



Juliet Milam, Chairperson

Michele Burns, Executive Director

**CareerSource Okaloosa Walton
Executive Committee Meeting Minutes
July 29, 2020
Virtual Meeting**

Members Present:

**Juliet Milam, Jack Azzaretto, Scott Seay, Scarlett Phaneuf, Pam Tedesco
Bill Dillman, Jean Anne Encardes**

Staff:

Michele Burns

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

Juliet Milam presented the May 6, 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 call volume is still very high and the employees at home are checking voice mails on a regular basis. The calls have increased in the DeFuniak office also.

We hired Sarah Ambriz as our Communications/Public Relations Director and she is doing a great job. Will help all programs and also keep up our Social Media and work with the EDC and the EDA.

Turnover is a huge issue right now and we are in the process of hiring some new team members and getting them trained. It is more important now than ever to keep staff engaged and therefore I would like to ask the Board to approve once again my ability to use discretionary funds on Staff development and morale.

Motion was made by Bill Dillman and seconded by Jack Azzaretto that the Executive Director Michele Burns can spend up to \$5000.00 of discretionary funds for the 2020-2021 year. All Ayes

Still waiting on final numbers from DEO to have our first budget modification.

Our next full Board meeting will be August 5th and it will be held virtually.

Michele asked that we move the September Executive Committee meeting to September 9th as the original meeting conflicted with the HR Florida Conference.

Juliet asked Michele to please leave the meeting and would be called back after Committee discussions.

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The Executive Board agreed to conduct a formal review process for Michele, using last year's performance review template. It will be sent to all exec board members and senior staff who report directly to Michele. We will continue finalize the performance review at the next board meeting.

We didn't discuss anything else because we all agreed to go through a formal process of completing the form first to satisfy any future audit requests.

Thanks.

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With no further business we adjourned at 9:40.