, staff performance appraisals will be conducted by June each year.

CSOW needs to re-establish a One-Stop Council to monitor and have oversight of CSOW activity. Barbara White has agreed to chair the Council. If you are interested in being a member of this Council, please contact Michele Burns.

Finance Committee: A Finance Committee meeting scheduled for Jan 23rd was canceled due to scheduling conflicts. Committee Chair Bill Dillman and Art Lee-Drewes met on Jan 19th and the entire Committee received that meeting packet. Included in today's packet, Art Lee-Drewes reviewed Budget Mod #3, including funding increases and status. Some funds now match the Federal fiscal year, Oct 1 – Sept 30, and have carry-forward adjustments.

A motion by Bill Dillman, seconded by Felix Beukenkamp to approve Budget Modification #3 as presented. All Ayes.

Discretionary funds, the ITA percentage, mid-year budget vs. actual and level of administrative costs were reviewed, noting that leases are paid in full at the beginning of the fiscal year.

Business Competitiveness Council: Jack Azzaretto reported that the Council met January 11th and there were no recommended actions. They reviewed the Performance Funding Model and training, with \$117K expended with approved training providers for 106 participants. They also reviewed Sector Strategies required by WIOA, re-affirming the Sectors for our Region.

PARTNER UPDATES:

Okaloosa County Schools – April Branscome reported registration continues and their Triumph grant proposal was approved.

Vocational Rehabilitation – Diane Jackson said they continue to move forward with their In-School Youth program and they are always looking for providers.

Economic Development – Both Okaloosa and Walton County Economic Development are in Washington D.C for the fly-in.

Military Update – Lynn Wilson said Eglin is watching the status of the potential government shutdown next week. LaVonne Vasquez reported that Hurlburt is putting on their 3rd Early Bird Career Fair next Tuesday (2/13) they have 5-6 companies on board. Long term planning for the military to civilian transition is encouraged. The Skill Bridge program for internships currently has eight companies participating. Information can be found on the CSOW website.

Emerald Coast Technical College – Sue Ellen Colin reported that the first Pharmacy Technician graduation is scheduled for Feb 13th and one student has already passed the national test. They are working on apprenticeship possibilities. Their accreditation review is coming soon. There is no news on their Triumph application. They are working on their strategic plan. Individuals being trained at ECTC with CSOW support are supporting and improving the community.

Executive Director's Report: Michele Burns commented that the new CSOW sign is up at ECTC. The Governor released an additional \$35M, but nothing in our area as yet. There was a new MOU/IFA received from Blind Services yesterday, the MOU with Vocational Rehabilitation is still pending statewide. Joel Paul commented that Tri-County works with four LWDA's and CSOW is appreciated for our working relationship.

A new Job Seeker dress code is in effect in the CSOW centers and child-friendly hours are established from 2:00 – 4:00pm. There will be exceptions for Welfare Transition participants as child care is often one of their barriers. We are striving for a more professional atmosphere.

Pam Tedesco, Kelly Jordan and Michele Burns will be in Tallahassee next week for a Partner's meeting and Day at the Capitol. The situation in Tampa/Pinellas is being monitored and may affect performance funds. CSOW is still #1 based on Business Services customer service surveys. The timeline for the performance funds has been pushed to at least May and the amount of time allowed to spend the funds could be an issue. A best practices presentation at the Partner's meeting has been canceled.

An Educate the Educator was held Jan 30th, with 30 students and 30 educators participating. Tours of Certified Manufacturing and L-3 Communications were conducted, with the Hsu Foundation and Embry-Riddle involved and American Elite Molding provided lunch.

Chair Comments: Pam Tedesco reiterated that she will be in Tallahassee next week. There will be Partner's meetings, as well as segmented meetings for Board Chairs, Executive Directors, COOs, etc. There will be a roundtable meeting rather than meeting with elected officials. Michele Burns recently met with legislators along with HR Florida. We are waiting on the results of the investigation of the Tamps/Pinellas issues vs. the media coverage. We have complete confidence in our numbers reporting. Any press inquiries should be referred to Michele Burns at the Shalimar office.

Roundtable Comments:

- Alan Baggett said Dr. Rick Harper was the speaker at the BIA breakfast last week. His presentation is on their website BIAOW.org. Their home show is Feb 24-25 at Emerald Coast Convention Center.

- Odette Miranda reported that Sandestin Resort is holding a job fair Feb 9th at the Resort for seasonal and permanent positions. They will be in Puerto Rico March 1st and 2nd to recruit seasonal workers, and the Gumbo Festival will be Feb 16th. They have family-friendly movies on Wednesday nights. She also expressed appreciation to NWFSC for their culinary program and for Art Lee-Drewes for her work with the Finance Committee while Bill Dillman was out.
- Bill Dillman was in Tallahassee in early January with the Florida Goodwill Association. There is legislation pending for them to receive a refund of 10% of the sales tax they collect which will be used to fund local jobs. He gave kudos to Michele Burns for her evaluation.
- BJ White reported that American Elite Molding achieved their ISO certification yesterday. They also took \$2M of a \$10M account away from China. On Feb 16th they will have a celebration of their Manufacturer of the Year award. The OTC culinary school will provide the food.
- Kelly Jordan announced the first Healthcare and Social Service job fair today from 1:00 – 4:00pm today at the Ft Walton Beach center.

Adjournment: The meeting was adjourned at 9:43am.

The next Board meeting is scheduled for April 4, 2018