



**Board of Directors Meeting * December 7, 2016 - 8:30 a.m.
415 Racetrack Rd NE - FWB, City Plaza conference room**

Call to Order: Chair Kellie Jo Kilberg called the CareerSource Okaloosa Walton (CSOW) Board of Directors meeting to order at 8:32a.m.

Present were:

Kellie Jo Kilberg	Pam Tedesco	Dr. David Miller
Alonzo Smith	Dr. Jack Azzaretto	Al Ward
Bill Dillman	Alan Baggett	Joel Paul
Charlie Morse	Nathan Sparks	Dennis Sherwood
Lynn Wilson	Comm. Trey Goodwin	Dwight Howard
Richard Powell	Marian Powell	Jennifer Martinez
Jerry Miller		

CSOW staff members present:

Linda Sumblin	Art Lee-Drewes	Sue Berntsen
Kelly Jordan	Will Miles	Cindy Critcher
Rita Smith	Terry Cowan	

Refreshments were donated, no CSOW funds were expended.

CSOW Client Recognition: Military Family Employment Program Coordinator Rita Smith introduced Jennifer Martinez, a Military Spouse who used CSOW/MFEA program services to successfully land a job with the Okaloosa County Economic Development Council. Ms Martinez related her experiences working with MFEA Christina Huskey, giving the program and the staff high praise for their caring and dedicated assistance.

Approval of Minutes: Dr. David Miller asked if there were any corrections or comments on the Oct 5, 2016 Board minutes as distributed.

<i>A motion by David Miller, seconded by Dwight Howard to approve the Oct 5, 2016 minutes as presented.</i>	<i>All Ayes.</i>
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PY 2015-16 Audit Presentation: Richard Powell, of Powell & Jones, CPAs, presented the PY 2015-16 audit. Field work was completed in August, 2016. He reviewed the major points of the report including the Opinion, Discussion and Analysis, Balance Sheet, Statement of Revenues, Notes & Disclosures, drawing attention to #5 that Capital Assets are 90% depreciated, the Budget and Actual summary, Schedule of Grants, Report on Internal Controls, and Audit Procedures. There were no findings or questioned costs, and the Governance Letter to the Board was included.

When he finished, there were no questions, and Kellie Jo Kilberg thanked the Auditors, CSOW Staff and Finance Committee for their continued high performance.

A motion by Bill Dillman, seconded by David Miller to accept the PY 2015-16 Audit as presented.
All Ayes.

2016 – 2020 Local Plan Addendum #1: The 2016-2020 Local Plan was approved by the Board at the April 6, 2016 meeting. Because of final Workforce Innovation & Opportunity Act (WIOA) legislation and final guidance issued in August, an Addendum with additional information is required. It is brought before the Board today and will go to the Walton County Board of County Commissioners Dec 13th and Okaloosa County Board of County Commissioners Dec 20th.

A motion by David Miller, seconded by Al Smith to approve Addendum #1 to the 2016-2020 Local Plan as presented.
All Ayes.

Finance Committee: Bill Dillman reported that the Finance Committee met Nov 2nd with the Executive Committee and reviewed Budget Mod #2. Minor additions to funds were reviewed.

A motion by David Miller, seconded by Nathan Sparks to approve Budget Mod #2 as presented.
All Ayes.

Business Competitiveness Council: Jack Azzaretto reported the Council last met Nov 10th when Dr. Robert White reported on the current Performance Funding Model status. Currently LWDA 2 is a high performing Area. Also, 111 employer surveys have been sent out, and 88 returned, a phenomenal response rate. On a scale of 1 to 10 with 10 being high rated, the average response rates CSOW at 9.76. Incentive dollars are anticipated to be released in late January or February.

Executive Committee: Kellie Jo Kilberg, Nathan Sparks, Dennis Sherwood and Linda Sumblin will consult with other workforce entities Dec 14-16 to investigate best practices for future planning. This trip was postponed from Oct due to Hurricane Matthew affecting areas to be visited.

Okaloosa County Board of County Commissioners: Commissioner Trey Goodwin presented information on the possibility of a local option sales tax for Okaloosa County to fund capital improvements such as roads, storm water drainage, vehicles, communications and the county jail. All options are on the table and it could be a referendum in March 2017, but there would be costs associated with that. There was discussion of offsets, term of the tax and how to secure community buy-in as well as the true cost of projects to be funded.

PARTNER UPDATES:

Walton County Schools – Charlie Morse thanked Linda Sumblin and Kellie Jo Kilberg for attending the Walton County School Board meeting. The Emerald Coast Technical College LPN program is rated #7 out of 85 statewide.

Northwest Florida State College – Dennis Sherwood announced Dr. Devin Stephenson is the fourth president in the school's history. NWFSC is requesting legislative funding to fund a

facility at the Crestview airport. They are also working with public utilities to open a training center for public utility workers.

Okaloosa County EDC – Nathan Sparks announced that CareerSource Florida President Chris Hart will be President & CEO of Enterprise Florida and Florida Secretary of Commerce effective January 3, 2017. LWDA 2 will invite Mr. Hart to tour our area. Gov. Scott has requested \$85M for an Economic Development toolkit when the legislature meets in March. Locally OEDC is recruiting a company located in another state which could create 25 jobs paying over \$65K each. Props Craft Brewery is holding a grand opening of their expanded facility in the Ft Walton Beach Commerce & Technology Park Dec 16th.

Executive Director's Report: There is a written report in the packet from Linda Sumblin. She described the services CSOW provides at the Okaloosa County Corrections facility and said CareerSource Florida will search for a new President and CEO when Chris Hart moves to Enterprise Florida. She reviewed the status of CSOW IT support, with CareerSource Northeast Florida providing network support. Some of their staff visited our Area last week to review the physical setup so they can make recommendations for updates and changes. They are donating some equipment to replace some of our oldest hardware. We are working with Moore Communications Group for the contracted outreach expenditures contracted by CareerSource Florida. Part of the report is a list of recent and future hiring events and an activity report. The Area implemented changes for Fair Labor Standards Act as of Nov 1st. CareerSource Florida Day at the Capitol is February 7, 2017. The new Sector Strategies project will be overseen by the Business Competitiveness Council. TCPI & CPP have 861 Veteran surveys returned, which are summarized.

Roundtable Comments:

- Alan Baggett announced a holiday open house at the 2016 Showcase Home in the Villas of Frangista in Miramar Beach. Admission is a Toys for Tots donation.
- Lynn Wilson announced EAFB was selected to implement a Solar Ready Vets program which provides quality training and hands-on experience in solar energy to interested transitioning military personnel who are within six months of separation. Following an event held last week at NWFSC, the first program begins on Monday with 8 enrollees.

Chair Comments: Chair Kellie Jo Kilberg concluded the meeting by thanking the staff and wishing everyone Merry Christmas and Happy Holidays.

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

The next Board meeting is scheduled for February 1, 2017