



**Board of Directors Meeting * June 6, 2018 - 8:30 a.m.
409 Racetrack Rd NE - FWB, large conference room**

Call to Order: Vice Chair BJ White called the CareerSource Okaloosa Walton (CSOW) Board of Directors meeting to order at 8:33 a.m.

Present were:

Pam Tedesco	BJ White	Dr. David Miller
Al Ward	Dr. Jack Azzaretto	Al Smith
Bill Dillman	Bill Imfeld	Ron Garriga
Charlie Morse	LaVonne Vasquez	Juliet Milam
Nathan Sparks	Scott Seay	Louis Erickson
Sam Burkett	Comm. Melanie Nipper	April Branscome
Jerry Miller		

CSOW staff members present:

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

Pledge of Allegiance

Approval of Minutes: Dr. David Miller asked if there were any corrections or comments on the April 4, 2018 Board meeting minutes as distributed.

A motion by Bill Dillman, seconded by Juliet Milam to approve the April 4, 2018 minutes as presented. All Ayes.

Nominations Committee: Chair Al Ward reported on behalf of the Committee, thanking members Nathan Sparks and Bill Imfeld. The recommended slate is in the packet: Chair: BJ White, Vice Chair: Juliet Milam; Secretary, Dr. David Miller, Treasurer: Bill Dillman, Members-at-Large: Walton County – Scott Seay, Okaloosa County – Dr. Jack Azzaretto. There were no additional nominations from the floor.

A motion by Ron Garriga, seconded by Al Ward to accept the Slate of Officers for 2018-19 as presented. All Ayes.

Finance Committee: Chair Bill Dillman reported the Finance Committee met May 22nd and reviewed Budget Mod #5 for 2017-18, which is in the packet.

A motion by Al Ward, seconded by Louis Erickson to approve Budget Modification #5 as presented. All Ayes.

Also reviewed was the 2018-19 Initial Budget, which is in the packet. The initial total is \$3,412,629.00, no Performance Funding Model funds have been received yet, and some categories are estimates based on last year. A projected salary increase at the discretion of the Executive Director is included as well as changes in the health care insurance provider.

A motion by Dave Miller, seconded by Al Ward to approve the 2018-19 Initial Budget as presented.
All Ayes.

Art Lee-Drewes introduced Therese Baker, the new Assistant Finance Director.

Executive Committee: Pam Tedesco reported the Committee met May 2nd, and reviewed the action items being presented at this meeting, no independent actions were taken.

Business Competitiveness Council: Chair Jack Azzaretto reported.

➤ **Regional Demand Occupations List (RDOL) updates:**

Action Item #1 – Approval to reinstate occupations to the (RDOL) which were on the 2017-18 list but not included by CareerSource Florida for 2018-19.

A motion by Nathan Sparks, seconded by Dave Miller to reinstate occupations as presented.
All Ayes.

Action Item #2 – Approval to add programs to the RDOL for 2018-19 for Embry Riddle Aeronautical University, Cosmetology for Beauty Careers Training Center, Okaloosa Technical Center and Emerald Coast Technical Center.

A motion by Dave Miller, seconded by Juliet Milam to add programs as presented.
All Ayes.
Abstaining from the vote: Ron Garriga – employed by Embry Riddle
Charlie Morse – employed by Emerald Coast Tech College

➤ **Training Provider Continued Eligibility Applications**

Action Item #1 – Approval of Emerald Coast Technical College’s application.

A motion by Louis Erickson, seconded by Dave Miller for ECTC’s application as presented.
All Ayes.
Abstaining from the vote: Charlie Morse – employed by Emerald Coast Tech College

Action Item #2 – Approval of Northwest Florida State College’s application.

A motion by Bill Dillman, seconded by Bill Imfeld for NWFSC’s application as presented.
All Ayes.

Action Item #3 – Approval of University of West Florida’s application.

*A motion by Bill Dillman, seconded by Louis Erickson for UWF’s application as presented.
All Ayes.
Abstaining from the vote: Jack Azzaretto and Dave Miller – employed by UWF*

Action Item #4 – Approval of Okaloosa Technical College, Florida Panhandle Technical College, Fortis Institute, Chipola College and Truck Driver Institute, Inc. applications.

*A motion by Dave Miller, seconded by Al Ward for OTC, FPTC, Fortis Institute, Chipola College & Truck Driver Institute applications as presented.
All Ayes.*

➤ **Training Provider Initial Eligibility Applications**

Action Item #1 – Approval of Embry-Riddle Aeronautical University’s application.

*A motion by Dave Miller, seconded by Bill Dillman for ERAU’s application as presented.
All Ayes.
Abstaining from the vote: Ron Garriga – employed by Embry Riddle*

Action Item #2 – Approval of Troy University and Beauty Careers Training Center’s applications.

*A motion by Louis Erickson, seconded by Jack Azzaretto for Troy & Beauty Careers Training Center’s application as presented.
All Ayes.*

Career & Youth Council: BJ White, Chair reported that the Council met for training and information from Michele, Kelly & Will about the scope of the duties for the Council. The next meeting is June 12th at 9:30.

PARTNER UPDATES:

University of West Florida – Dave Miller commented the faculty is learning Canvas software.

Emerald Coast Technical College – Charlie Morse said ECTC is graduating 238, plus 18 GEDs. They are adding Administrative Office, Medical Admin and IV Therapy in July. Five key staff members are retiring. They are working on electricity apprenticeships and waiting on Triumph funding. K-12 safety is an important issue and they are completing a 65-page assessment for every school.

Okaloosa Schools – April Branscome said they are hiring five positions. The Allied Health program at Crestview HS is growing and they are hoping for Triumph funds to update some programs and bring them to elementary schools. They are partnering with Embry-Riddle to offer the aerospace program at Crestview, Choctaw and Laurel Hill. The District CTE Advisory Council is promoting programs, apprenticeships and career paths.

Embry-Riddle Aeronautical University – Ron Garriga said ERAU is excited about collaborating with Okaloosa Schools and they are glad to be on the RDOL and ETPL. They are in need of

internships for both Okaloosa Aerospace Academy and non-traditional students and transitioning military.

Okaloosa Economic Development Council – Nathan Sparks discussed the National Home Builder’s Institute visit May 23rd and the Home Depot grant for training programs in construction trade industries and transitioning military. If one can be deployed in our area it will use a hub and spoke style, be multi-branch and will include Pensacola, Tyndall AFB and 7th Special Forces. They will match building trades needed in Okaloosa and Walton counties. This dovetails with the DoD Skills Bridge Program. Triumph funds of \$1.5M for extending Okaloosa water and sewer to Shoal River Ranch were received to make the entire 10,000 acres for development. All other utilities are already present. They are planning an Economic Development road show to promote the possibilities.

Walton Economic Development Association – Bill Imfeld congratulated OEDC on the grant which sets a precedent for Walton County to expand water and sewer along 331. Sales of tract have averaged one per month. They are about out of land near Freeport and looking to acquire more. Opportunity funding from the Governor’s list to Treasury included land along SR 83 will defer taxes and promote investment in that area.

Walton Board of County Commissioners – Commissioner Nipper discussed Planning Dept. land use changes and preparing for a properly laid out commercial avenue on 331. Eglin considerations were included. Beach tourists and vendors are quiet right now, so that bad reviews on social media are not occurring and hurting tourism.

Military Update – LaVonne Vazquez said they are having another Early Bird Career Fair which will be just prior to the Panhandle Job Fair Sept. 20th.

Executive Director’s Report: Michele Burns thanked the Executive Committee and staff for their support during her first year. She reminded Board members about filing Financial Disclosure for 2017 by July 1st. The summer youth program is going on right now with 27 participants in three locations. Thanks for sponsorships from Gulf Power, Waffle House and others for supporting the cause. They are training this week and will have work experience next week at CHELCO, Goodwill, ECTC and NWFSC are among the locations.

Action Item - Approval of payment for a classroom location at ECTC for the summer youth program. This offer was also made to NWFSC, who did not respond.

<p><i>A motion by Bill Dillman, seconded by Dave Miller to authorize payment for a classroom at ECTC as presented.</i></p> <p><i>Abstaining from the vote: Charlie Morse – employed by ECTC.</i></p>	<p><i>All Ayes.</i></p>
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Pam Tedesco, Michele Burns and Kelly Jordan attended the CSF meeting in St. Augustine. Eleven LWDA’s received phone calls about Performance Funding dollars which meant they needed corrective action or a plan to receive funds, CSOW did not receive a call, but we have not received official notice of receiving funds.

The two-year modification to the four-year Plan was received back from CSF, and we must issue an RFP for Youth Services. An Ad Hoc Committee will be needed to review proposals, please contact Michele if you are interested in serving.

A request for special funding to implement Office 365 and update our IT infrastructure and our backup systems was submitted to CSF. Michele and Juliet Milam are working on an Employee handbook.

Chair Comments: Pam Tedesco attended the CSF meetings and the meeting of the Board Chairs where they discussed the organization. They want to integrate training opportunities on providing leadership to the Board, setting policy and overseeing the local board and to provide support to the Executive Director. Some issues to be addressed are the state attempt to limit the ED salaries and other systemic issues. There is awareness of issues of alleged inappropriate data submitted, recognized as isolated, and not expected to impact performance funds. Higher accuracy and more transparency is sought.

Roundtable Comments:

- LaVonne Vazquez said many local contractors would like employees to have A&P licenses and the closest place to get them is in Georgia. Nathan Sparks commented that NWFSC wants an A&P school as part of their Triumph funding. There is a small school in Crestview – Panhandle AeroPrep, which specializes in teaching military who have the skill set to take the test. April Branscome said Okaloosa Schools is partnering with the Hsu Foundation to implement a high school program
- Louis Erickson said Bit-Wizards is growing, and finding more demand for digital marketing.
- Sam Burkett said business at Eglin is good, with 100s of openings and they are recruiting nationally.
- BJ White reported American Elite Molding had 22% growth over last year. They need qualified people. How to hire and retain people needs to be shared. She thanked everyone for their support as she begins her tenure as Chair.
- Al Ward thanked the past officers for their service.
- Pam Tedesco welcomes the opportunity to participate by phone and welcomed Therese Baker. She thanked BJ and the Board for their support while she was Chair.

Adjournment: The meeting was adjourned at 9:47 am.

The next Board meeting is scheduled for August 1, 2018