



Board of Directors meeting * Sept. 4, 2024 – 9:00 am
All Board Meetings are open to the Public and are electronically recorded

Call to Order: Michelle Crocker called the meeting to order at 9:00 am.

Attending were:

Jennifer Beasley	Bob Bennett	Sam Burkett
Michelle Crocker	Jean Anne Encardes	Jennifer Fleming
Louis Erickson	David Haines	Bernard Johnson
Joel Paul	Rebecca Pazik	Scott Seay
Leslie Sheekley	Michael Smithart	Nathan Sparks
Pam Tedesco	Samantha Cutsinger	

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	

Approval of Minutes: Pam Tedesco presented the June 5, 2024, minutes with no questions or comments from the Board.

A motion by Bernard Johnson, seconded by Nathan Sparks, to approve the June 5, 2024 minutes as presented. All Ayes.

Approval of WIOA Four-Year Local and Regional Plans: Will Miles presented and reviewed the Plans, specifically who is responsible for the development of the Plan, what is the Plan and its purpose, what are the types of Plans, and the major content areas of the Plans. The Board and the Chief Local Elected Official work together to provide vision, efficiency, and understanding of local workforce needs. The goal is a consumer-first workforce system. The two types are a Unified State Plan (six Core Programs) and a Combined State (six Core Programs + Partner Programs). Strategic Planning and Operational Planning elements are the two major content areas of the Plan, with Operational elements supporting the Strategic Planning elements.

A motion by Nathan Sparks, seconded by Jennifer Beasley, to approve the WIOA Four-Year Local and Regional Plans as presented. All Ayes.

Local Operating Policies (LOPs): Will Miles presented a revised policy for ITA Cost Categories and Waivers, which clarifies cost caps, and a SNAP Components and Activities policy, which updates the age range for participants served.

A motion by Jennifer Fleming, seconded by Bob Bennett, to approve the revised LOP as presented. All Ayes.

Approval of OJT Extension: Will Miles presented a modification to the On-the-Job Training (OJT) training plan for Precision Measurement, Inc. David Haines is a Board Member, so the related party contract must be reviewed and approved by the Board. This is a time extension; no additional funds are involved.

A motion by Leslie Sheekley, seconded by Nathan Sparks, to approve the PMI OJT training plan modification as presented.
All Ayes.
David Haines abstained from the vote.

Finance Committee: Bob Bennett and Shawn Knobel presented Budget Mod #1 based on funding changes, the Financials ending 07/31/24, and the Discretionary Fund report.

A motion by Jennifer Fleming, seconded by Jennifer Beasley, to approve the Finance Committee reports as presented.
All Ayes.

Education and Industry Consortium: Kelly Jordan reported the Consortium will meet Sept. 26th, having previously met in March and May.

Executive Committee: Michelle Crocker stated the Committee met July 9, 2024 to approve the WIOA ITA Waiver request to be submitted to the State. CSOW is requesting a waiver from 50% to 30% of funds required to be spent on training. It used to be a sliding scale. Last year we were at 36%, an improvement over the previous year. We have additional grants and a lot of follow-up work that does not count toward the requirement. The 50% requirement is reflected in the budget as the goal. The draft Subrecipient Agreement was also approved, assuming no changes. It was sent out by the State for electronic signature, and the CLEO and the State have now signed it. It will still be reviewed by the full Boards of County Commissioners at their next meetings.

Executive Director's Report: Michele Burns asked Kelly Jordan to explain the Florida Purple Star Award. CSOW has been provisionally designated as a Purple Star Board. The award recognizes local Boards that demonstrate excellence in serving Veterans and their families through innovative services, strong community engagement, and strategic collaboration.

Florida Commerce will review CSOW's 2022-23 performance report at the December meeting. The annual Workforce Summit will be next week, with 11 staff attending, and Michele and Kelly will stay an extra day for a Broadband conference.

Michele requested Board approval to close CSOW centers when the Governor gives State employees the day off. It is very difficult to serve customers in the Resource Rooms with only half of the staff and no access to the State systems.

A motion by Leslie Sheekley, seconded by David Haines, to approve closures as requested.
All Ayes.

Michele and Shawn have been looking closely at the budget, but extra funding has been received in several areas. They have a plan which will allow a 5% COLA increase for staff, who have not received increases in the last two years. State staff did receive an increase last

year. This will bring the CSOW starting salary up to over \$40K. Increases would be effective pay dates after Sept 16, 2024. This should help with retention.

<i>A motion by Jennifer Fleming, seconded by Jennifer Beasley, to approve a COLA increase as presented.</i>	<i>All Ayes.</i>
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Discussion revealed that the Executive Director is not automatically included in staff salary increases.

<i>A motion by Nathan Sparks, seconded by Bob Bennett, to include Executive Director Michele Burns in the increase as presented.</i>	<i>All Ayes.</i>
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Partner Updates

Okaloosa Schools - Jennifer Beasley described a 5th grade building trades pilot program beginning at Elliott Point Elementary.

ECTC – Michael Smithart said things are going fast, he is settling in and acclimating.

One Okaloosa – Nathan Sparks reported that the Economic Development ad valorem tax exemption is up for its ten-year renewal and will be on the ballot in November. It benefits businesses creating new higher-wage jobs in Okaloosa County. Information is available at www.jobsforokaloosa.com. One Okaloosa’s next roundtable breakfast is Sept 30th, Florida CFO Jimmy Patronis is the guest speaker.

TriCounty Community Council – Joel Paul reported TCCC is busy and always available to assist.

Chair’s Comments: Michelle Crocker reminded everyone of the Panhandle Job Fair on Sept 17th and the SHRM-ECC meeting Oct 23rd featuring Tommy Bowden. She thanked everyone for their time and support for her first meeting as Chair.

Adjournment: There being no further business, the meeting was adjourned at 10:11 am.

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