



**CareerSource Okaloosa Walton
Executive Committee Meeting Minutes
September 4, 2019**

8:30a.m. * 419 Conference Room * Fort Walton Beach

Chair BJ White called the CareerSource Okaloosa Walton Executive Committee meeting to order at 8:30 A.M. in the large Conference Room at the One Stop

Attendees: Barbara White, Dave Miller, Juliet Milam, Scott Seay in Person. Pam Tedesco and Bill Dillman by Phone.

Also present: Executive Director Michele Burns

Dr. David Miller presented the May 1st minutes CareerSource Okaloosa Walton Executive Committee meeting minutes.

Motion by Juliet Milam and seconded by Scott Seay to approve the minutes as presented. All Ayes.

Ad-Hoc Committee Reports

Finance Committee Report

No official report, but there will be a Finance Meeting on September 27th at 9:00 a.m. at the Shalimar office.

Chair Comments

BJ White did not have an additional report.

Executive Director Report

Michele reported we did renew our space in the Crestview office that we share with ELC. We are possible looking at adding a day for a DVOP to see clients in Crestview.

All MOU's are signed except Vocational Rehab. We do know that it has been approved, just waiting on the signed copy. IFA's will go out this week.

Michele updated the committee on our staff openings and where we are in the process. We have filled one LVER and the WT Case manager positions. Still have one LVER to fill and one WIOA Adult Case Manager to fill.

Michele asked the board to start looking for new potential members as we might lose at least two next year. The Chamber or the EDC or EDA will need to do a recommendation and the Board of County Commissioners will need to approve. Scott Seay suggested that we check into a way to make it easier for board members to call in for meetings.

The draft report is in from the audit company that we hired and Michele will share with the executive committee. This is just a draft and we have not reviewed yet.

We leave for the Summit on Tuesday and Michele approved our two DEO Jointly Managed Staff to attend this meeting with us. DEO are not attending this year due to the Hurricane.

Michele let the committee know that we received a quote for \$33,000 to do upgrades for our offices at Emerald Coast Technical College and they would like to see some more research done before we move forward.

Other Business

Bill Dillman would like for us to add Youth with disabilities to our Summer Youth Program. We will reach out to other regions that may be doing this. Good population of disabled youth that could do well with work experience.

Juliet Milam made a motion that Michele Burns, Executive Director be able to have up to \$5000 dollars this year out of discretionary funds for staff and operational needs. Dave Miller seconded. All Ayes.

Dave Miller will reach out to the Fort Walton – University of West Florida campus and help us get more involved with the students to educate them on our Services.

We will also reach out to the United Way this year to help us fill our Youth Program.

Dave Miller also suggested that we made a list of our employees that have degrees and certifications that might help us with our succession planning.

With no other business, we adjourned at 9:50 a.m.