



**Juliet Milam, Chairperson**

**Michele Burns, Executive Director**

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CareerSource Okaloosa Walton  
Executive Committee Meeting Minutes  
January 6, 2021  
Virtual Meeting

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Members Present: Scott Seay, Scarlett Phaneuf, Bill Dillman, Pam Tedesco, Jean Anne Encardes

Not Present: Juliet Milam, Jack Azzaretto

Staff: Michele Burns

Scott Seay called the meeting to order at 9:03.

Scott presented the minutes from the September 9 and October 14, 2020 meetings. Motion by Bill Dillman and seconded by Scarlett Phaneuf to approve the minutes as presented. All Ayes.

Michele Burns then updated the committee on the following:

Holiday Schedule – although we approved our original Holiday schedule the Sub-agreement requires us to adopt either the DEO schedule or one of our Counties schedules. The schedule that most closely mirrors our current schedule is Walton County with 11 Holidays. Walton County does not observe Columbus Day. After discussion, Michele will present to the board that we will adopt with their approval the Walton County Holiday Schedule and offer as an additional benefit a day off for your Birthday that much be taken in the current year. Policies will be updated for these changes.

Michele will also look into why our Past Chair is not a voting member of this group and report back at our next meeting.

Moore Communications was here and did a phone shoot that we can use for advertising and hopefully pictures for our Board room. We took photos at Kratos, the One Stop and the Sheriff's office in Walton County.

Grants- We have finished with our Okaloosa and Walton County Cares grant but do not have final numbers on what was spent currently. The PPE Grant from CS Florida was spent completely. We met with Dean Erny on our Apprenticeship Grant to discuss expectations and he will be getting back with us at a later date. We did receive an additional amount of \$348,622 dollars on our Dislocated Worker Grant that is good until May of 2022.

Working on our last four board members to complete their Board Orientation and will keep the board informed. This is a requirement of the Sub-Agreement.

Our February Board meeting will be on the 3<sup>rd</sup> and DEO will give their performance review and James Moore CPA will give their audit review at that meeting.

Michele thanked the committee for her incentive.

With no other questions or comments, Scott Seay adjourned the meeting at 9:20.

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