



Juliet Milam, Chairperson

Michele Burns, Executive Director

**CareerSource Okaloosa Walton
Executive Committee Meeting Minutes
November 3, 2021
Virtual /In Person Meeting**

November 3, 2021

Members Present: Scott Seay, Bill Dillman, Pam Tedesco, Juliet Milam, Michelle Crocker, JeanAnne Encardes, Scarlett Phaneauf

Not Present:

Staff: Michele Burns

Juliet Milam called the meeting to order at 9:01 am.

Juliet presented the minutes from the May 5, 2021 meeting. Motion by Scarlett Phaneauf and seconded by Pam Tedesco to approve the minutes as presented. All Ayes.

Bill Dillman addressed the board on the salary and turn over issues. With minimum wage going up and the responsibilities that this staff has, it is time for us to make some changes. We are looking at an across the board increase and then a performance increase for those here over a year. Employees under a year will be evaluated on their one year anniversary. The board asked Michele to send the amount over to them when all is calculated. The motion was made by Scarlett Phaneauf and seconded by JeanAnne Encardes. All Ayes

Bill Dillman addressed the board again and after looking at the salaries of the other Executive Directors in the surrounding area asked that the board increase Michele Burns salary to \$97,000. After discussion, Juliet Milam made a motion and Pam Tedesco seconded. All Ayes.

Bill Dillman also asked that the Board allow Michele Burns up to \$5000.00 in discretionary funds to be used for staff. Motion by Pam Tedesco and seconded by Juliet Milam. All Ayes.

Executive Report: Michele reported that sadly we got news that Wyndy Crozier's husband has passed away and she will attend the funeral this Friday.

Our program audit is complete and we got very good results, especially having so much new staff. We ended up with 5 initial findings and felt very good about that.

The Finance audit is still underway and we have had very few questions, so hopeful, that will turn out well too.

Terry Cowans last day is this Friday and we will certainly miss him but wish him the best in his Department of Labor position. We have our Paychecks for Patriots job fair on November 10th and the Rural Walton County Community Resources and job fair on December 2nd.

The board did ask that Michele extend their appreciation to the staff for all of the great work that they are doing.

With no further business, the meeting was adjourned by Chair Milam at 9:40 am.

info@careersourceow.com

109 8th Avenue, Shalimar, FL 32579

p: 850-651-2315 | f: 850-651-3165

TTY/TDD: 711