



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

Call to Order: Scott Seay called the meeting to order at 9:03 am.

Attending were:

Alan Baggett	April Branscome	Julie Cotton
Michelle Crocker	Louis Erickson	Ron Garriga
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	

Approval of Minutes: The September 7, 2022 minutes were presented – there were no questions or comments.

A motion by Al Ward, seconded by Ron Garriga, to approve the September 7, 2022 minutes as presented. All Ayes.

New Secretary for the Board: Scarlett Phaneuf resigned her position on the Board, leaving the office of Secretary vacant. Anyone interested in completing her term (until June 30, 2023) please contact Michele.

Interested Party Contract: Bit-Wizards holds the current contract for Managed Cloud Server Services for CSOW (hosting our MIP and Gazelle finance systems). Board Member Louis Erickson is a principal of the company, so extending the contract requires Board approval. The vendor was changed when the previous vendor was hacked and unable to restore services for several weeks. Bit-Wizards is a local company and has been providing excellent service at a competitive price.

A motion by Pam Tedesco, seconded by Michelle Crocker, to approve the Bit-Wizards contract to provide Managed Cloud Server Services as presented All Ayes.
 *****Louis Erickson abstained from the vote due to his relationship with Bit-Wizards.

General Policies Update: Shawn Knobel reviewed the updated sections of the General Policies related to Indirect Costs. The policies were clarified to match cost allocations across the Agency and Programs. Bill Dillman met with Michele Burns and Shawn Knobel yesterday to review the changes.

A motion by Alan Baggett, seconded by Nathan Sparks, to approve accepting updates to the General Policies as presented All Ayes.

Finance Committee: Bill Dillman met with Michele Burns & Shawn Knobel to review the budget. Shawn reviewed the previous year finding regarding the Youth Training percentage being low, and warned it is still low due to difficulties finding Youth participants. Adult Training is well above the required percentage. Indirect Administrative costs were pushed forward and may be paid with discretionary funds and can then be adjusted at year end. Not being fully staffed affects this and it is hard to predict. There was discussion of the Youth funding and adjustments were made to the new Plan with additional barriers pending DEO approval and effective January 1, 2023.

Shawn presented a simplified version of the budget.

A motion by Allan Baggett, seconded by Louis Erickson, to approve the revision of the budget for PY 2022 – 2023 as presented and to move \$18K from discretionary for administrative costs.
All Ayes.

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.

Business Competitiveness Committee: Michelle Crocker had no report for the Committee.

Executive Committee: Scott Seay said the Executive Committee met and got the latest update on the Ernst & Young recommendation for realignment. They also received performance evaluation forms to complete for Executive Director.

Executive Director's Report: Kelly Jordan announced that CSOW received the HIRE Vets Medallion. It does not include DEO employees but recognizes Vet friendly hiring and retention. It was presented November 9th; there are 66 business in Florida recognized, also including FirstNation Group, Michelle Crocker's company. There is a call Friday with DoL and other states. It may also be a best practice to partner with SHRM.

CSOW staff attended the Workforce Professional Development Summit. Our Workforce Champion, Brandon Elkins was in the top four.

We received a grant for CDL drivers who will attend NWFSC for the training.

We recently conducted multiple job fairs including Paychecks for Patriots, Hire Our Heroes and a military spouse networking reception.

The Veterans' Workforce Summit was also in November, and we included GTF, MFEA and supervisory staff for a total of 17. We received the Veterans' Incentive award for the second year, which is discretionary funding. Albert Bibbins received the Roland Williams award for DVOPs. The Veterans' Services Organization quarterly meeting featured Healing Hoof Steps from Crestview.

Two employees are expecting so there will be a baby shower, and on Dec 16 there will be a staff training in the morning and a holiday party in the afternoon.

We are still receiving updates on the Ernst & Young process for realignment. There was an in-person meeting in Chipley, and we are stressing methods of cooperation but not consolidation. The recommendation will be made to CSF at their Board meeting February 23.

CSOW will be closed Dec 23 & 26 for the holidays,

Partner Updates

Embry-Riddle Aeronautical University – Ron Garriga congratulated CSOW on the awards. ER was recognized by US News & World Report as a Veteran friendly university. ER is pulling in local business and local heroes as partners. They have a new partner for SkillBridge in Beast Code and have signed an addendum with NWFSC to add a UAS 2+2 program.

Okaloosa Schools – April Branscome reported they are gearing up for registration for 2023-24. The nursing program is exciting, and they have added Sacred Heart Ascension. They have a new manufacturing instructor, and all students have passed the first safety course on the way to certification.

NWFSC – Julie Cotton said enrollment is up this semester and they are gearing up for Spring. The culinary school is offering a dinner series; contact her for information.

VR – Cheryl Pedone stated they are closed Dec 23 & 30 for the holidays. They are doing well with case closures and do have funding for in-school youth.

One Okaloosa – Nathan Sparks commented on Educate the Educators +1 last month, which includes students from the local school district and their instructors. They visited local businesses and healthcare to explore career pathways. There is a new employer at Shoal River Ranch which will provide 350 jobs. TeCMEN Industry Day is May 17th. One Okaloosa has two openings for an admin and a project manager. They email issues from 12/2 to 12/6 due to the RackSpace outage.

Chair's Comments: Scott Seay reiterated the need for someone to serve as Secretary for the Board. Line workers from several Florida electric companies including CHELCO are in Guatemala doing an electrification project for rural and poor areas.

Comments:

- Ron Garriga announced that as of this morning they are accredited by the Southern Association of Colleges & Schools until 2028
- Alan Baggett announced the Okaloosa Walton Parade of Homes this Friday – Sunday; information is on their website.

Adjournment: There being no further business, Scott Seay wished everyone happy holidays, and the meeting was adjourned at 9:58 am.

The next Board meeting is scheduled for March 8, 2023, at 9:00 am.