



Board of Directors meeting * June 14, 2023 – 9:00 am.

Call to Order: Scott Seay called the meeting to order at 9:02 am and welcomed the DEO representatives attending and new Board members Bob Bennett & Dr. Jeff McGill.

Attending were:

Alan Baggett	Bob Bennett	Michelle Crocker
Wyndy Crozier	Jean Ann Encardes	Louis Erickson
David Haines	Dr. Jeff McGill	Rebecca Pazik
Cheryl Pedone	Scott Seay	Leslie Sheekley
Nathan Sparks	Al Ward	Melinda Bowers
Daniel Harper	Valerie Peacock	Tameka Austin
Yvette McCullough	Shawn Brown	Ben Clark

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	

Approval of Consent Agenda:

March 8, 2023 minutes Continuation of CSOW 401(k) contributions
 Holiday schedule One-Stop Hours of Operation

A motion by Michele Crocker, seconded by Leslie Sheekley, to approve the March 8, 2023 minutes as presented. All Ayes.

DEO Performance Presentation: Daniel Harper and Valerie Peacock presented the DEO Performance review of CSOW, beginning with an overview Funding Sources, Oversight, and Local Service Delivery, progressing to state-level funding and local board funding. They then covered Direct Client Services and Administrative expenditures, ITA, Work Experience, and Out-of-School Youth expenditures. After explaining the Primary Indicators of Performance they moved to Local Performance Results and Self-Sufficiency Quarterly Results. An explanation of the new Letter Grade metrics developed by the Governor’s R.E.A.C.H. office which are based on local Board Primary Indicators of Performance and Return on Investment. The majority of the grade is based on the improvement of each local Board. Our current grade, just released yesterday, is 83.77, a strong B.

Program Monitoring Activities and Financial Monitoring Activities, comparing PY 20 and PY 21 results showed no findings in either year and one Technical Assist.

Audit Presentation: Ben Clark of James Moore reviewed the Audit for June 30, 2022, reviewing financial statements which are materially correct, which is the best opinion. New accounting standards required that the leases had to be added to the balance sheet. Compliance factors for all major grants are included in a single audit. The Total Net Position is about \$372K, in line with the prior year. There are no material weaknesses noted and compliance requirements were met. The earmark for 20% for Youth Work Experience was noted. There is a potential waiver for this and a management response is included. It is a Program issue, but Finance gets the finding.

Election of Officers: Scott Seay thanked the Committee for their work. Alan Baggett presented the recommended slate, and asked if there were any nominations from the floor. There were none and no further discussion.

A motion by Nathan Sparks, seconded by Louis Erickson, to approve the Slate of Officers for PY 2023-24 as presented.
All Ayes.

One-Stop Operator: Michele Burns explained the procurement process, which has changed. We put out an RFP and received no responses. We cannot automatically be the One-Stop Operator, so we requested and received a three-month extension to 09/30/23, and CareerSource Polk issued an RFP to which we responded and were recommended. Board approval is required, and then it will go to the CareerSource Florida Board in September.

A motion by Wyndy Crozier, seconded by David Haines, to approve the recommendation that CSOW be the One-Stop Operator.
All Ayes.

Finance Committee: Shawn Knobel presented the preliminary budget for 2023-24. It is down slightly from last year. The Get There Faster grant last year was about \$1M, and some remains extended into this year.

A motion by Al Ward, seconded by Leslie Sheekley, to approve the preliminary budget for 2023-24
All Ayes.

Shawn then reviewed the budget vs. actual spending as of the end of April. It is being managed and timed to fully expend without overspending. Some issues are just timing. Year-end purchases are ready if funds are available. Two-year grants enable us to be more flexible if needed.

Last year we paid the FWB rent in an annual payment from Discretionary funds, which gives us a discount, and then funds are paid back monthly. Approval is requested to do the same this year.

A motion by Alan Baggett, seconded by Louis Erickson, to approve paying the FWB annual rent from discretionary funds and repaying monthly.
All Ayes.

We also have the flexibility to move up to 90% of WIOA Dislocated Worker funds to Adult. This was done last year, and was very helpful. Approval is requested to move funds again this year.

A motion by David Haines, seconded by Al Ward, to approve moving up to 90% of WIOA Dislocated Worker funds to WIOA Adult. All Ayes.

Business & Education Committee: Will Miles gave an overview of the Regional Demand Occupations List (RDOL) developed by DEO and federal entities. We are making no local changes at this time. He then moved to the Eligible Training Providers List (ETPL). We have two new companies with initial applications.

Action Item #1 – Approval of Training Provider Initial Application and Programs to the ETPL.

A motion by Nathan Sparks, seconded by Al Ward, to add Providers and Programs to the ETPL as presented. All Ayes.

Action Item #2 – Approve Training Providers Continued Eligibility Application and Programs for 2023-2024.

A motion by Leslie Sheekley, seconded by Louis Erickson to approve adding Providers and their programs for 2023-24 as presented. All Ayes.
Melinda Bowers (UWF), Dr. Jeff McGill (NWFSC), and Wyndy Crozier (ECTC) abstained from the vote due to their employment by the respective institutions.

Will also explained that Apprenticeship providers only have to give notice that they want to be included on the list, and then they may remain there as long as they wish; no Board action is required. LT3, and Northwest Florida State College are apprenticeship providers.

Executive Committee: Scott Seay said the Executive Committee has been working on staff retention strategies, and we are still struggling to fill Board positions.

Executive Director's Report: Michele Burns said DEO is issuing new policies and procedures. DEO will change to the Dept. of Commerce on July 1st with Alex Kelly as the new Secretary. The R.E.A.C.H. office recommendations have been signed, changing Florida from 24 Regions to 21. CSOW is not affected. Regional Planning Boards will be implemented, and Regions 1 – 4 will cooperate. A new policy from FloridaCommerce regarding the Business & Education Committee is due out in September. It may say that no Board members will be members of the Committee; even the Chair cannot be a Board member. Board members will be realigned, following Sector Strategies. We are strong except in health care, we will need assistance adding a representative. The Summer Youth Program started Monday. Thanks to everyone providing donations, space and work experience opportunities.

A reminder that annual Financial Disclosures are due to the Florida Commission on Ethics by July 1st.

Partner Updates

Northwest Florida State College – Jeff McGill said they have partnered with FleetForce for CDL training.

Emerald Coast Technical College – Wyndy Crozier said they are excited to have the SYEP students there. The plumbing program starts in August and patient care tech and practical nurse start at Watersound. The adult education program is growing rapidly, doubling numbers every year.

UWF – Melinda Bowers said they are preparing for fall semester with record applications. Civil Engineering will be added in the fall of next year.

One Okaloosa – Nathan Sparks thanked CSOW for our support of TeCMEN Industry Day. They expect to announce a new tenant of Shoal River Ranch on July 13th. Okaloosa County has engaged a consultant for an Attainable Housing Strategic Plan. There will be workshops June 27 & 28, and preregistration will be on their website.

Chair’s Comments: Scott Seay opened the floor, and Alan Baggett asked about the effects of the Immigration bill that goes into effect July 1st. Building, hospitality and agriculture may be seriously affected.

Adjournment: There being no further business, the meeting was adjourned at 10:23 am.

The next Board meeting is scheduled for September 6, 2023, at 9:00 am.