



Board of Directors meeting * June 1, 2022 – 9:00 am.

Call to Order: Bill Dillman called the meeting to order at 9:02 am.

Attending were:

Bill Dillman	Dr. Melinda Bowers	April Branscome
Michelle Crocker	Alan Baggett	Jean Anne Encardes
Louis Erickson	Dr. Michael Erny	Ron Garriga
Nathan Sparks	David Jefferson	Sam Burkett
David Haines	Bernard H. Johnson, Jr.	Pam Tedesco
Cheryl Pedone	Scarlett Phaneuf	Holly Newton

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles		

Bill Dillman, Acting Board Chair, welcomed to the Board a new Board Member, Mr. David Haines, Precision Measurement Inc. (PMI).

A **Consent Agenda** was presented to the Board for approval:

- February 2, 2022, and April 27, 2022, Board meeting minutes.
- Continuation of CSOW contribution to 401(k).
 - ✓ The current rate is 8%.
- Holiday Schedule.
 - ✓ Last year the Board voted to follow Walton County’s holiday schedule and this year they have added Juneteenth.
- One-Stop Hours of Operation.
 - ✓ The One-Stop Career Center will be open to the public from 8:00 a.m. to 4:00 p.m. Monday thru Friday.

A request was made to the Board for a motion to approve the Consent Agenda.

A motion by Nathan Sparks, seconded by Dean Michael Erny, to approve the Consent Agenda as presented. **All Ayes.**

DEO Performance Presentation. Charles Williams, Department of Economic Opportunity (DEO), presented the CSOW Annual Performance Presentation. Overall, the region continues to perform well. The topics included:

- Workforce System Funding.
- Workforce System Oversight.
- Local Service Delivery.
- Statewide Funding: \$216,320,055.
- Local Board Funding: \$2,437,439.
- Direct Client Services and Administrative Expenditures.
- Individual Training Account (ITA) Expenditures.
- Work Experience Expenditures.
- Out-of-School Youth Expenditures.
- Primary Indicators of Performance.
- Programmatic Monitoring Activities.
- Financial Monitoring Activities.

James Moore Audit Presentation. James Moore & Co. audited the financial statements of Okaloosa-Walton Jobs and Education Partnership, Inc. dba CareerSource Okaloosa-Walton as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise CareerSource Okaloosa Walton’s basic financial statements as listed in the table of contents of the report. They issued the report dated May 25, 2022. The entire report can be viewed on the CareerSource Okaloosa Walton’s website at <https://atlas.careersourcencfl.com/>

Ben Clark, CPA; James Moore & Co., gave a presentation to the Board on the results of the annual audit.

Election of Officers: The Nominations Committee met on May 9, 2022, at 2:00 p.m. to adopt a slate of officers to recommend to the Board of Directors for election at the Board meeting on June 1, 2022. The members of the Nominations Committee were Alan Baggett - Chair, Al Ward & April Branscome.

The following slate of officers was proposed for election for the Fiscal/Program Year July 1, 2022, through June 30, 2023. All have agreed to serve if elected.

- | | |
|--------------------------------------|---------------------|
| • *Chair: | Scott Seay |
| • *Vice Chair: | Michelle Crocker |
| • Secretary: | Scarlett Phaneuf |
| • Treasurer: | Bill Dillman |
| • Member at Large – Okaloosa County: | Jean Anne Encardes_ |
| • Member at Large – Walton County: | Rebecca Pazik |
| • Past Chair: | Pam Tedesco |

*Chair and Vice-Chair must be from the private sector. The floor was opened to additional nominations, there were none.

A request was made to the Board for a motion to approve the slate of officers for Program Year (PY) 2022-2023.

A motion by April Branscome, seconded by Pam Tedesco to approve the Slate of Officers for PY 2022-23 as presented. All Ayes.

Finance Committee. The following Finance Committee agenda items were voted on during the Board Meeting:

- A One-time allowance for increased fuel costs for staff. Due to the high fuel costs, the Executive Director is requesting the Board to approve a one-time allowance for increased fuel costs. The Acting Chair stated that staff would not be receiving a bonus as they have in the past.

A request was made to the Board for a motion to approve the allowance to staff for increased fuel costs.

A motion by Michelle Crocker, seconded by Alan Baggett, to approve a one-time fuel costs allowance for staff as presented. All Ayes.

- Initial Budget for PY 2022 – 2023. A request was made to the Board for a motion to approve the initial budget for PY 2022-2023.

A motion by Nathan Sparks, seconded by Michelle Crocker, to approve the initial budget for PY 2022 – 2023 as presented. All Ayes.

- Request to move up to 90% of WIOA Dislocated Worker (DLW) funds to WIOA Adult funds as needed during PY 2022-2023. The approval would allow funds to be more appropriately allocated to where the costs are actually incurred.

A request was made to the Board for a motion to approve moving up to 90% of WIOA DLW funds to WIOA Adult funds as needed during PY 2022-2023.

A motion by Alan Baggett, seconded by Bill Dillman, to approve moving up to 90% of WIOA DLW funds to WIOA Adult funds as needed during PY 2022-2023. All Ayes.

Approval of Local Operating Policy (LOP). Will Miles presented an overview of a new LOP, WIOA Common Exit, and Follow-Up Services. The purpose of the new policy is to mitigate the risk impact of entering errant, undocumented, or non-staff assisted services provided to job seekers, in Employ Florida (Management Information System). The goals of the policy are to:

- Eliminate erroneous actions that prolong participation and may result in inaccurate reporting of federal performance numbers.
- Eliminate actions that may lead to inflated participation numbers by claiming inappropriate placements or services. And,

- Ensure participants who are enrolled and participating in programs covered by the Common Exit Policy do not exit until they are no longer being served by any of the programs coming under the common exit policy.

A request was made to the Board for a motion to approve the WIOA Common Exit and Follow-Up Services Policy.

A motion by David Haines, seconded by Alan Baggett, to approve the WIOA Common Exit, and Follow-Up Services Policy as presented. All Ayes.

Business Competitiveness Committee: Michelle Crocker reported that BCC met on March 10, 2022, and May 19, 2022. She asked Will Miles to assist with presenting the Regional Demand Occupations List and the Eligible Training Providers List to the Board.

Regional Demand Occupations List (RDOL). The selection criteria for occupations to be on the RDOL for PY 2022-2023 are as follows:

- Have a **Florida Department of Education (FLDOE) Training Code:** 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree).

Note: PSAV: Post-Secondary Adult Vocational Certificate.

- Have **30 annual openings and positive growth.**
- Have a **mean wage of \$15.94/hour** and an **entry wage of \$13.02/hour.**
- Occupations are considered High Skill/High Wage if they have a **mean wage of \$24.97/hour** and an **entry wage of \$15.94/hour.**

Action Item 1: The Board did not have to vote on this Action Item. Approval of the Regional Demand Occupation List for PY 2022-23 was not required by the Board because CSOW did not make any changes to the approved RDOL from DEO/CSF.

Eligible Training Providers List (ETPL). Michelle Crocker presented the ETPL Action Items to the Board for approval. The occupations on the Regional Demand Occupation List and the programs on the Eligible Training Providers Lists are the prelude to enabling CSOW to provide training to our customers. The Board reviewed each Training Provider's request to add programs to the ETPL for PY 2022-2023. The following actions were taken:

Action Item 2: Approval of **Applied Technology Academy (ATA)** Continued Eligibility and programs for the ETPL, PY 2022-23.

A motion by Nathan Sparks, seconded by Alan Baggett to approve ATA's Continued Eligibility and programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: Not required.>

Action Item 3: Approval of **Emerald Coast Technical College (ECTC)** Continued Eligibility and programs for the ETPL, PY 2022-23.

A motion by David Haines, seconded by Jean Anne Encardes to approve ECTC's Continued Eligibility and programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: Not required>

Action Item 4: Approval of Embry-Riddle Aeronautical University (ERAU) Continued Eligibility and programs for the ETPL, PY 2022-23.

A motion by Jean Anne Encardes, seconded by Alan Baggett to approve ERAU's Continued Eligibility and programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: Not required. Ron Garriga was not on the call at the time of the vote>

Action Item 5: Approval of Northwest Florida State College (NWFSC) Continued Eligibility and programs for the ETPL, PY 2022-23.

A motion by Bill Dillman, seconded by Jean Anne Encardes to approve NWFSC's Continued Eligibility and programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: Dr. Michael Erny, employed by NWFSC>

Action Item 6: Approval of Okaloosa Technical College (OTC) Continued Eligibility and programs for the ETPL, PY 2022-23.

A motion by David Haines, seconded by Alan Baggett to approve OTC's Continued Eligibility and programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: None. April Branscome was not on call at the time of the vote>

Action Item 7: Approval of Truck Driving Institute, Inc. (TDI) Continued Eligibility and programs for the ETPL, PY 2022-23.

A motion by Jean Anne Encardes, seconded by Bill Dillman to approve TDI's Continued Eligibility and programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: None>

Action Item 8: Approval of University of West Florida (UWF) Continued Eligibility and programs for the ETPL, PY 2022-23.

A motion by Nathan Sparks, seconded by David Haines to approve UWF's Continued Eligibility and programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: Dr. Melinda Bowers, employed by UWF>

Executive Committee. The executive committee did not present a report to the Board.

Executive Director's Report

- Michele Burns shared that she will be traveling to Tallahassee next week to attend the CareerSource Florida Board meeting and will find out more about the realigning of the workforce boards. CareerSource Florida contracted with EY (Ernst & Young LLP) to support a key aspect of the REACH Act implementation work: The evaluation of the alignment of local workforce development boards in Florida. EY will present its first briefing to the CareerSource Florida Board next week. Michele said that she will keep everyone informed about the discussions and any needed actions that the Board may need to take in the future.
- The Board members were reminded that the Financial Disclosure filing deadline for 2021 is July 1, 2022.
- Michele thanked Pam Tedesco for volunteering to be a member of the Florida Workforce Development Association (FWDA) for CareerSource Okaloosa Walton. Workforce boards can no longer pay the dues for FWDA using program funds if the group consists only of the executive directors. Each workforce board is nominating an individual as an additional member. This will allow the boards to continue to support the FWDA in the way we have done so in the past.
- **General Policy Manual.** Michele Burns gave an overview of the changes to the General Policy Manual, including comments received from Bill Imfeld about making daily deposits. Michele explained she wanted to put in the policy what we can do. Sue receives all the mail. If she receives any deposits, she sends an email notifying the Executive Director and finance, then locks it up in the secure room. When the finance assistant comes in on Thursday, she makes the deposits. The Finance Director is not involved in making the deposits.

A request was made to the Board for a motion to approve the General Policy Manual.

<p><i>A motion by Nathan Sparks, seconded by David Haines to approve General Policy Manual as presented.</i></p>	<p><i>All Ayes.</i></p>
---	--------------------------------

- **Discretionary Funds – Rent.** Michele Burns stated that if CSOW pays its rent for the Career Center in Ft Walton Beach on July 1, for the whole year we can save between \$7,000 - \$8,000. We were informed through an audit that we can no longer pay the rent in the manner we were using program funds because it is considered a prepaid expense. Therefore, we are requesting that we borrow the money from the discretionary funds to pay the rent for the entire year so we can incur the cost savings. We would then pay back the discretionary funds monthly using the program funds in the way they are intended to be used.

A request was made to the Board for a motion to approve borrowing money from the discretionary funds to pay the rent on July 1, for the Ft Walton Beach Career Center for the entire Program Year so we can incur the cost savings.

A motion by Michelle Crocker, seconded by Jean Anne Encardes to approve borrowing money from the discretionary funds to pay the rent on July 1 for the entire Program Year for the Ft Walton Beach Career Center so that CSOW can incur the cost savings as presented. All Ayes.

- **ITA Agreement.** Will Miles gave an overview of the Individual Training Account Agreement (ITA). The focus was on the Reimagining Education and Career Help (REACH) Act's performance-based requirement for ITAs. In summary, Florida Statutes § 445.009(8)(e) states: "Training services provided through Individual Training Accounts must be performance-based, with successful job placement triggering final payment of at least 10 percent." Topics presented included:
 - What is an Individual Training Account?
 - What are Training Programs?
 - Individual Training Account Agreement – Performance-Based.
 - Performance-Based Benchmarks – Credential and Income Performance Outcome. And,
 - Performance-Based Benchmarks – Employment Performance Outcome.

A request was made to the Board for a motion to approve the Sample ITA Agreement to include any minor changes while developing the Individual Training Account Agreement with each Training Provider.

A motion by Alan Baggett, seconded by Bill Dillman, to approve the Sample ITA Agreement. All Ayes.

Career & Youth Committee: The Career & Youth Committee did not present a report to the Board.

Partner Updates

Military. Holly Newton informed the Board of the "Hire Our Heroes" event on July 19, 2022. They have 54 employers and 33 job seekers signed up so far for the event. They are trying to get as many local employers as possible to participate in the event. They will keep CSOW informed of how things are going as they move closer to the day of the event.

Economic Development. Nathan Sparks, One Okaloosa Economic Development Council (EDC), briefed the Board on some economic development events occurring in Okaloosa County. He shared that approximately two weeks ago, Governor DeSantis visited Crestview and brought with him a large check for Okaloosa County.

Governor DeSantis awarded \$3.2 million to Okaloosa County through the Florida Job Growth Grant Fund to expand roads, rail lines, and utility infrastructure at the Shoal River Ranch. Shoal River Ranch is an industrial mega-site, and with this investment, it is expected to bring more than 11,000 jobs to the Okaloosa County region. This will more than double the current

number of manufacturing jobs in the area, bringing more than 4,000 new jobs in manufacturing.

The grant will lay the foundation for an expansion of manufacturing in Okaloosa County. The funds will be matched with \$1.7 million from the county to provide nearly \$5 million for the expansion of roads, rail lines, water, sewer infrastructure, and broadband connectivity at the Shoal River Ranch property.

A week ago, we went to Panama City for the Triumph Gulf Coast Board meeting. In 2018 Triumph Gulf Coast awarded a \$1.5 million grant to Okaloosa County to extend water and sewer lines down highway 90 to Shoal River. That was a partnership with Okaloosa County that was completed about a year ago. That project came in \$107,000 under budget. We asked the Triumph Gulf Coast Board to allow Okaloosa County to use those remaining funds to extend the water and sewer lines even further as part of the Jobs Growth Grant received from the State. The Board approved the request unanimously.

Chair's Comments: We are in need of new Board members for the Finance Committee.

Adjournment: There being no further business, the meeting was adjourned at 10:51 am.

The next Board meeting is scheduled for September 7, 2022, at 9:00 am.