



Board of Directors meeting * June 2, 2021 – 9:00 am.

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

Attending were:

Juliet Milam	Dr. Jack Azzaretto	Dr. Melinda Bowers
April Branscome	Michelle Crocker	Wyndy Crozier
Bill Dillman	Jean Anne Encardes	Louis Erickson
Dr. Michael Erny	Ron Garriga	Bill Imfeld
Diane Jackson	Rebecca Pazik	Scarlett Phaneuf
Scott Seay	Nathan Sparks	Pam Tedesco
Lavonne Vasquez	Commissioner Mike Barker	Commissioner Mel Ponder
Gaby Layseth		

CSOW staff members present:

Michele Burns	Kelly Jordan	Therese Baker
Will Miles	Brad Balfanz	Sue Berntsen
Terry Cowan	Mikiko Tucker	

Approval of Minutes: The April 7, 2021 minutes were presented – there were no questions or comments.

A motion by Jack Azzaretto, seconded by Bill Dillman, to approve the April 7, 2021 minutes as presented. All Ayes.

Election of Officers: Wyndy Crozier presented the slate of officers recommended by the Committee when they met May 10, 2021. All have agreed to serve if elected. The floor was opened to other nominations. There being none,

A motion by Louis Erickson, seconded by Jack Azzaretto, to approve the slate of officers for 2021 - 2022 as presented. All Ayes.

Finance Committee: Bill Dillman reviewed the Initial Budget for 2021-22, which was emailed to the Board & displayed on the screen. Currently, there are no Rural or Supplemental funds from the State. The total budget is approximately \$3.3M. No staff pay increases are currently budgeted as increases were given earlier this year.

A motion by April Branscome, seconded by Bill Dillman, to approve the Initial Budget for 2021-22 as presented. All Ayes.

Approval of Local Operating Policies: Will Miles presented three Local Operating Policies (LOPs) which were emailed to Board members & displayed on the screen. He reviewed the

Policies citing the source rules for each and answering questions. Approval of LOPs is required by the DEO Sub-Agreement. The three policies are:

- WIOA Adult/Dislocated Worker Supportive Services
- CSOW Youth Work Experience Program
- CSOW Youth Incentives and Stipends Program

A motion by Bill Dillman, seconded by Jack Azzaretto to approve the three Local Operating Policies as presented. All Ayes.

Executive Committee: Juliet Milam asked Michele Burns to leave the meeting. She then presented a recommendation to the Board from the Executive Committee for an incentive to Michele of \$5,000. After discussion:

A motion by Bill Dillman, seconded by Michelle Crocker to approve a \$5,000 incentive to Michele Burns as recommended. All Ayes.

Juliet Milam reminded the Board that annual Financial Disclosures are due by July 1. Conflict of Interest statements will be sent to all Board members for electronic signature.

By-Laws Update - Updates to the By-Laws are required by the DEO Sub-Agreement. Changes were emailed to the Board & displayed on the screen. Term limits have been added. After discussion:

A motion by Wyndy Crozier, seconded by Ron Garriga, to approve the updated By-Laws as presented. All Ayes.

Benefits

1. 401(k) contributions – Staff currently receive 8% contributions to 401(k) accounts. This is a benefit which helps CSOW be a competitive employer.

A motion by Jack Azzaretto, seconded by Bill Dillman to approve the continuation of 8% 401(k) contributions as presented. All Ayes.

2. Health Insurance – CSOW currently pays 75% of health insurance premiums and 50% of that amount to staff who waive health insurance after proving they have other insurance.

A motion by Wyndy Crozier, seconded by Michelle Crocker to continue health insurance as presented. All Ayes.

3. Short- and Long-Term Disability and Life Insurance – CSOW currently provides this insurance to staff.

A motion by Jack Azzaretto, seconded by Michael Erny to continue Disability and Life insurance as presented. All Ayes.

Bill Dillman asked about the PTO and holiday policies. These will be presented at the December Board meeting as they are calendar year benefits.

Business Competitiveness Committee Chair – Jack Azzaretto is resigning from the Board, and the Board thanks him for his services. Juliet Milam appointed Michelle Crocker as the new Chair of the Business Competitiveness Committee effective July 1, 2021.

Business Competitiveness Committee: Jack Azzaretto presided over his last BCC meeting May 27, 2021 where the Committee reviewed the Regional Demand Occupation List (RDOL) and the Eligible Training Provider List (ETPL) for 2021-22 which were emailed to the Board and are displayed on the screen. The Committee recommends approval of the following:

1. Regional Demand Occupation List (RDOL). The list is from the State; Occupations highlighted in Green are new at the State level, those highlighted in orange are local additions. Selection Criteria are at the top of the page and define performance.

*A motion by Nathan Sparks, seconded by Juliet Milam to approve the RDOL as presented.
All Ayes.*

2. Embry Riddle Aeronautical University – approve ETPL Application and Programs as listed.

*A motion by Bill Dillman, seconded by April Branscome to approve ERAU ETPL as presented.
Ron Garriga abstained; he is employed by ERAU. All Ayes.*

3. Emerald Coast Technical College – approve ETPL Application and Programs as listed.

*A motion by Juliet Milam, seconded by Bill Imfeld to approve ECTC ETPL as presented.
Wyndy Crozier abstained; she is employed by ECTC. All Ayes.*

4. Northwest Florida State College – approve ETPL Application and Programs as listed.

*A motion by April Branscome, seconded by Wyndy Crozier to approve NWFSC ETPL as presented.
Michael Erny abstained; he is employed by NWFSC. All Ayes.*

5. Okaloosa Technical College – approve ETPL Application and Programs as listed.

*A motion by Nathan Sparks, seconded by Michael Erny to approve OTC ETPL as presented.
April Branscome abstained; she is employed by Okaloosa Schools. All Ayes.*

6. The University of West Florida – approve ETPL Application and Programs as listed.

*A motion by Juliet Milam, seconded by Wyndy Crozier, to approve UWF ETPL as presented.
Melinda Bowers abstained; she is employed by UWF. All Ayes.*

7. Applied Technology Academy – approve ETPL Application and Programs as listed.

*A motion by Wyndy Crozier, seconded by Juliet Milam, to approve ATA ETPL as presented.
All Ayes.*

8. Truck Driving Institute – approve ETPL Application and Programs as listed.

*A motion by Wyndy Crozier, seconded by Juliet Milam, to approve TDI ETPL as presented.
All Ayes.*

Jack Azzaretto thanked the Board and the participating institutions, as their contributions make it possible for us to serve so many customers. He thanked the Board and staff for their support. Kelly Jordan thanked Jack for his leadership; he has been a Board member since January 2007. He received the Barbara Griffin Workforce Award for Florida in 2011.

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

Partner Updates

University of West Florida –Melinda Bowers said they are looking forward to returning to normal for the Fall semester.

Northwest Florida State College – Michael Erny announced an open house June 23 for the Aviation Center of Excellence in partnership with the Hsu Foundation.

Embry-Riddle Aeronautical University – Ron Garriga said they are returning to normal with in-person graduations. They are also a partner in the Aviation Center of Excellence.

Okaloosa Schools - April Branscome reported they had a medical pinning ceremony last night. Local medical centers are hiring and assisting with continuing education. They had their second Career & College signing day. There will be seven summer camps for 5th graders, hosting 20 students per camp. A new carpentry program is opening at FWB High School; the program continues at Choctaw.

Emerald Coast Technical College – Wyndy Crozier announced they had 150 graduates last week. They have maintained enrollment through COVID. A Magnet Innovations Center is opening in South Walton with medical and IT programs.

Vocational Rehabilitation – Diane Jackson reported they have three positions open and recognized their partnership with Okaloosa and Walton schools for outreach.

Walton EDA - Bill Imfeld thanked CSOW for our support. They are working with a specialty glass company for the Mossy Head Industrial Park and have a heavy equipment distributor from Birmingham interested.

One Okaloosa EDC – Nathan Sparks described Project Dunk, a commercial food manufacturing company for which the Okaloosa Board of County Commissioners approved an Ad Valorem tax exemption. The company is now doing due diligence on property west of Bob Sikes Airport in Crestview. There is \$60M in grant funding available country-wide; Okaloosa has three shovel-ready projects which may qualify to receive funds. Three Triumph Gulf Coast Board members are changing; the Attorney General, Governor and CFO will be appointing the replacements.

Walton Board of County Commissioners – Commissioner Mike Barker said both the County and the Industrial Parks are growing. They have also launched a Facebook page – look there for information and updates.

Military – LaVonne Vasquez said Hurlburt is transitioning back to in-person as quickly as possible and putting as many as they can into classrooms and auditoriums. Military spouses

are looking for internships. Gaby Leysath said Eglin has an Air Force Aid grant to assist spouses with education.

Ft. Walton Chamber of Commerce – Jack Azzaretto announced the First Friday Coffee June 4. Check the website for events.

Walton Area Chamber – Juliet Milam said they have openings and events on their website.

Executive Director's Report: Michele Burns reported that work search requirements have been reinstated for Reemployment Assistance claims, along with participation in Welfare Transition and SNAP. CSOW is holding weekly "Work It Wednesday" job fairs. The Summer Youth Program begins June 14 with a two-week program followed by one week of job experience; worksites are still needed.

CSOW has several vacant staff positions, the fight for talent right now is fierce.

We received \$10,545 in continuous improvement incentives and the Mark Sanders Award for the State of Florida for exceptional services to Veterans. The National award will be announced at the Veterans' Conference July 28 – 30. The video submitted for the award was played for the group.

Adjournment: The meeting was adjourned at 10:18 am

The next Board meeting is scheduled for August 4, 2021 at 9:00 am.