



**Board of Directors Meeting \* December 4, 2019 – 9:00 a.m.  
415 Racetrack Rd NE - FWB, City Plaza conference room**

**Call to Order:** Vice Chair Juliet Milam called the CareerSource Okaloosa Walton (CSOW) Board of Directors meeting to order at 8:58 a.m.

**Present were:**

Juliet Milam	Dr. David Miller	Bill Dillman
Scott Seay	Dr. Jack Azzaretto	Wyndy Crozier
Al Ward	Jean Anne Encardes	David Jefferson
Diane Jackson	Michelle Crocker	Michael Erny
Pam Tedesco	Alan Baggett	Bill Imfeld
Scarlett Phaneuf	Gail Sansbury	Joel Paul
Hon. Melanie Nipper	Daniel Harper (DEO)	Maureen Castano (DEO)
Katie Mundy (Jas. Moore)		

**CSOW staff members present:**

Michele Burns	Kelly Jordan	Sue Berntsen
Will Miles	Therese Baker	Brad Balfanz
Art Lee-Drewes	Terry Cowan	Neely Jo Harrington
Pricilla McLemore	Sarah Ambriz	Ken Wallace
Albert Bibbins	Bob Williams	Hannah Guillot
Cody Covert		

**Pledge of Allegiance**

**Mission Moment:** The Veterans’ program was featured, with a PowerPoint presentation. The Veterans’ team - LVERs, DVOPs and VA Work Studies - presented program and community integration information and individual success stories.

**Approval of Minutes:** David Miller asked if there were any corrections or comments on the October 2, 2019 Board meeting minutes as distributed.

<i>A motion by Jack Azzaretto, seconded by David Jefferson to approve the October 2, 2019 minutes as presented.</i>	<i>All Ayes.</i>
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**Dept. of Economic Opportunity Performance Presentation:** Maureen Castano and Daniel Harper reviewed the 2018 Performance report for LWDA2. They covered workforce structure and service delivery, roles and responsibilities, 2019 Performance indicators, USDOL monitoring, local financial overview and apprenticeships. There were nine Program findings and no Financial findings. The presentation is available upon request.

**Audit Presentation:** Katherine Munday from James Moore & Co., P.I. presented the Audit of CSOW financial statements ending June 30, 2019. She stated that their opinion is based on

tests and procedures, and that they gave an unmodified opinion, the highest possible. She reviewed the report by page, summarizing and explaining the various terms and tests. Internal controls were also reviewed, with no material weaknesses found. Since CSOW income is over \$750K a single audit is required, which is more in depth. Page 27 of the report is a summary “cheat sheet”. CSOW qualifies as a low risk auditee, meaning there have been no findings for the past several years. Any questions can be referred to Michele Burns or Therese Baker, and they have Ms. Munday’s contact information if requested.

*A motion by Bill Dillman, seconded by Dave Miller to accept the Audit as presented.  
All Ayes.*

**Appointment of New Officers:** Dr. Barbara “BJ” White resigned her position on the Board effective Nov 1, 2019. There is an excerpt from the CSOW by-laws regarding vacancies in an office and an updated recommended Slate of Officers based on Board members who have agreed to fill the vacancies for the remainder of the unexpired term. If approved, Juliet Milam will move from Vice Chair to Chair, Scott Seay will move from Walton Member-at-Large to Vice Chair and Scarlett Phaneuf will fill the Walton Member-at-Large vacancy. The floor was opened to additional nominations. Their being none,

*A motion by Bill Imfeld, seconded by Pam Tedesco to approve the updated Slate of Officers as presented.  
All Ayes.*

**Finance Committee:** Bill Dillman reported there are no current action items for Board approval. After meeting and in anticipation of budget adjustments in the coming year, some pro-active changes are being made to our current spending.

- The conference room lease is being terminated effective Dec 31, 2019
- Staff travel will be reduced by 10%
- Staff development will be reduced by 10%
- Sponsorships will be reduced.

Staff will continue to look at the Triumph grant possibilities which will facilitate training costs as well as other opportunities.

FLSA overtime rule changes becoming effective Jan. 1, 2020 will not affect any CSOW employees.

**Executive Committee:** Juliet Milam reported the Committee agreed with the decision to close 415. CSOW will close at 2:00pm Friday, Dec. 13<sup>th</sup>.

**Business Competitiveness Council:** Jack Azzaretto said the Council has not met since the last Board meeting so there are no action items for the Board at this time. Everyone is invited to attend the meetings. The next meeting is scheduled for Thursday, Jan 9<sup>th</sup>.

**Career & Youth Council:** Juliet Milam said we will be going out for bids for a Youth Provider and a One-Stop Operator in early 2020. Michele Burns stated we have been out for bids for these providers before, but no one applied to bid.

## **PARTNER UPDATES:**

Northwest Florida State College – Michael Erny said NWFSC was recently approved to begin three registered apprenticeships in plumbing, construction and machining. They are working on a proposal for pre-apprenticeships which will feed into the new apprenticeship programs. Their Board approved an A&P program in Crestview likely to begin in Spring 2021.

University of West Florida – David Miller said the semester is ending. The football team beat the #1 team in their division last week and is going to the national quarter-finals. He will make a connection between the hospitality program and veterans services.

Walton County Schools – Wyndy Crozier reported they have made facilities improvements. The next term begins Jan 9, 2020. Their target audience for career goals this year was middle school students. They have \$100K in Perkins funding to grow programs. They have partnered with NWFSC to offer different programs and not duplicate. They have an electric apprenticeship. A grant for students with unique disabilities was completed and will allow hiring of support personnel. They are getting an electric sign and have ordered etching 3-D printers and purchased a t-shirt maker and two robotic computer modules for HVAC.

Vocational Rehabilitation – Diane Jackson described their services for disabled individuals. They are on target for successful closures. They have additional employers and partners to offer OJT opportunities. They just got a new physician for Walton County. There are two vacancies they are filling. October was Disability Awareness month. They have WIOA funding for in-school youth.

Walton Economic Development Alliance - Bill Imfeld reported the Waffle House in Mossy Head is open but they are struggling for employees. A contractor has been selected to oversee the design for the 331 Triumph project. They will close on 250 acres for another industrial park Dec 17<sup>th</sup>. He thanked CSOW for our assistance with separating military personnel statistics.

Okaloosa Economic Development Council – Nathan Sparks was not present, but Juliet Milam described a project for which CSOW helped identify over 2K potential employees in our area.

Walton Board of County Commissioners – Commissioner Melanie Nipper said the Waffle House is a great asset for military working overnight in the area. She is working on a public health facility in the Mossy Head area. A new beach access will open soon and they have taken over a golf course. Restored tractors are being appraised for display in a museum and to be used for training. Hometown DeFuniak Christmas lights are on display and they have Tesla stations, a sushi bar and a gelato parlor.

Ft Walton Beach Chamber of Commerce – Jack Azzaretto announced they are working with CSOW to recruit a new PR and Marketing Director as Eppi has announced her retirement.

**Executive Director's Report:** Michele Burns thanked the Board for their great participation. Locally we are very transparent, and it is important that the Board participate and understand what and how CSOW operates. There is a youth flyer in the packet, as recruiting out of school youth is an area where we struggle. Pam Tedesco has agreed to stay on as past chair to assist with transition of Board officers. We are working on the four-year plan which must be posted for public comment and the Board will need to vote on it at the February meeting. Our

offices at ECTC has been re-carpeted and re-configured. We are currently looking for a WT/SNAP case manager and Youth Counselor will be needed in the future. DEO is monitoring Board structure and the process to fill vacancies annually now. Rita Smith, MFEA Program Lead and Art Lee-Drewes former Finance Director and current Finance Assistant will both retire as of Dec 31, 2019.

**Chair Comments:** Juliet Milam welcomed the new Board members and Officers in their new positions.

**Roundtable Comments:**

- Scott Seay wished everyone Happy Holidays.
- Scarlett Phaneuf introduced herself and said she is glad to be back on the Board.
- Daniel Harper said it is a pleasure to come to LWDA 2 and looks forward to being back next year.
- Pam Tedesco commended the staff and the Board for their involvement. The Mission Moments are a great addition to the meetings and understanding what we're here for. She wished the retirees the best. She also announced she is now a Grandma.
- Michael Erny said the presentations were great.
- Michelle Crocker discussed cyber security for government contractors and the requirements and how they may affect smaller companies and the supply chain. They will be required to be certified in 2020 and it may cause a lot of difficulty. We need to see how companies and the community can support each other. Proposed solutions may be too expensive for the smaller shops. UWF and ECTC offer cyber security courses and TeCMEN may be able to assist. Any suggestions are welcome.
- Alan Baggett said there are BIA pre-apprenticeship programs at NWFSC. A ribbon cutting is planned for Jan 20, 2020. Exiting Military and Veterans' dependents qualify. Future Builders of America programs are at Laurel Hill, Pryor Middle, Crestview High and Baker. An education summit with partners may be looked at next year.
- Gail Sansbury said they are still working on the lack of affordable housing for workforce.

**Adjournment:** The meeting was adjourned at 10:33 am.

**The next Board meeting is scheduled for February 5, 2020.**