



**Board of Directors Meeting * August 2, 2017 - 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 8:30a.m.

Present were:

Pam Tedesco	Dennis Sherwood	Louis Erickson
Susan MacDonald	Odette Miranda	Alan Baggett
Jack Azzaretto	Al Smith	Juliet Milam
Diane Jackson	Ron Garriga	Lynn Wilson
Bill Imfeld	Sam Burkett	Bill Dillman
Scott Seay	David Jefferson	Charlie Morse
Barbara Mitchell	Comm. Graham Fountain	Phyllis Gonzalez
Jerry Miller	Felix Beukenkamp	

CSOW staff members present:

Michele Burns	Art Lee-Drewes	Sue Berntsen
Kelly Jordan	Will Miles	Mary Travis
Cindy Critcher		

Chair Tedesco thanked the members for their time, followed by around-the-room introductions. A vacancy exists on the Board for a Walton County member, if anyone has a recommendation please contact Pam Tedesco or Michele Burns

Approval of Minutes: In Dr. David Miller's absence, Pam Tedesco asked if there were any corrections or comments on the June 7, 2017 Board minutes as distributed.

<i>A motion by Bill Dillman, seconded by Sam Burkett to approve the June 7, 2017 minutes as presented.</i>	<i>All Ayes.</i>
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October 4, 2017 is the next scheduled Board meeting. The Gulf Power Economic Symposium is Oct 2nd & 3rd, it is proposed that the Board meeting be rescheduled for one week later, October 11, 2017.

<i>A motion by Jack Azzaretto, seconded by Juliet Milam to reschedule the Oct 4, 2017 Board of Directors meeting to Oct 11, 2017 as proposed.</i>	<i>All Ayes.</i>
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Code of Conduct and Conflict of Interest statements: Forms are provided in the packet. All attendees are asked review and sign the forms and leave them for the Board's records. Please direct any questions to Michele Burns. Forms will be emailed to those not in attendance today.

Proposed Amendment to By-Laws: A proposed amendment to update the By-Laws was sent prior to the meeting and is in the packet. The changes are:

- Update Article II from Workforce Investment Act (WIA) to Workforce Innovation and Opportunity Act (WIOA) as the governing legislation; and
- Update Article III, Section 2 leaving “in accordance with any federal or state legislation governing local workforce development boards and in accordance with the Interlocal Agreement between Okaloosa and Walton Counties.” and removing specific requirements, which may change from time to time.

A motion by Al Smith, seconded by Bill Dillman to approve the proposed amendment to the By-Laws as presented. All Ayes.

Individual Training Account (ITA) Waiver Request: Art Lee-Drewes reviewed the information in the packet on ITAs and the spending requirements. Staff recommends submitting a waiver request to DEO to extend the ITA Waiver for an additional year at the current 30% rate.

A motion by Bill Dillman, seconded by Bill Imfeld to approve submitting a Waiver Request to DEO to continue the current rate of 30% for an additional year. All Ayes.

Alan Baggett questioned including the names of Board members who make motions and seconds in the minutes and if Code of Conduct & Conflict of Interest statements need to be signed each year. Discussion also included retaining meeting recordings. Jerry Miller and Michele Burns will research the requirements specific to our funding sources, non-profit status and government in the sunshine law and report.

Contract Approval: Kelly Jordan reviewed information from the packet to sign a contract for OSHA 10 training for Employed or Incumbent Workers for members of the Building Industry Association of Okaloosa & Walton Counties by the Costa Leadership Institute of Northwest Florida State College. The training will occur in the near future, with attendees paying a nominal charge to register & for food provided. The funding paid by CSOW will include the certification from OSHA.

A motion by David Jefferson, seconded by Odette Miranda to approve the contract for Employed or Incumbent Worker training. Dennis Sherwood (NWFSC) and Alan Baggett (BIA-OW) abstained. Otherwise: All Ayes.

Executive Committee: Pam Tedesco reported the Executive Committee next meets Sept 6th at 8:30.

Finance Committee: Bill Dillman said the next Finance Committee meeting is scheduled for Aug 23rd at 1:30pm at the Shalimar office. Budget Mod #1, the budget breakdown by funding source will be reviewed. CSOW will no longer receive Rural funding, which was \$150K in previous years. Walton County has applied to have the County above the Bay declared a Rural Area of Economic Opportunity by the Governor. It could bring some rural funding back to the area. Diversification away from tourism would be targeted. CSOW received a Veteran Spouse & Families grant of \$144K+. Funding was provided via WIOA. This program will be

similar to the Military Family Employment Program for active duty families which is funded by Wagner Peyser. Ron Garriga expressed appreciation for the funding management by staff.

James Moore & Co. are the new auditors, an introductory meeting is scheduled for Friday, Aug. 4th.

Additional members for the Finance Committee are always welcome.

Business Competitiveness Council: Jack Azzaretto reported the BCC will meet Sept 14th.

PARTNER UPDATES:

NWFSC – Dennis Sherwood commented that new President Dr. Devin Stephenson came on-board in January, and that reorganization has put workforce training under Dean Sherwood.

UWF – Jack Azzaretto said new President Dr. Martha Saunders is doing well. The University performed well on metrics and received supplemental funding.

Embry-Riddle – Ron Garriga reported that they are focusing on certifications needed in the local community. Communication among the institutions is frequent and they support each other in providing services in their own niche. Accreditation is complete. Okaloosa Aerospace Aviation has been expanded to Laurel Hill and is also in Choctaw and Crestview High Schools, with a total enrollment of 252. They have their own FAA designated airspace over Choctaw High School for flying UAF, with the one FAA authorized instructor on site.

Walton County Schools – Charlie Morse thanked CSOW for assisting with the interest inventory with inmates. Twenty students were given OSHA training, with plans to continue. The Mobile was on site. Building construction is a go with 12 students, and 16 students in the electricity program. Teachers return tomorrow with an Excellence, Professionalism, Innovation and Collaboration (EPIC) conference which 850 teachers, administrators and support staff will attend at Freeport High School. Students return Aug. 10th. ECTC is ranked #6 among all technical colleges.

Vocational Rehabilitation - Diane Jackson reported VR serves all high schools, students with IEPs, 504s and disabilities, and adults in Okaloosa and Walton Counties. They are hiring for a position to work with employers.

Dept. of Children and Families – Phyllis Gonzalez said that they have an Autism Spectrum meeting Aug 27th at 10:00am where they will be working on parent education and including workforce and DJJ. They are conducting meetings in each of the four counties and will bring everyone together at the end.

Walton Economic Development Association – Bill Imfeld said WEDA has limited operations and is currently located in the Emergency Operations Center due to a sewage backup at the County Administration building. The City of DeFuniak Springs has a project pending which would benefit Veterans returning from the Middle East and they have been visited by representatives of the US Dept. of Health & Human Services and are pressing for a VA hospital in the area.

Okaloosa EDC & Board of County Commissioners – Commissioner Fountain discussed ideas for use of Triumph funds along with DOT and local funds to provide traffic relief around Crestview, which would improve evacuation routes and provide opportunity for economic development on the new roads. Over the past years we have missed opportunities for major employers locating in the area because of no basic services and infrastructure being in place. Grant proposals are being prepared, and letters of support will be needed.

The County's budget has a \$5M–\$6M shortfall which must be addressed and strategic reserves are no longer adequate. Property valuations and tax rates are being looked at as well as sales tax options so tourism pays its fair share. TDC funds cannot be used because of rules. Restore and Triumph funds will hopefully come into play for long term, job creating, transformational projects. The permanent Board is in place, with Okaloosa and Walton counties well represented.

Walton County Board of County Commissioners – Susan MacDonald, for Commissioner Nipper commented on how valuable the CSOW and Partners' Updates are to all.

Executive Director's Report: There is a written report in the packet from Michele Burns. Both Walton and Okaloosa Boards of County Commissioners approved CSOW's initial budget. We are updating MOUs with required partners in compliance with WIOA requirements. Partners will negotiate infrastructure contributions. Staff Development Day will be held Fri. Sept. 15th. Michele Burns and Kelly Jordan participated in a CSF orientation for Executive level LWDA staff. DEO orientation is being conducted today and something will be scheduled for those unable to attend. Kelly Jordan gave an overview of performance numbers for 2016-17 and the Performance Funding Model statistics. We needed 750 surveys to be eligible to receive funds, and are currently at 1050, #1 in the state and there are \$11.5M in funds to be distributed state-wide. Commissioner Fountain asked if there was anything he or the Commission could do to assist in returning a presence back in Crestview. Some office space may be available in the new courthouse when it opens. Barbara Mitchell commented on how well CSOW has improvised to continue to provide services and assistance, especially with the Mobile.

Eglin and the Military Liaisons will be added to the Partner Updates on the agenda. Lynn Wilson commented that all is well after the fire (not explosion as sometimes reported) at McKinley Lab.

Chair Comments: Pam Tedesco again welcomed the new board members and reminded all that an orientation will be held immediately following the Board meeting and all new members as well as any members wanting refresher information are invited to attend.

Roundtable Comments:

- Louis Erikson thanked Commissioner Fountain for the information and to the Okaloosa Board of County Commissioners that taxes are appropriate if spent well. Taxes particularly affect retirees and fixed income citizens.

- Alan Baggett announced the BIA Future Housing Trends on Aug, 9th and the Legislative Wrap Up Breakfast on Aug. 22nd. Information is available on their website. BIA will also be presenting funds to the schools involved in the rain barrel project.
- Juliet Milam reminded the group of the Gulf Power Economic Development Summit Oct 1-3.
- Sam Burkett commented that Eglin is indeed doing well, hiring, with security clearance processing is an issue.
- Bill Dillman announced a program providing respite care for Active Duty Military Families with children with disabilities.
- Scott Seay commented that CHELCO owns the electric infrastructure on Eglin for the next 50 years after an eight-year process.

Adjournment: The meeting was adjourned at 10:02am.

The next Board meeting is scheduled for October 11, 2017

DRAFT