



**Board of Directors meeting \* October 20, 2021 – 9:00 am.**

**Call to Order:** Juliet Milam called the meeting to order at 9:04 am.

**Attending were:**

Alan Baggett	Sam Burkett	Jean Anne Encardes
Louis Erickson	Michael Erny	Bill Imfeld
Diane Jackson	David Jefferson	Bernard Johnson
Juliet Milam	Rebecca Pazik	Scarlett Phaneuf
Scott Seay	Nathan Sparks	Pam Tedesco
LaVonne Vasquez	Al Ward	Commissioner Mel Ponder
Cheryl Pedone	Brooke Adam	Danny Glidewell

**CSOW staff members present:**

Michele Burns	Kelly Jordan	Will Miles
Brad Balfanz	Shawn Knobel	Earl Atkinson
Ernest Sordelet	Ken Williams	Pricilla McLemore
Albert Bibbins	Mayra Reynoso	Colleen Stec

**Approval of Minutes:** The August 4, 2021 minutes were presented – there were no questions or comments.

*A motion by Bernard Johnson, seconded by Al Ward, to approve the August 4, 2021 minutes as presented. All Ayes.*

**Finance Committee:** Our new Finance Director Shawn Knobel was introduced and Budget Mod #1 presented.

*A motion by Nathan Sparks, seconded by Alan Baggett, to approve Budget Mod #1 as presented. All Ayes.*

**Business Competitiveness Committee:** The Committee has not met since the last Board of Directors meeting.

**Local Operating Policies:** Will Miles presented two new Local Operating Policies for approval.

**WIOA-10-2021-11 Rapid Response.**

*A motion by Al Ward, seconded by Alan Baggett, to approve the Rapid Response LOP as presented. All Ayes.*

## **WIOA 10-2021-11 Needs-Related Payments.**

<p><i>A motion by Alan Baggett, seconded by Louis Erickson, to approve the Needs-Related Payments LOP as presented.</i></p>	<p><i>All Ayes.</i></p>
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**Mission Moment:** Kelly Jordan introduced Exit Smith, DEOs State Veterans' Program Coordinator. He congratulated the team for winning the Florida Veterans' Incentive Award and competing for the Mark Saunders award.

**Executive Committee:** The Committee did not meet last month, the next scheduled meeting is Wednesday, November 3, 2021.

**Career & Youth Committee:** There were no updates for the Committee.

**Executive Director's Report:** Michele Burns reported the team has been pretty busy since our last meeting. We traveled to the Workforce Summit in September. We were able to take a total of 12 team members this year. Not only is the summit great for the information provided, it is a very valuable networking time for our team.

We also have submitted a "Get there Faster WIOA competitive Grant for Veterans and Military Spouses. If we are successful in this submission, we will be in partnership with our three surrounding Boards. And gave a shout out to Kelly and her team for taking on the job of writing this grant.

Next we were able to take ten team members to Orlando for Veterans training. Again, the networking and team building is so important during these trainings.

Staff updates: Very sorry to report that Terry Cowan has taken a job with the Department of Labor, while this is a huge promotion for Terry, we will certainly miss his Leadership on our team. Bob Williams will be retiring from his DVOP position at the end of the month and this will also be a huge loss to our Veteran team, although we wish him well in his retirement. We also have been giving notice by our new finance clerk and she will be leaving in November. With all of that news- we have had a few great hires lately and looking forward to getting this team fully staffed.

We are also going to partner with CareerSource Escarosa to fill our accounting clerk position. Hopefully, this will bring some new best practices and policies and help streamline our accounting process.

Monitoring starts next week, so we have all hands on deck to answer any questions and pull any additional information that they might need.

**Adjournment:** The meeting was adjourned at 10:37am.

**The next Board meeting is scheduled for December 1, 2021 at 9:00 am.**