



Board of Directors meeting * September 7, 2022 – 9:00 am.

Call to Order: Scott Seay called the meeting to order at 9:00 am.

Attending were:

Alan Baggett	Dr. Melinda Bowers	April Branscome
Michelle Crocker	Wyndy Crozier	Bill Dillman
Ron Garriga	Bill Imfeld	Joel Paul
Rebecca Pazik	Cheryl Pedone	Scarlett Phaneuf
Scott Seay	Nathan Sparks	Pam Tedesco
Al Ward	Commissioner Mel Ponder	Jeffrey McGill
Toni Jackson	Matthew Yeager	Marti Coley
Leslie Sheekley	Candy Nowling	Catie Feeny

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	Brad Balfanz
Brandon Elkins		

Approval of Minutes: The June 1, 2022 minutes were presented – there were no questions or comments.

A motion by Bill Dillman, seconded by Al Ward, to approve the June 1, 2022 minutes as presented. All Ayes.

Merger Process Update: Marti Coley, Vice President of PinPoint Results, LLC reviewed the current status of the workforce merger process including the letter grades, realignment and the 10% holdback. Some previous issues initiated the process, and they are looking at how other states manage their workforce development. Options include reducing the number of boards, but there are currently no answers or mandates on how realignment may progress. Bigger is not always better, and some of the bigger boards had issues. They are looking at sharing responsibilities and buying power and options to merge or collaborate. The State has contracted with Ernst & Young (EY) for recommendations. H.B. 1507 has a lot of pieces attempting to bring greater transparency and accountability to the system but the many moving parts have proved difficult to implement, but the REACH office has been tasked with moving forward.

Michele concluded the discussion by saying they are looking at administrative costs. We need to focus on our daily tasks. She is meeting with EY at the Summit and there will be meetings with Board members, elected officials and others in the process.

Mission Moment: Kelly Jordan announced that the LWDA 2 Workforce Champion for the Workforce Summit is Brandon Elkins, WT Career Advisor who lead and coordinated the 2022 SYEP. Brandon recapped the SYEP program Learning for a Lifetime. Goals, certifications, employment readiness workshops, guest speakers and work experience at 26 locations were completed by 36 of the 38 students for a completion rate of 95%. About 25% of interested students could not participate because they completed the program last year and turned their experiences into jobs that contributed to their family income making the household ineligible.

Kelly also announced the LWDA2 2022 Workforce Partner, Candy Nowling, Executive Director of Matrix Community Outreach Center who was present along with her Board Chair Catie Feeny.

Finance Committee: Bill Dillman and Shawn Knobel presented the responses and recommendations to the Audit RFP. Three proposals were received, and James Moore & Co was rated #1 for a three-year contract with two one-year options. The prior auditor is now eligible to propose as long as the manager has changed.

<i>A motion by Bill Dillman, seconded by Alan Baggett, to approve accepting James Moore & Co's. proposal for Audit Services as presented</i>	<i>All Ayes.</i>
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The first revision of the Budget for 2022 – 2023 was presented. It is 2% higher than the initial budget.

<i>A motion by Bill Dillman, seconded by Wyndy Crozier, to approve the first revision of the budget for PY 2022 – 2023 as presented.</i>	<i>All Ayes.</i>
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Shawn presented the Budget vs. Actual report (one month of data). We are on target considering the timing of some expenditures (rent and insurance.) Payment for student tuition will be upcoming.

Infrastructure Funding Agreement (IFA) Renewal: Will Miles reviewed the required Memorandum of Understanding (MOU) agreements in effect and the terms of this year's IFA renewals. The MOUs and IFAs are required with all One-Stop partners. They outline proportionate use and benefits for the partners and how much they are required to contribute to infrastructure costs.

<i>A motion by Al Ward, seconded by Michelle Crocker, to approve the IFA renewals as presented.</i>	<i>All Ayes.</i>
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WIOA Plan Two-Year Update: Will Miles reviewed the types and elements of the required WIOA Plans. CSOW's plan has been updated and made available for the required public comment. Once approved by the Board it will be submitted to the Okaloosa and Walton Boards of County Commissioners and then to DEO. Changes should allow us to serve more people, especially youth.

<i>A motion by Bill Dillman, seconded by April Branscome, to approve the WIOA Two-Year Plan update as presented.</i>	<i>All Ayes.</i>
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Business Competitiveness Committee: Michelle Crocker reported that BCC met on August 18, 2022 and reviewed training provider information to recommend the following:

Action Item 1: Approval of **Tampa Truck Driving School (TTDS)** initial eligibility application for the ETPL, PY 2022-23.

A motion by Alan Baggett, seconded by Ron Garriga to approve TTDS initial eligibility for the ETPL, PY 2022-23. All Ayes.

Action Item 2: Approval of **Tampa Truck Driving School (TTDS)** programs for the ETPL, PY 2022-23.

A motion by Pam Tedesco, seconded by Alan Baggett to approve TTDS's programs for the ETPL, PY 2022-23. All Ayes.

Action Item 3: Approval of **Okaloosa Technical College (OTC)** additional program for the ETPL, PY 2022-23.

*A motion by Bill Dillman, seconded by Alan Baggett to approve OTCs additional programs for the ETPL, PY 2022-23. All Ayes.
<Abstaining from the vote: April Branscome, employed by Okaloosa Schools/OTC*

Action Item 4: Approval to add **Emerald Coast Technical College (ECTC)** training program to the RDOL, PY 2022-23.

*A motion by Melinda Bowers, seconded by Alan Baggett to approve ECTC's additional program for the RDOL 2022-23. All Ayes.
<Abstaining from the vote: Al Ward, on the ECTC Advisory Committee; Wyndy Crozier not on call>*

Action Item 5: Approval to add five **Emerald Coast Technical College (ECTC)** programs to the ETPL, PY 2022-23.

A motion by Alan Baggett, seconded by April Branscome to approve ECTC's programs for the ETPL, PY 2022-23. All Ayes.

Executive Committee: Scott Seay said the Executive Committee did not meet since the last Board meeting. Information will be sent out on Board Orientation and training later this year and thanked everyone for filing the required Financial Disclosure.

Executive Director's Report: Michele Burns requested the Board approve the OTC Culinary School as a possible vendor for CSOW events. It would be a great opportunity for them and cost-effective for CSOW.

*A motion by Bill Dillman, seconded by Alan Baggett, to approve OTC Culinary School as a vendor for CSOW events All Ayes.
<Abstaining from the vote: April Branscome, employed by Okaloosa Schools/OTC*

CSOW is sending 12 staff to the Workforce Professional Development Summit next week. Monitoring will be the week of October 24, 2022. She will attend the upcoming Okaloosa & Walton Boards of County Commissioners meetings for their approval of our IFAs, the Plan and two new Board members.

Partner Updates

UWF - Dr. Melinda Bowers said UWF is in full swing for the fall semester. The first week was a rough start with a student struck by lightning, one bitten by a venomous snake and a fire in a building. Everyone is fine. Enrollment is up 2.1% and the dorms are full. On the Emerald Coast Campus, the Macaron Chef has opened a café. This year football games will be held on the main campus.

Okaloosa Schools – April Branscome reported they now need to replace their nursing instructor, who just resigned. They have a \$1.3M grant through Triumph Gulf Coast for their nursing program. They are in class at OTC but will move into the main building. The big CTE meeting for the district teachers is tomorrow. It's been a great start to the year.

NWFSC – Jeffrey McGill is brand new and they are looking forward to this year.

VR – Cheryl Pedone stated VR is back in the high schools in both counties.

Chair's Comments: CHELCO is looking for a Manager of Accounting.

Michelle Crocker reminded the Board of the Panhandle Job Fair Sept. 16th.

Adjournment: There being no further business, the meeting was adjourned at 10:40 am.

The next Board meeting is scheduled for December 7, 2022, at 9:00 am.