



**Board of Directors Meeting * August 7, 2019 - 8:30 a.m.
415 Racetrack Rd NE - FWB, City Plaza conference room**

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

Present were:

Dr. Barbara "BJ" White	Juliet Milam	Al Ward
Dr. David Miller	Michael Erny	Sam Burkett
Michelle Crocker	Scott Seay	Jean Anne Encardes
Ron Garriga	Bill Imfeld	Phyllis Gonzalez
Pam Tedesco	Wyndy Crozier	

CSOW staff members present:

Michele Burns	Kelly Jordan	Sue Berntsen
Will Miles	Therese Baker	Brad Balfanz
Chris Budney	Anne Shaffield	

Pledge of Allegiance

Approval of Minutes: David Miller asked if there were any corrections or comments on the June 5, 2019 Board meeting minutes as distributed.

A motion by Wyndy Crozier, seconded by Juliet Milam to approve the June 5, 2019 minutes as presented. All Ayes.

Mission Moment: The Summer Youth Employment Program was presented by Brad Balfanz. There were 83 participants, more than last year because the program was opened to 14- & 15-year-olds. New curriculum and resume building software was acquired for the program and Traitify personality assessments were administered. Participants received ServeSafe and CPR certifications. Forty-two employers provided two-week work experiences. One participant dropped out because he got a job, three were unable to participate in the work experience because of summer school. About 120 were screened for participation, some did not meet the eligibility requirements. Students in foster care and with disabilities are included. Employers providing work experiences indicated they will be back next year.

Finance Committee: Therese Baker reviewed the funding source summary and discretionary account information included in the packet. Finance is finalizing Year-End and awaiting NFAs for 2019-20. Some Youth funding was de-obligated without penalty. The initial budget for 2019-20 is just under \$4M. The discretionary balance is about \$288K.

Business Competitiveness Council: Kelly Jordan announced that the Council did not meet in July and the September meeting is rescheduled from 9/12/19 to 9/19/19 due to the Workforce Professional Development Summit.

Career & Youth Council: This Council did not meet in July but will have a meeting in the near future to begin the second year audit of the One-Stop.

Approval of EWT Provider for Mag Aerospace: Kelly Jordan reviewed the request for Northwest Florida State College to provide customized EWT training for MAG Aerospace employees. CSOW will pay the maximum of \$35K (\$3500 x 10 employees) and MAG Aerospace will pay the remainder of about \$60K. The training will prepare 10 of their key performers to take higher management roles as MAG adds 30+ jobs over the next two quarters.

A motion by Bill Imfeld, seconded by Juliet Milam to approve NWFSC as the EWT trainer for MAG Aerospace as presented. All Ayes.
Abstaining from the vote: Michael Erny, employed by NWFSC.

PARTNER UPDATES:

Emerald Coast Technical College – Wyndy Crozier said they are accepting students as of Monday and ECTC will have two graduations this year in December and May.

Northwest Florida State College – Michael Erny they are very busy behind the scenes investing in updating programs. They have added several directors. WaltonWorks will be moving forward. CSOW will have staff at the Niceville campus one day per week. There is a nurse pinning tonight for summer VSN graduates.

Embry-Riddle Aeronautical University – Ron Garriga said they are focusing on intern programs on the local level. They have a partnership with Snap-On Tools for certifications. He said CSOW has a great reputation around the state. E-R has facilities which non-profits and service organizations may use at no cost, a classroom with a capacity of 30-40.

Dept. of Children & Families - Phyllis Gonzalez said DCF is working on strategic plans to decrease families in crisis by 25% and promote economic self-sufficiency. CSOW partners with DCF on these efforts.

Walton Economic Development Alliance - Bill Imfeld said the Walton Triumph grant was not on the agenda in June, it will be on August 16th. They have options on property which will expire if the grant is not approved then. The County and three cities are involved in the budgeting. There is a letter of intent from a manufacturing company which will bring in 200 employees, but if they do not get the grant for the water and sewer infrastructure that will not happen.

Executive Director’s Report: Michele Burns discussed year-end closeout and the beginning of the new year. We should have a good idea of the finances by September. Congratulations to the staff on the 2017-18 performance awards. With different measures and a much lower total of funds available LWDA 2 earned \$189,291. We are looking at upgrading our office at ECTC. We will be at NWFSC one day per week at the Student Center. The Workforce Professional Development Summit is in September, 13 staff and two Board members will attend. Bobby Turner is the LWDA 2 Workforce Champion. The Summer Youth program expended about \$1K in discretionary funds. Participants were given information on CSOW

services and they can repeat the program if they still meet eligibility requirements. We have 210 courses available and used 32 this year. The video shown today is available to promote the program. We are sharing an office in Crestview/Main Street Suites with Early Learning Coalition. We will be there three days per week now. The Mobile is at the Crestview Library one day per week. The first strategies meeting for 2019-20 will be soon to plan further. There are rack cards in the packet today, and they are available to distribute as needed. There is also an updated calendar of meetings in the packet.

Performance Goals were discussed at a Managers' meeting. Staff have Goals & Expectations for the new program year. We are current as of today on DEO requirements and are exceeding all but one at this time. Changes have been made, including the requirement for the \$13.85 wage. Because of the low number of dislocated workers even one dropout has a large effect.

Chair Comments: BJ White commented that we have good employees in the county, retaining them locally is the goal.

Roundtable Comments:

- Sam Burkett said things at Eglin are doing well. Current security clearances are a vital commodity for potential employees.
- Bill Imfeld reminded the group that TeCMEN Industry day is Thursday, Aug 29th at the Emerald Coast Convention Center.
- Michael Erny said business is growing and companies that have specialized need for customized training are forcing growth. He also verified that the Walton project is on the Triumph agenda for 8/16.
- Juliet Milam announced the Gulf Power Symposium Feb 27 & 28, 2020 at Sandestin Resort. Registration will begin October 1, they are still finalizing sponsorships. They plan a futurist as the keynote speaker as well as a talent panel and motivational speaker. With the acquisition of Gulf Power by NextEra Juliet continues her role as External Manager for Walton County and is now the Program Manager for the Symposium
- Phyllis Gonzalez asked about foster children participating in next year's SYEP.
- Michelle Crocker announced the next Panhandle Job Fair Sept 20th and Take Stock in Children will receive a check for scholarships.

Adjournment: The meeting was adjourned at 9:43 am.

The next Board meeting is scheduled for October 2, 2019.