



Scott Seay, Chairperson

Michele Burns, Executive Director

**CareerSource Okaloosa Walton
Executive Committee Meeting Minutes
April 6, 2022
Virtual**

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Members Present: Scott Seay, Bill Dillman, Pam Tedesco, JeanAnne Encardes, Scarlett Phaneauf

Not Present: Michelle Crocker

Staff: Michele Burns

Scott Seay called the meeting to order at 9:00 am.

Scott presented the minutes from the November 3, 2021 meeting. Motion by Pam Tedesco and seconded by Bill Dillman to approve the minutes as presented. All Ayes. Motion Carried.

Scott asked Michele to address the board with the following item that will need a vote.

WIOA Dislocated Worker Funds Transfer Authority – This will need a vote.

Under WIOA law, local boards have the ability to transfer up to 100% of Adult or Dislocated Worker funds to either funding stream. This provides great flexibility for any under-used funds to go to the area of greatest needs. In years past, we were able to make these transfers with out Dept. of Economic Opportunity approval. That is not longer the case. A new administrative policy requires board approval of any transfer in excess of 25%. We are requesting up to 95% of DW funds to the Adult Category.

Scott Seay asked for a motion: Bill Dillman made a motion and it was seconded by Pam Tedesco. All Ayes. Motion Carried

Executive Directors Report:

Michele discussed the policy on closing the center and the policy will be updated that allows the Executive Director and COO if the Executive Director is not available to reach out to the chair and give suggestions on whether the staff should report to work or work from home due to emergency situations.

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The Reach Act was discussed and the steps being taken by the board to let our County Commissioners aware of the Workforce Board Evaluations that are being conducted. Michele let the committee know that she has let the staff know and to be assured that the only position fully in danger is that of the Executive Director.

A staffing update was delivered and we are getting closer to having our open positions filled and quite a few offers have just been made. Bob Williams that retired in 2021 will be coming back to us in his same role as a DVOP. Retirement has just not suited him and we are happy to have him return.

The Get There Faster Grant cubicles have been installed and John Savage, Regional Administrator from DOL – Veteran Services was in the One Stop and very excited about what we are doing with this Grant. He hopes to return when we have completed our set-up.

It was discussed that since we have had large salary increases this year, there will not be any other increases except one year anniversaries.

Both our DEO and Independent Financial Audits were clean with no findings. We are waiting on the final report from James Moore and it will be presented at the June Board meeting.

Our Board meetings will now be conducted on a Quarterly basis, with the executive committee meeting prior or as needed to the board meetings. These meetings will be held in person and or virtual as this has helped with attendance.

We will have a staff meeting on April 14th and close to the public at 2:30 that afternoon to allow all staff to attend.

Finance overview and discretionary account balance were sent our to the committee.

Michele is checking into an Impact100 Grant as the mobile is in need of \$13,000 work of repairs and not sure that it would be money well spent to make the repairs. The committee asked if we really needed a vehicle or would it be better to just rent one as needed. We will look at all cost and uses and come back with a recommendation.

With no other business, the meeting was adjourned at 9:45 a.m.