



**Board of Directors meeting \* Dec. 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	Dr. Melinda Bowers
Sam Burkett	Michele Crocker	Louis Erickson
Jennifer Fleming	Dr. Christopher Gabers	Ron Garriga
David Haines	Uriah Matthews	Joel Paul
Rebecca Pazik	Cheryl Pedone	Scott Seay
Leslie Sheekley	Michael Smithart	Pam Tedesco
Al Ward	Samantha Cutsinger	Lionell Poston
David Snyder	Kaitlyn Jensen	Daniel Harper
Jewelisia Thomas	Lonnie Saunders	Kenneth Williams
Yvette McCullough		

**CSOW staff members present:**

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	

**Mission Moment:** Kelly Jordan announced that the CSOW Veterans team won the Veterans Incentive Award for the fourth consecutive year! She introduced members of the Veterans team and reviewed the successful year and the many programs and events, including Veterans Court, Military & Family Appreciation Day, job fairs, VSO Networking and Hiring Our Heroes.

CSOW has also earned the US DoL Hire Vets Gold award for the third year, which recognizes employers who hire and retain Veterans.

**Approval of Minutes:** Michelle Crocker presented the Sept 4, 2024, minutes. There were no questions or comments from the Board.

*A motion by Joel Paul, seconded by Chris Gabers, to approve the Sept 4, 2024 minutes as presented.*  
*All Ayes.*

**Florida Commerce Performance Presentation, PY 2022-23:** Yvette McCullough introduced team members and reviewed the topics being discussed. She presented Current Year Allocations and Financial Expenditure Requirements, followed by Kaitlyn Jensen with Performance Accountability Metrics and Kenneth Williams with Programmatic and Financial Monitoring Results. All issues were identified in the report already issued, and corrective

action has been completed by the Board. There is also a reduction in issues identified in the subsequent year review, and he commended the staff for the improvement.

The Board had no questions for the Florida Commerce team, but there is contact information if needed. Michele Burns commented that we have had our monitoring for this year, and the Board will be pleasantly surprised when the report is released.

**Approval of 2025 Holiday Schedule:** Michelle Burns presented the 2025 Holiday schedule (we follow the Walton County schedule) and reminded the Board that they have already approved any additional holidays granted by the Governor to State employees.

<i>A motion by Ron Garriga, seconded by Melinda Bowers, to approve the 2025 Holiday schedule as presented.</i> <div style="text-align: right;"><i>All Ayes.</i></div>
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**Finance Committee:** Bob Bennett and Shawn Knobel presented Budget Mod #2 based on funding changes, the Financials ending 10/31/24, and the Discretionary Fund report.

<i>A motion by Jennifer Beasley, seconded by Jennifer Fleming, to approve the Finance Committee reports as presented.</i> <div style="text-align: right;"><i>All Ayes.</i></div>
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**Other Business:** Michele Burns stated that the Board is in need of labor representatives and if anyone knows of someone who could fill the positions please contact her.

**Education and Industry Consortium:** Kelly Jordan reported the Consortium met Nov 14<sup>th</sup>. They have a new Chair, Glenn Boschen. Guest speakers presented labor market information. The next meeting date is not set at this time.

**Executive Director's Report:** Michele Burns reported 11 staff members attended the Workforce Professional Summit in September. Kelly was the Conference Chair, and did a fabulous job. Programmatic monitoring is complete, Financial monitoring is always ongoing. We are watching the holiday schedules to ensure staffing is adequate. We had a Thanksgiving potluck and staff development training Nov 18<sup>th</sup>, and will have a holiday celebration and training on December 13<sup>th</sup>.

We recently had three Vet staff leave and were filling those positions, but were informed those positions have been deleted. The state took a 50% cut in funding, and those pass-through funds pay for travel, rent, and other expenses. There will be cutbacks on what they are allowed to do. Kelly did an excellent job on the report, fighting to retain the positions.

WIOA funding reauthorization is expected by Friday. There may be changes in how we are allowed to spend the funding.

### **Partner Updates**

**Okaloosa Schools** - Jennifer Beasley said they are planning for next year.

ECTC – Michael Smithart said a new Practical Nursing program is opening in January at the south campus. They have grant funding available

UWF – Melinda Bowers reported finals are this week. They have record enrollment. The main campus has a lot of building and construction going on.

NWFSC – Chris Gabers reported their new President Mel Ponder starts January 1, 2025. They are excited about our continuing partnership and look forward to 2025.

ERAU – Ron Garriga said they remain busy as always. They continue to collaborate with NWFSC & UWF to ensure students have an easy transition between the institutions. The local area continues to be a hub for aviation. They have continued registration growth and are looking forward to 2025.

Walton EDA – Uriah Matthews introduced Lionell Poston, their new employee. There is a new project entering the committed phase & they hope to make announcements this summer.

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

Florida Commerce – Lonnie Saunders congratulated CSOW on the recently completed monitoring and our great staff.

**Chair's Comments:** Michelle Crocker said the March meeting is being tentatively moved to March 12 or 19 due to Michele Burns being out of town. She congratulated everyone on all the good news shared today.

**Adjournment:** There being no further business, the meeting was adjourned at 10:00 am.

**The next Board meeting is scheduled for March 12, 2024, at 9:00 am.**