



Board of Directors meeting * June 5, 2024 – 9:00am.

Call to Order: Scott Seay called the meeting to order at 9:00am, thanking the Board members for their time and reminding them that the 2023 Financial Disclosure is due by July 1st.

Attending were:

Bob Bennett	Dr. Melinda Bowers	Sam Burkett
Michelle Cook	Michelle Crocker	Wyndy Crozier/Michael Smithart
Ron Garriga	Uriah Matthews	Dr. Jeff McGill
Cheryl Pedone	Scott Seay	Leslie Sheekley
Nathan Sparks	Pam Tedesco	Al Ward
Commissioner Paul Mixon	Jennifer Beasley	Ben Clark

CSOW staff members present:

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

Mission Moment: Kelly Jordan introduced Cheryl Hall and a video about Adam Stoflet and his internship at CHELCO. This was a partnership between CHELCO, ECTC and CSOW. He worked 90 hours as part of the SYEP, and an additional 240 hours as an intern in IT and HR. He is currently working at CHELCO on a special project in June and July.

Consent Agenda: The items on the Consent Agenda were displayed. There were no questions or discussion.

*A motion by Nathan Sparks, seconded by Al Ward, to approve the consent agenda as presented.
All Ayes.*

James Moore Audit Presentation: Ben Clark of James Moore reviewed the audit for the year ending June 30, 2023. He reviewed the rules for auditors. They have scheduled the June 30, 2024, audit for November. They issued the best opinion - that everything is materially correct. The single audit covered the WIOA program. There are no material weaknesses. The Youth Work Experience federal requirement is still being worked on, and waivers are being requested. CSOW changes to in-school youth place us on target for the 20% requirement.

Election of Officers: Al Ward reported the Nominations Committee met on May 15th to review a slate of Board members to recommend, and all have agreed to serve. He reviewed the slate. There were no other nominations from the floor.

A motion by Wyndy Crozier, seconded by Nathan Sparks, to approve the recommended slate of officers as presented. All Ayes.

Regional Demand Occupation List (RDOL) 2024-25: Will Miles presented the RDOL for 2024-25 and explained the criteria and changes from last year.

A motion by Al Ward, seconded by Bob Bennet, to approve the 2024-25 RDOL as presented. All Ayes.

Local Operating Policies (LOPs): Will Miles presented a revised policy 06-2024-05 with the five exceptions to using an Individual Training Account (ITA) to pay for training services. This will allow us to serve additional individuals.

A motion by Nathan Sparks, seconded by Al Ward, to approve the revised LOP as presented. All Ayes.

Finance Committee: Bob Bennett and Shawn Knobel presented the preliminary budget for 2024-25, based on some assumptions since we have not received complete budget numbers. Michele and Pam Tedesco both commented that other Boards are receiving significant cuts,

A motion by Pam Tedesco, seconded by Michelle Crocker, to approve the Preliminary Budget 2024-25 as presented. All Ayes.

A Financial Statement by Fund for 7/1/23 – 4/30/24 was presented. Variances are related to timing issues and wages.

A motion by Wyndy Crozier, seconded by Melinda Bowers, to approve the Financial Statement as presented. All Ayes.

The Discretionary Funds were reviewed with \$49K spent mostly the annual lease and the admin paydown. Michele sees no funding for staff increases due to budget cuts but would like approval for a possible incentive payment of up to one pay period. It would help spend from grants needed, but grants short would be covered with discretionary funds. One pay period is about \$60K. Up to \$30K would be from discretionary funds. If the budget does not support it, the incentive will be reduced or eliminated. Pam Tedesco specified that all staff includes the Executive Director, the motion and second were amended.

A motion by Nathan Sparks, seconded by Al Ward, to approve a staff incentive payment of up to one pay period, with up to \$30K of discretionary funds supporting it. All Ayes.

Michele clarified that using discretionary funds to pay the rent in full for a discount and then paying back discretionary monthly with program funds will continue.

Michele also requested approval to move up to 90% of WIOA funds from Dislocated Worker to Adult, which is allowable and promotes more flexible spending.

A motion by Michelle Crocker, seconded by Pam Tedesco, to approve moving up to 90% of WIOA funds from DW to Adult. All Ayes.

Eligible Training Provider List (ETPL): Will Miles presented the 2024-25 ETPL summarizing the Providers and their Programs.

A motion by Michelle Crocker, seconded by Al Ward, to approve the 2024-25 ETPL as presented. All Ayes.
Abstentions: Dr. Jeff McGill, NWFSC; Wyndy Crozier, ECTC; Dr. Melinda Bowers, UWF.

Individual Training Account (ITA): Will Miles presented the ITA with National Training, Inc.

A motion by Wyndy Crozier, seconded by Melinda Bowers, to approve the ITA with National Training, Inc. as presented. All Ayes.

Education and Industry Consortium: Kelly Jordan reported the Consortium met March 28th and May 23rd and reviewed the background, policy, and membership. In-demand sectors and labor market information were discussed, and there was a presentation by Florida Commerce.

Executive Committee: Scott Seay stated that the Committee did not meet.

Executive Director's Report: Michele Burns reported the Summer Youth Program starts Monday, 6/10 with 15 participants at each of three locations. Our four-year plan is up for review this year and the goal is to send it to the Board members in August for review and voting at the September meeting. A Regional Plan for the collaboration of Regions 1-4 is being formulated as well. The Vet team has had turnover recently. MOUs from Vocational Rehabilitation and Blind Services are still pending their signature. We will be closing the Crestview/Main Street Suites offices. Commissioner Mixon is trying to provide office space in the Crestview Courthouse for Vets, and space may be available in the Crestview Resource Center for WT, but hours are limited. Our usual Performance Review by Florida Commerce has been delayed with no scheduled date. Initial and annual Board Member orientations are in progress. CareerSource Florida Board meetings are in Tampa on June 17th. We will be sending a link to sign up for Hope Florida, the Governor's wife initiative.

Partner Updates

ECTC – Wyndy Crozier is retiring; Michael Smithart will begin officially July 1st. The Career Pathways Academy for transitioning adults with intellectual disabilities begins in August. The Nursing building is adding 5K sq. ft and remodeling the existing areas. Board of Nursing approval for the PN program was received.

UWF – Melinda Bowers reported high enrollment and that the Civil Engineering and Cyber Security programs are expanding to the FWB campus.

NWFSC – Dr. Jeff McGill announced they are completing multiple grants. The Public Safety Training Center is being overhauled and the Nursing program will move back into their new building. Dr. Stephenson is leaving and a new President will be hired.

Okaloosa Schools – Jen Beasley highlighted their Health Academy students' certifications. Some are now working with the hospital with tuition reimbursement programs. Summer camps for 200 rising 5th and 8th graders are being held.

ERAU – Ron Garriga said registration is up, and they are focusing on hot topics including AI.

Walton Economic Development Association – Uriah Matthews said they moved into their offices at NWFSC. The purchase of a property by a project which will bring 200 jobs to the area is being completed.

Michele Burns thanked Scott Seay for his service as Chair of the Board for the last two years.

Chair's Comments: Scott Seay said his service has been a privilege and opened the floor to comments after a productive but long morning.

Roundtable: the floor was opened for additional comments, there were none.

Adjournment: There being no further business, the meeting was adjourned at 10:26am.

The next Board meeting is scheduled for September 4, 2024, at 9:00 am.