



**Board of Directors Meeting * June 10, 2020 – 9:00 a.m.
Virtual meeting**

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

Attending were:

Juliet Milam	Dr. Jack Azzaretto	Alan Baggett
April Branscome	Sam Burkett	Michelle Crocker
Wyndy Crozier	Bill Dillman	Jean Anne Encardes
Louis Erickson	Dr. Michael Erny	Randy Fleming
Ron Garriga	Bill Imfeld	Diane Jackson
Dr. David Miller	Joel Paul	Scarlett Phaneuf
Scott Seay	Nathan Sparks	Pam Tedesco
LaVonne Vasquez	Al Ward	Comm. Melanie Nipper
Susan McDonald	Jason Monroe	

CSOW staff members present:

Michele Burns	Kelly Jordan	Sue Berntsen
Will Miles	Therese Baker	

Approval of Minutes: The February 5, 2020 minutes were presented – there were no questions or comments.

A motion by Alan Baggett, seconded by Al Ward to approve the February 5, 2020 minutes as presented. All Ayes.

Financial Disclosure: Michele Burns reminded Board members that 2019 Financial Disclosure is due by July 1, 2020. Several members indicated they have not received the form in the mail as in prior years. Sue will email the form and links out to all members so that those who need them will have easy access.

Nominations Committee: Chair Al Ward reported that the Committee, consisting of Al Ward, Alan Baggett and Michelle Crocker, met May 8, 2020 to review the proposed Slate of Officers for 2020-21. The Slate is in the packet, and all have agreed to serve if elected. They reviewed the by-laws to ensure proper process. The floor was opened to additional nominations, there were none.

A motion by Ron Garriga, seconded by Dave Miller to approve the Slate of Officers for 2020-21 as presented. All Ayes.

Finance Committee: Bill Dillman presented Budget Mod #4 and reviewed the changes. There are adjustments for funds received for WIOA Emerging Initiatives, TAA, WP, DVOP and SNAP.

A motion by Wyndy Crozier, seconded by Jean Anne Encardes to approve Budget Mod #4 as presented.
All Ayes.

Bill Dillman reported discretionary funds of \$288,062.00. He then presented the initial Budget for 2020-2021. These are estimates of carry-forward pending closeout of the current year and the new budget totaling approximately \$3.4M a reduction of about \$450K from 2019-2020. The budget includes staff benefits and 401(k) contributions. Additional adjustments are expected from DEO.

A motion by Dave Miller, seconded by Nathan Sparks to approve the initial budget for 2020-2021 as presented.
All Ayes.

Executive Committee: Juliet Milam reviewed the April 10, 2020 Executive Committee meeting where the Committee reviewed and approved signing an agreement with Bit-Wizards to host our Finance information. The previous vendor was attacked by ransomware and was unable to recover and restore our information and access. A new vendor was needed on an emergency basis to allow Finance to resume normal operations and functions. Another agreement can be effective July 1, 2020 to coincide with our fiscal year. Members commented that it was good to deal with local businesses with good reputations. Louis Erickson abstained from the vote and explained that he had kept the transaction at arms-length, having his partner and staff handle it.

A motion by Jack Azzaretto, seconded by Dave Miller to approve a Bit-Wizards agreement for Finance hosting.
All Ayes.
Abstaining from the vote: Louis Erickson – an owner of Bit-Wizards.

Direct Service Provider: CSOW's request for an extension to serve as Direct Service Provider as well as the Four-Year Plan were approved by CareerSource Florida at their June meeting. There was a Youth Services RFP as required, but no one submitted.

A motion by Bill Dillman, seconded by Michelle Crocker to approve CSOW continuing as Direct Service Provider
All Ayes.

Business Competitiveness Committee: Jack Azzaretto presented a request from Northwest Florida State College (already an Eligible Training Provider) to add their CNC Machining Apprenticeship program to their Eligible Training Programs.

A motion by Nathan Sparks, seconded by Al Ward to approve adding CNC Machining Apprenticeship program to NWFSC ETPL.
All Ayes.
Abstaining from the vote: Michael Erny – employed by NWFSC

The BCC also recommends extending the current Regional Demand Occupations List (RDOL) and Eligible Training Provider List (ETPL) through August 31, 2020 as contained in the packet.

A motion by Michael Erny, seconded by Wyndy Crozier to extend the RDOL and ETPL through August 31, 2020 as presented.
All Ayes.

The next BCC meeting will be virtual on July 9, 2020. At that time the new marketing plan strategy will be taken up again.

Career & Youth Committee: Juliet Milam reiterated that an RFP for Youth Services was released but there were no respondents.

Approval is needed for Goodwill Easter Seals to participate in the COVID-19 Disaster Relief Job Grant which will provide temporary jobs for organizations which have a need for additional manpower to serve COVID-19 customers.

*A motion by Jack Azzaretto, seconded by Dave Miller to approve Goodwill Easter Seals participation in the COVID-10 Disaster Relief Grant. All Ayes.
Abstaining from the vote: Bill Dillman – employed by Goodwill Easter Seals*

PARTNER UPDATES

Okaloosa Schools – April Branscome said COVID has allowed them to move along on some projects including new programs at Bruner & Choctaw and an EMR program. In elementary schools, computer coding is spreading.

Walton Schools – Wyndy Crozier reported they are launching fast track Triumph grant for electricity and HVAC. Cosmetology was brought back June 1st. Nursing is still virtual and will finish June 30th. The testing center is very busy because Pearson was closed down for so long. CARES Act provided money for every student, there were three tiers to determine the amount available. With the second round they will purchase replacement computers and Canvas, a distance learning platform.

Northwest Florida State College – Michael Erny said they are moving along well, transitioning to on-line, but technical programs like welding, machining and public safety have been operational although slightly slowed. More classes than normal will be offered on-line in the fall, but there will still be face-to-face classes. There is a new PTA program up and running. A medical lab technician program is starting and A&P is on track. They are expecting a Triumph contract award next week. They expanded the machining program and added new machines. Building projects for Triumph A&P in Crestview, for Construction in Walton and a greenhouse at the Niceville campus are proceeding.

Embry Riddle - Ron Garriga said they are hoping all staff worldwide will return by July 6th. They will be closing some campuses but adding at Mobile Brookley Airport. They have record registration with 1,634 on-line courses last term. They were able to fund some students based on need. For the term beginning in August some face-to-face classes with social distancing are planned.

University of West Florida - Dave Miller reported that the summer classes will be 100% on-line. His last class before his August 7th retirement started today. They are meeting to discuss what Fall classes will look like.

Vocational Rehabilitation – Diane Jackson said VR is open and taking referrals. They are teleworking and by appointment only. They will be restructuring programs effective July 1st and have open positions for which they have selected candidates but are on hold due to COVID-19. Outreach to in-school students for WIOA services continues.

Dept. of Children & Families - Randy Fleming said DCF continues to re-approve Medicaid and SNAP benefits, giving maximum benefits to families who were qualified for the free school lunch programs without the application process. They are not doing anything with Able-bodied Workers currently. Offices are not open to the public but they are watching the situation closely.

Okaloosa Economic Development Council - Nathan Sparks reported the business expansion support team initiative got good data to assist businesses with strategies. There were 20 completed even with COVID-19, from small entrepreneurship to Fortune 100 companies, with the conversations being confidential. A follow-up survey about COVID-19 was conducted, as well as a survey on economic conditions. Results will be sent to Michele to distribute. Shoal River Ranch has two current inquiries with one being near ending and down to one of three sites being considered. Marketing strategies are being done via virtual technologies. TeCMEN Industry Day is scheduled for August 27th, response has been excellent. Kudos to Gulf Power for their small business COVID-19 grant.

Walton Economic Development Association – Bill Imfeld reiterated that hospitality has taken a big hit due to COVID-19, as well as the tropical storm. This underscores the necessity for diversification and the industrial park. Two contracts are pending for manufacturing.

Tri-County Community Council – Joel Paul said they are applying for CARES Act funding, documenting COVID-19 impact. Hurricane funding will assist the counties to the east.

Walton County - Commissioner Nipper said they are trying to get and keep businesses open and get people back to work. There are a lot of “hiring” signs, August will be a telltale month.

Military – LaVonne Vasquez - TAP classes are in the auditorium until December and 32 -35 people can be accommodated with social distancing. VA briefings are on-line. HEROES are meeting virtually weekly and having virtual career fairs. They have a list of 490 companies hiring throughout the state. They are doing an in-house career summit with Hiring Our Heroes.

Ft. Walton Beach Chamber – Jack Azzaretto said the Chamber is partnering with CSOW for a job fair at the Convention Center.

Programs Update: Kelly Jordan stated that the FWB center is open by appointment now. She reviewed state and local unemployment statistics. Clients are calling our center regarding their unemployment claims. SNAP training and work requirements are waived due to COVID-19 and SNAP and WT case loads have gone up considerably, WIOA cases have remained stable. Business served and job orders have continued to come in. The job search requirement for WT is waived right now as well. Asked about our performance numbers, Kelly stated our numbers are going up, we have more employers than job seekers right now. Negotiations for our performance requirements are ongoing, with everything being affected by COVID-19.

Executive Director’s Report: Michele Burns said the numbers are a true testament to our team. Having to assist DEO with Reemployment Insurance & their system issues without sufficient training and access have made this a trying time. Changes are made with short notice or without advance notice at all. Now if clients use our computers they are taken directly into the system without the waiting.

We had issued an RFP for One-Stop Operator and there were no submissions.

A motion by Joel Paul, seconded by Ron Garriga for CSOW to continue to serve as One-Stop Operator. *All Ayes.*

There is a new DEO sub-recipient agreement pending, the last was signed in 2012. The update has issues we are pushing back for changes. The Counties need to approve and review and it is due back to DEO by July 17, 2020. Thanks to Juliet Milam and Gulf Power for lunch for the staff the first day the center was re-opened. There is a job fair planned with Okaloosa County at the Convention Center with social distancing & cleaning. There are 32 companies registered to participate. We have had some staff losses recently, some on very short notice. We are interviewing for the vacant positions.

Staff performance interviews are scheduled and incentives of up to 5% are planned by July 1 if the Board will approve. Bill Dillman questioned if staff were paid through the time even though they worked at home, which they did. It would be a maximum of \$42K plus benefits if everyone receives the maximum. There are expiring funds which can be used. Several Board members expressed support for the staff for their hard work through the hard times and emotional stress, citing productivity and accountability. The appreciation will pay dividends from the staff in the long run.

A motion by Louis Erickson, seconded by Scarlett Phaneuf to approve incentives up to 5% based on performance reviews. *Majority Ayes.*
One – Opposed *The Motion passed.*

Louis Erickson cautioned about exempt versus non-exempt staff and ensuring that non-exempt are properly paid for any and all hours worked from home. All CSOW staff have been trained and reminded of the requirements.

The new DEO Sub-grantee agreement also requires our holiday schedule to be approved by the Board. It is in the Plan and in our policies. There are 12 scheduled holidays per year.

A motion by Jack Azzaretto, seconded by Jean Anne Encardes to approve the holiday schedule as approved. *All Ayes.*

Chair Comments: - Juliet Milam thanked Dave Miller for his service to the Board since he is retiring as of August 7, 2020. CSOW will not be sending staff to the Workforce Summit this year if it is held.

Roundtable Comments:

- Al Ward thanked the officers for their service to the Board.
- Juliet Milam thanked the staff on behalf of the Board
- Thanks to all, and stay safe!

Adjournment: The meeting was adjourned at 10:31 am.

The next Board meeting is scheduled for August 5, 2020.