



**Board of Directors Meeting \* December 5, 2018 - 8:30 a.m.  
415 Racetrack Rd NE - FWB, City Plaza conference room**

**Call to Order:** Chair BJ White called the CareerSource Okaloosa Walton (CSOW) Board of Directors meeting to order at 8:35 a.m.

**Present were:**

Dr. Barbara "BJ" White	Juliet Milam	Dr. Jack Azzaretto
Scott Seay	Al Ward	Michael Erny
Sam Burkett	LaVonne Vasquez	Diane Jackson
Nathan Sparks	April Branscome	Phyllis Gonzalez
Felix Beukenkamp	Wyndy Cozier	Hon. Melanie Nipper
Katherine Munday	Arline Hampton	

**CSOW staff members present:**

Michele Burns	Kelly Jordan	Sue Berntsen
Will Miles	Art Lee-Drewes	Therese Baker

**Pledge of Allegiance**

**Approval of Minutes:** Chair BJ White asked if there were any corrections or comments on the August 1, 2018 Board meeting minutes as distributed.

*A motion by Jack Azzaretto, seconded by Al Ward to approve the August 1, 2018 minutes as presented. All Ayes.*

**Audit Presentation:** Katherine Munday from James Moore & Co., P.I. presented the Audit of CSOW financial statements from June 30, 2018. 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. Pages 28 & 29 of the report are a summary "cheat sheet". CSOW qualifies as a low risk auditee, meaning there have been no findings for at least the past two years. Any questions can be referred to Michele or Art, and they have Ms. Munday's contact information if requested.

*A motion by Nathan Sparks, seconded by Sam Burkett to accept the Audit as presented. All Ayes.*

Jack Azzaretto stated that the continued clean audits are a testament to the hard work and thanked the Staff.

**New Board Member:** Michael Erny, Dean of Career Education at Northwest Florida State College, was welcomed to the Board.

**Finance Committee:** Finance Director Art Lee-Drewes reported that the Finance Committee last met Nov.7, 2018 in conjunction with the Executive Committee, and they reviewed Budget Mod #2 and the Annual Risk Assessment Analysis, which are in the packet. She highlighted the changes in Budget Mod #2.

*A motion by Al Ward, seconded by Jack Azzaretto to approve Budget Mod #2 as presented.  
All Ayes.*

As a step towards position succession, effective January 1, 2019 Art and Therese Baker will switch positions, with Therese becoming Finance Director and Art the Assistant Director, reducing her hours to part time. This will allow for continuity and a smooth transition.

The Internal Controls and Risk Assessment Analysis were briefly discussed. They are reviewed annually, and Art suggested that Board members may want to review the questions for their own organization as they are quite thorough.

**Executive Committee:** BJ White stated the Executive Committee met Nov 7 and discussed the plans for the update of the Ft Walton Beach center. The Board is also in need of a new member representing Walton County, any recommendations may be made to BJ White or Michele Burns.

**Business Competitiveness Council:** Chair Jack Azzaretto presented:

Action Item #1, additional training programs for UWF, a currently approved provider. Sixteen of the 18 new programs are on-line.

*A motion by Juliet Milam, seconded by Sam Burkett to approve additional training programs for UWF as presented.  
All Ayes.*

Action Item #2, additional training programs for New Horizons, a currently approved provider.

*A motion by Sam Burkett, seconded by Al Ward to approve additional training programs for New Horizons as presented.  
All Ayes.*

The next Business Competitiveness Council meeting is scheduled for Thursday, January 10, 2019 at 8:30am.

**Career & Youth Council:** There was no update for the Career & Youth Council, the next meeting is scheduled for Thursday, January 10, 2019 at 9:30am.

### **PARTNER UPDATES:**

**Emerald Coast Technical College** – Wyndy Crozier said ECTC is working on accreditation and must submit paperwork by Jan 4, 2019, with an on-site visit in mid-January. No changes may be made during the process, which should complete by mid-March. They have had and are expecting several more retirements.

Okaloosa Schools – April Branscome said Okaloosa Schools appreciates the support & partnership of CSOW. There is a new EMT dual enrollment program ramping up at Crestview High School in partnership with NWFSC which should begin in the 2019-20 school year. They are continuing to work on a Triumph grant application.

Vocational Rehabilitation - Diane Jackson thanked CSOW for their partnership and support. They just opened a new office in Crestview. Dept. of Education Commissioner Pam Stewart resigned her position yesterday. Their office in Panama City is still closed after Hurricane Michael, but they hope to have a temporary office open after January 1. They do have a temporary office in Marianna open now. Two of their staff lost their homes. There are vacant positions in DeFuniak Springs and Crestview. They are looking for OJT's and apprenticeships for their clients and have funding for them as well as funding for Summer Youth, but a waiver on the income limit may be needed for some clients if possible.

Dept. of Children & Families – Phyllis Gonzalez reported they have been working diligently to assist in the Bay County/Panama City area. Opioid issues are currently major. Calls to 911 increased from 87 the first quarter to 117 the second quarter, and there were three deaths. They are looking for information distribution assistance. Infant and toddler care capacity is critically short for children removed from their homes.

Okaloosa Economic Development Council – Nathan Sparks appeared before the Okaloosa Board of County Commissioners where an economic development policy was unanimously approved for ad valorem tax exemptions for jobs at 150% of average wage which do not meet the 20% threshold for the state. This will make Okaloosa County more attractive to new businesses. He, along with representatives from Enterprise Florida, Gulf Power and Power South will be in Dallas promoting the Shoal River Ranch to site selectors. A new Fortune 100 aerospace company is making a third visit to the area. The EDC, Hurlburt Field and Eglin are supporting Tyndall AFB personnel relocating with the F-22 program after Hurricane Michael. Pete Antonacci, former CEO of Enterprise Florida, has been appointed Supervisor of Elections in Broward County after Gov. Scott removed Brenda Snipes. Bay Medical is reducing their staff in Bay County from about 1600 to around 800 due to damage from Hurricane Michael. Their facility had 300 beds, but afterwards they have only 75 beds.

Walton Board of County Commissioners – Melanie Nipper reported they have two new Commissioners. Workforce housing continues to be a priority with the disparity between the north and south ends of the County. Their Housing Director Tom Baker said that 25 families displaced from Bay County are in homes in Walton County.

Military Update – LaVonne Vazquez spoke about a new opportunity where one certification will be paid for a military member, spouse or vets through Syracuse College, NY. Another Early Bird career fair is being planned, they are trying to confirm a new location, and another Hire Our Heroes is being planned for April.

**Executive Director's Report:** Michele Burns said the contract for the updates to the FWB center is being finalized, with work planned to start in January. We will be using the Mobile, which is back from LWDA4, during construction. A replacement generator for the Mobile is being purchased, a phone system upgrade for all locations is also planned. Finance and Program monitoring by the State will be in January. The Summit was a great success, with Juliet Milam attending along with several staff.

Recommendations for a new Board member from a Walton County private sector business are needed. Odette Miranda/Sandestin Resort have proposed a new Board member, as Odette has changed positions. We also need another private sector nomination for Okaloosa County. The Housing Authority will appoint another representative, as Al Smith is no longer with them.

Staff changes at the DeFuniak Springs/ECTC location are in progress. Changes in payroll and new leave policies will go into effect Jan 1, 2019.

A Board Orientation will immediately follow the Board meeting. If you cannot stay, please take a packet and refer any questions to Michele.

**Chair Comments:** BJ White commented that the holiday season and today's national day of mourning for Pres. George H.W. Bush remind us to live a life of service and thanked the Board members for theirs.

**Roundtable Comments:**

- The details of the layoffs for Bay Medical were discussed further.
- Sam Burkett said contractor support at Eglin is very good, and they are hiring like crazy. Top Secret Security clearances are hard to find, so they are recruiting nationwide.
- Diane Jackson asked about the staff needed at the DeFuniak Springs location, which are for WIOA Youth and Welfare Transition.
- April Branscome said two Okaloosa high schools are offering A+, Security Plus and Network Plus certifications.
- Juliet Milam reported the Gulf Power Economic Symposium has been rescheduled to April 17 & 18. The Gulf Power acquisition by NextEra in early 2019 will maintain the Gulf Power name and key players.

**Valerie McLaughlin** was recognized for her contributions to the assistance CSOW provided to CareerSource Gulf Coast after Hurricane Michael. Her expertise in Reemployment Insurance was in high demand. Valerie was on-site the entire deployment.

**Signatures Needed:** Code of Conduct and Conflict of Interest forms are in the packet and are required to be signed annually. Please sign them and leave them on the table.

**Adjournment:** The meeting was adjourned at 9:45 am.

**The next Board meeting is scheduled for February 6, 2019.**