



Board of Directors meeting * September 6, 2023 – 9:00am.

Call to Order: Scott Seay called the meeting to order at 9:01am. He recognized Bill Dillman, who is attending his last meeting due to his retirement from Goodwill after 26 years. Bill has been a Board member since 2009, providing leadership and dedication to our mission, and serving as Treasurer.

Attending were:

Bob Bennett	Dr. Melinda Bowers	Sam Burkett
Michelle Cook	Michelle Crocker	Wyndy Crozier
Kevin Crystal	Bill Dillman	Jean Ann Encardes
David Haines	Dr. Jeff McGill	Joel Paul
Rebecca Pazik	Cheryl Pedone	Scott Seay
Leslie Sheekley	Nathan Sparks	Pam Tedesco
Al Ward		

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	Brad Balfanz
Cheryl Hall		

Mission Moment: Kelly Jordan introduced Brad Balfanz and Cheryl Hall, who gave an overview summary of the Summer Youth Employment Program of 2023. There were 60 participants in 2023, up from 36 in 2022. It was a three-week program, one week of classroom, and two weeks of work experience. There were 23 staff involved in putting on the program. Students built resumes, received two certifications, and practiced interview skills. There were a number of guest speakers from our community partners. Worksites were provided by over two dozen companies and partners. Outcomes included 90 hours of participation, employment readiness and work experience, receiving a stipend, two certifications, and a tablet. Some students received an additional three weeks of work experience, one was hired full-time as she completes her GED. Eight of the 60 are continuing in our year-round program.

Approval of Minutes: The June 14, 2023 minutes were presented with no questions or comments.

<p><i>A motion by Michele Crocker, seconded by Al Ward, to approve the June 14, 2023 minutes as presented.</i></p> <p align="right"><i>All Ayes.</i></p>
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Finance Committee: Shawn Knobel presented the calculations for this year's IFAs with our seven partners which are required by WIOA.

*A motion by Wyndy Crozier, seconded by Melinda Bowers, to approve the IFAs for 2023-24.
All Ayes.*

Shawn then presented Budget Mod #1, which totals \$2.8M, up from about \$2.6M last year. She also reviewed the Budget versus Actual spending as of July.

*A motion by Leslie Sheekley, seconded by Michelle Crocker, to approve Budget Mod #1 and the Budget vs. Actual as presented.
All Ayes.*

With Bill Dillman's retirement and Bob Bennet taking over as Treasurer, we need to update those authorized to sign checks. Shawn Knobel and Zel Woodfaulk have online access, but do not actually sign checks. Signers will be Michele Burns, Bob Bennett, April Branscome and Kelly Jordan. There is also a request to increase the amount of checks Michele Burns may sign without a second signature from a Board member from \$10K to \$15K.

*A motion by Michele Crocker, seconded by Jean Ann Encardes, to approve the updated check signers and increase single-signer checks from \$10K to \$15K
All Ayes.*

Approval of Local Operating Policies: Will Miles presented and explained four new Local Operating Policies for Board review and approval:

- WIOA 09-2023-01 Follow-Up Services for Participants in Workforce Programs. This is expected to improve performance outcomes in the 2nd and 4th quarter, ensure timely data entry and customer satisfaction.
- WIOA 09-2023-02 Common Exit for Participants in WIOA and Wagner-Peyser. This will mitigate the risk of erroneous data, ensure participants are closed properly, data integrity and customer satisfaction.
- WIOA 0-9-2023-03 WIOA Youth Eligibility, Enrollment and Case Management. This establishes a minimum case load, that the 75% out-of-school youth requirement will be met or exceeded and improve outreach.
- WIOA 09-2023-04 Serving Transitioning Service Members (TSM), Military Spouses and Veterans as Dislocated Workers will clarify the definition of TSM, integrate access to services and clarify eligibility.

*A motion by Wyndy Crozier, seconded by Jean Ann Encardes, to approve the four new LOPs as presented.
All Ayes.*

Business & Education Committee: Michelle Crocker asked Will Miles to review the two action items:

Action Item #1 – Approval of Tampa Truck Driving School Continued Eligibility Application and Program. This is the first continuation after the initial approval.

*A motion by Leslie Sheekley, seconded by Melinda Bowers, to approve Continued Eligibility and program as presented.
All Ayes.*

Action Item #2 – Approve Additional Programs for 2023-2024 for Okaloosa Technical College and Applied Technology Academy.

A motion by Joel Paul, seconded by Wyndy Crozier to approve additional programs for 2023-24 as presented.
All Ayes.
No abstentions were required.

Executive Director’s Report: Michele Burns said one of the actions required by the REACH Act is to establish Regional planning and agreements. Regions 1-4 have historically worked together, and we can share policies, forms and talent. She requests approval to work with the other Boards to develop a framework for an agreement.

A motion by Pam Tedesco, seconded by Wyndy Crozier to authorize working with Regions 1, 3 & 4 towards a Regional Agreement
All Ayes.

A link to the Board Orientation will be sent out in the near future. All Board members are required by WIOA to review the Orientation annually.

A Staff Development Day luau was held in August. Periodic Lunch & Learns for Transitioning Service Members, Veterans and Military Spouses are being held as well as various hiring events. There was a Military Spouse Networking Reception and Veterans’ Service Organization meetings are held quarterly. A Military Appreciation breakfast was held to recognize Staff Veterans and Spouses. A snapshot summary of the Program Year 2022-2023 services was reviewed.

Executive Committee: Scott Seay said the Executive Committee has no report.

Partner Updates

Emerald Coast Technical College – Wyndy Crozier said they are excited to have started a plumbing program and that enrollment is up 10%. Career Fair tours will be in October and April.

UWF – Melinda Bowers said enrollment is up, they have over 14K students. The Emerald Coast campus now has a direct entry MSN degree where anyone with a Bachelor’s degree can become a nurse within five semesters. Civil Engineering will begin next Fall. Football season is here.

One Okaloosa – Nathan Sparks announced they have three new Requests for Proposals pending. FloridaCommerce has an online tool for job postings throughout the state and locally. In July, there were 5,443 jobs in Okaloosa County, a high number with the local unemployment level.

Chair’s Comments: Scott Seay opened the floor, for additional comments, there were none. He thanked the Board for their participation.

Adjournment: There being no further business, the meeting was adjourned at 10:12am.

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