



**CareerSource Okaloosa Walton
Executive Committee Meeting Minutes
November 6, 2019**

9:00a.m. * 415 Conference Room * Fort Walton Beach

Vice Chair Juliet Milam called the meeting to order at 9:00 a.m. in the 415 Conference Room.

Attendees: Dave Miller, Juliet Milam, Scott Seay, Bill Dillman
Also present: Executive Director Michele Burns and CFO Therese Baker

Dr. David Miller presented the September 4th minutes Motion by Bill Dillman and seconded by Dave Miller to approve the minutes as presented. All Ayes.

Ad-Hoc Committee Reports

Finance Committee Report

No official report. Therese and Bill will get together and set the next Finance Committee meeting. Therese let the committee know that she spoke to DEO and got our Performance money extended to June. We are looking forward and seeing what we can do to trim the budget next year since we will not have the large performance dollars that we had last year.

- 1) We asked the committee to consider us not re-newing the lease for the conference room at 415. They all agreed and Michele will speak to Realty House about vacating on January 1, 2020. We will keep as much furniture as possible and move to the Conference room in the Center.
- 2) We eliminated 2 Adult Positions.
- 3) Cut back on IWT's, Professional Development, Staff Travel and Dues like FGNW and NAWB.

These are just some of the ways that we will put ourselves in a more secure budget for next year. Bill Dillman mentioned that we might not be able to do increases and certainly not the bonus incentives that we were able to do this last year. The Committee added that the benefits are generous but would much rather us make other cuts. We will look at re-cycling anything that we can not use as we move out of the Conference room at 415.

Chair Comments

Michele gave everyone a copy of BJ's resignation letter, effective November 1, 2019. Bill Dillman made a motion that Juliet Milam take over the duties of Chair until the next Board Meeting. Dave Miller Seconded. All Ayes, with Julie Milam abstaining. Michele will contact Al Ward, Nominating Committee to make a recommendation to the Board that Juliet Milam move up to Chair and Scott Seay take the role of Vice Chair at the December board meeting.

Juliet reported that the Mission moment for the December meeting will be the VET team. We will also have our Performance Report from DEO and possibly our Audit presentation.

Executive Director Report

Michele reported that she will be attending the Walton County Board of County Commissioners meeting on the 12th of November to have Scarlett Phaneuf approved as a new board member and to also have the ECTC IFA approved. Juliet added that she will attend with Michele.

The other IFA's will be approved by the Okaloosa County Commissioners as soon as we can get on their schedule in November or early December.

Michele reported that the Discretionary Account is now at \$288,031.51 with \$200,469.33 in the Money Market Account.

We have moved some staff around and are looking for a WT Case Manager in the FWB office and will ask for Technical Assistance for our Youth program from DEO before we fill our open Youth position. We are very concerned about meeting our 20% work experience number and want to receive some guidance. Bill Dillman mentioned that we need to be looking at the youth with disabilities and we will talk to DEO about this and if this population will hurt our work experience numbers.

The IT team is still working on making it possible for us to video our meetings for the members that have to travel in or for those that just can't attend in person that day. Scott Seay said that they use a camera called the Owl that works really well.

We finished up our Financial and Program Monitoring last week. DEO has now decided to both the same week, so we now have our schedule pretty much for next year. We do think that we will have an observation in Finance due to the fact that after the committee voted to give Michele Burns, Executive Director a bonus last year, we failed to add the minutes from that meeting to our minutes. Going forward, this will be put into practice.

The program monitoring went well, considering we were just audited in January and some of the same months were used for pulling files. Considering this quick turn around and new staff, we have managed to do better than we did last year. The team was told to finish up this Friday although we have ten days and move forward. Lots of hard work and effort have been demonstrated over the last month.

Art Lee-Drewes has started mentioning that she might be leaving at the end of this year and I have asked Therese to start working on a job description for a replacement. We do feel like we will need a full time position to also help with Human Resources and Contracts.

Other Business

Michele mentioned that Anne Shaffield will be going to court next week representing the Crestive Chamber of Commerce and the committee asked that Michele speak to her and make sure that she is clear that she is only representing the Chamber at this court hearing.

The next meeting for the Committee will be the first week of January and the committee decided to cancel that meeting and just meet again in March. A phone conference will be used if any business comes up before then.

With no further business, the meeting adjourned at 10:08 a.m.