



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

Call to Order: Scott Seay called the meeting to order at 9:00am. He thanked the Board members for attending and CSOW staff for the breakfast provided.

Attending were:

Bob Bennett	Dr. Melinda Bowers	April Branscome
Sam Burkett	Michelle Crocker	Louis Erickson
Ron Garriga	David Haines	Joel Paul
Cheryl Pedone	Scott Seay	Leslie Sheekley
Pam Tedesco	Al Ward	Paula Rogers

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	

Mission Moment: Kelly Jordan announced that the CSOW Veterans Service team won the 2023 Veterans’ Performance Incentive Award, the only Region to win three years in a row. The award provides recognition as well as discretionary funds which are used to fund VSO meetings, Lunch & Learns and other events. She reviewed the services provided to Veterans & TSMs for PY 2022-2023. Coins were awarded to the Vet Team and Board members attending. Those not able to attend will receive coins as well.

Allison Cosenza was CSOW’s Workforce Champion this year, nominated by several fellow staff members. She served in several different staff positions. She also won the state-level Service Innovator award.

Approval of Minutes: Leslie Sheekley presented the Sept 6, 2023 minutes with no questions or comments from the Board.

A motion by Michele Crocker, seconded by Ron Garriga, to approve the Sept 6, 2023 minutes as presented. All Ayes.

Bylaws update: Michele Burns reviewed the update of our bylaws which was sent in advance of the meeting. Changes were needed because of the review by the state and upcoming changes to Councils, Committees and Consortiums.

A motion by Melinda Bowers, seconded by Ron Garriga, to approve the updated bylaws as presented. All Ayes.

Finance Committee: Bob Bennett asked Shawn Knobel to present Budget Mod #2, which details an increase in funding due to three new awards.

A motion by Ron Garriga, seconded by Michelle Crocker, to approve Budget Mod #2 as presented.
All Ayes.

Shawn also reviewed the Budget versus Actual spending as of October 31, 2023. At only four months into the year, the discrepancies are not concerning and are mostly due to timing and staffing issues.

A motion by Pam Tedesco, seconded by Leslie Sheekley, to approve the Budget vs. Actual as presented.
All Ayes.

Business & Education Committee: Michele Burns discussed state legislation that requires an Education and Industry Consortium. Members must be appointed by the Board Chair and cannot be Board of Directors members. They must meet quarterly. We have 12 members ready to appoint. We need a construction industry representative. This will essentially replace the Business & Education Council.

Executive Committee: Scott Seay said the Executive Committee has no report at this time.

Executive Director's Report: Michele Burns thanked everyone for attending. She announced we will have a holiday party on Dec. 15th, but because of the extra holidays granted by the state and approved by the Board we will not close but will rotate staff. We will close ½ day on January 11th for United Way to conduct Asset Limited, Income Constrained, Employed (ALICE) training, a simulation of families and organizations with scenarios to deal with. Regions 1, 3 & 4 have been invited to send representatives.

Our Audit was completed Nov 17th, we have not received a final report, but our 10-day response was submitted Dec 5th. This was the best report in the last several years. Some issues were practices that were the same as in the past but cited in this report. Corrective action is being taken. The self-monitoring Will requires for QA is very helpful.

The Finance Audit was submitted Nov 13th with no further information from them since. Some Regions are reporting a six-month lag, which means we are going well into the next year & monitoring before we receive any information. The single audit by James Moore is complete, we still did not make the 20% youth which is turning around now that we have added in-school youth.

The new meeting schedule was sent out, but we must change the March meeting by one week from the 6th to the 13th because of the FP&L Economic Symposium conflict.

Partner Updates

UWF – Melinda Bowers said it is currently quiet. Commencement is Saturday, December 9th, and they will have graduated over 100K students.

ERAU – Ron Garriga said they have the strongest enrollment ever, with female students increasing from about 20% to nearly 30% over the last decade. They are in the top 10 in nine of the categories in the US News & World Report college rankings.

Okaloosa Schools & CTE – April Branscome said they started a nursing academy for high school students, building renovations are under way for the building to be occupied in January. Wednesday at the next Triumph Gulf Coast meeting they are submitting a grant written by Paula Rogers to fund a new OTC North Okaloosa Campus. They are trying to meet needs for manufacturing and semi-conductors. They are anticipating legislative funds for the building trades program.

April Branscome will retire in about seven months and Paula Rogers is training for her position.

They are opening new programs at Crestview High School, Principals of Teaching and a Civics program which will result in a Project Management certification.

Vocational Rehab – Cheryl Pedone said VR is almost fully staffed. They have good referrals and lots of students.

Tri-County Community Council – Joel Paul reported they are open and serving low-income clients and hoping for a strong finish to the year.

Chair's Comments: Scott Seay told of a CSOW Summer Youth participant they had a CHELCO and were able to extend, who blossomed in the experience. They have Vet Outreach and three currently in SkillBridge; they encourage participation.

Roundtable: Scott Seay opened the floor, for additional comments:

- David Haines said PMI is growing and expanding into new areas and expanding their overseas missions. They are looking at eight new positions and possibly 15 – 20 more in the future.

Adjournment: There being no further business, the meeting was adjourned at 9:55am.

The next Board meeting is scheduled for March 13, 2024, at 9:00 am.