



Juliet Milam, Chairperson

Michele Burns, Executive Director

**CareerSource Okaloosa Walton
Executive Committee Meeting Minutes
September 9, 2020 and October 14, 2020
One Stop and Virtual**

September 9th, 2020

Members Present:

**Juliet Milam, Scarlett Phaneuf, Jean Anne Encardes at the One Stop
Jack Azzaretto, Scott Seay, Pam Tedesco – Virtual**

Not Present : Bill Dillman

Staff: Michele Burns

Juliet Milam called the meeting to order at 9:03 a.m.

Juliet Milam presented the July 29th, 2020 minutes. Motion by Jack Azzaretto and seconded by Jean Anne Encardes to approve the minutes as presented. All Ayes.

Michele Burns informed the committee that we are still working on two teams at the One Stop in order to keep the center open. The administrative and DeFuniak Springs office are staffed full time.

The work waivers are extended until December 5th and Welfare and Snap have extended their waivers through October. DEO is working with DCF to see how this will look when the waivers are lifted as all of the clients that will still be receiving benefits will need to see a counselor at the One Stop.

Kelly Jordan and Mary Travis conducted interviews to replace Valerie McLaughlin that retired the end of August and we hope to make an offer this week.

All of our partners have agreed on the IFA's and we have sent them out to them for signature. Once that is done, I will take them to the Board of County Commissioners for Approval.

We will be receiving a MOU from Okaloosa County for \$50,000 dollars of their Cares Money. We will put one person in Crestview 3 days a week to work by appointment. Lucky for us that Valerie agreed to do this for us.

I just became chair of the Okaloosa County School Foundation.

HR Florida Conference was great.

Our Board Meeting in October is on the 7th and I will be on Vacation in Biloxi that week. The executive committee decided to move the meeting to the 14th of October instead of the 7th.

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Juliet asked Michele to please leave the meeting at this time. The Committee then discussed the 2019-2020 performance of Michele Burns. Prior to the meeting, executive board members and senior staff completed a performance review of Michele. Based on the received responses, the executive board was pleased to award a total of \$5,000 to Michele as a performance incentive and a salary increase. Scarlett Phaneuf made the motion, Pam Tedesco second it and all approved. Juliet Milam would follow up with the executive board once she met with Finance Committee.

October 14, 2020

On October 14, 2020, the executive board met briefly after the regularly scheduled Board of Directors meeting to finalize the performance review. Juliet Milam updated the exec board that after discussing salary increase with the finance committee, it would be best if we increased the performance incentive instead. Bill Dillman made the motion to add an additional \$5,000, totaling it to \$10,000 for performance incentive and Jean Ann second the motion. All approved.