



Juliet Milam, Chairperson

Michele Burns, Executive Director

**CareerSource Okaloosa Walton
Executive Committee Meeting Minutes
May 5, 2021
Virtual Meeting**

May 5, 2021

Members Present: Scott Seay, Bill Dillman, Pam Tedesco, Jack Azzaretto, Juliet Milam

Not Present: JeanAnne Encardes, Scarlett Phaneauf

Staff: Michele Burns

Juliet Milam called the meeting to order at 9:02.

Juliet presented the minutes from the March 3, 2021 meeting. Motion by Jack Azzaretto and seconded by Scott Seay to approve the minutes as presented. All Ayes.

Michele Burns then updated the committee on the following:

Nominating Committee will be Chair Al Ward, Wyndy Crozier and Alan Baggett. Michele also thanked Jack Azzaretto for his dedication and commitment to CSOW as he will come off our board on July 1st. The slate of officers will be presented at the June meeting.

The new bill 1507 does term limit board members and this goes into effect on July 1st which will start everyone's term limit. This is an issue for some of our positions like our EDC's and EDA's and we have made DEO aware.

We received our Quality Assurance Report and this was distributed to the committee this morning. Overall the report is good and we will be working on our correction actions. Finance did not have any findings or observations and Michele said that Therese had done an amazing job.

We are still understaffed and hope to make some offers very soon. Our Business Services team is really in need due to the amount of Business that are needing help. We are also back in need of a Finance Assistant as the one we hired did not work out. We are recommending Mary Travis for the DEO HR Supervisor position and have made Melissa Rust the Center Coordinator over the DFS office. These announcements will be made soon to the staff.

info@careersourceow.com

109 8th Avenue, Shalimar, FL 32579

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

TTY/TDD: 711

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Summer program will start on June 14th and the staff is excited and working very hard to make this a success. We will have classes in Ft. Walton, Crestview and DeFuniak Springs. We are looking for work sites for one week if anyone knows of Businesses that might be interested.

Our discretionary account is at 315,375.08 and I have used around 1800 of my allowed allotment, but hope to do some in June for year end.

We are doing some out reach and participating at all events that we can attend. Tecmen Industry Day, Hiring our Heroes, Vet Court Graduation and visited the prison in DeFuniak Springs to mention a few. Hope to do some big Job Fairs soon and to see what else we can do to help the businesses find people.

Bill Dillman asked the committee to approve up to a 5% incentive for folks that have been here over a year and up to 2.5% for those that have been her less than a year based on their Incentive Performance Criteria. Bill also asked that Michele have a little more to give to some of her key management staff. Juliet made the motion and it was seconded by Bill. All Ayes.

Bill also told the board that he would like to make a motion at the Full Board meeting for an incentive for Michele and Juliet will do her performance review.

Juliet suggested that we get up with Lori Russell in DeFuniak Springs to help us do more with the Walton County Schools and we are going to do that as one of our new staff knows her.

It was decided that the June 2nd board meeting will be in person and virtual.

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