



Call to Order: Michelle Crocker called the meeting to order at 9:00 am. She reminded the group that annual Financial Disclosure is due by July 1, 2025. She thanked Dr. Melinda Bowers, who is retiring from UWF at the end of June, and Jeane Anne Encardes, who is resigning from the Board, for their dedicated service.

Attending were:

Alan Baggett	Jennifer Beasley	Bob Bennett
Dr. Melinda Bowers	Sam Burkett	Michelle Crocker
Dr. Christopher Gabers	Ron Garriga	David Haines
Joel Paul	Rebecca Pazik	Cheryl Pedone
Greg Rynearson	Michael Smithart	Nathan Sparks
Stephanie Swint	Pam Tedesco	James Halleran

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	

Audit Presentation: James Halleran from James Moore, CPAs presented the audit completed June 30, 2024. We received the best opinion that can be provided on financial statements, with no WIOA findings. A finding from last year was corrected. A change in requirements resulted in the recording of building leases. A change at FloridaCommerce will result in additional testing in the 2025 audit. There was one question about the number of recommendations, but it was a typo. There were no other questions or comments about the audit.

Consent Agenda:

- March 12, 2025 meeting minutes
- Continuation of CSOW contribution to 401(k)-currently 8%
- Holiday schedule
- One-Stop hours of operation-8:00am to 4:00pm Monday-Friday

A motion by Nathan Sparks, seconded by Ron Garriga, to approve the consent agenda as presented.

Election of Officers: The Nominations Committee, chaired by Alan Baggett with Ron Garriga and Jennifer Fleming. met on May 13th. The slate of Nominees is:

- Chair Michelle Crocker
- Vice Chair Leslie Sheekley

- Secretary Pam Tedesco
- Treasurer Bob Bennett
- Member-at-Large Okaloosa Stephanie Swint
- Member-at-Large Walton Rebecca Pazik
- Past Chair Scott Seay

There were no nominations from the floor.

A motion by Jennifer Beasley, seconded by Nathan Sparks, to approve the slate of Nominees as presented.
All Ayes.

Finance Committee: The Initial Budget for 2025-26, Financials ending 04/30/25 and the Discretionary Fund report were presented. A request to move up to 90% of WIOA funds from DW to Adult and a request to pay the FWB center rent in full from discretionary funds and pay back monthly were all presented

A motion by Chris Gabers , seconded by Ron Garriga, to accept the Finance Committee reports and requests as presented.
All Ayes.

ETPL & ITA: Will Miles presented the Local Targeted Occupation List (LTOL), reviewing the criteria.

A motion by Chris Gabers, seconded by Stephanie Swint, to approve the LTOL as presented.
All Ayes.

The Eligible Training Provider List (ETPL) was presented. This is an initial list, if the State makes changes additional approvals may be needed.

A motion by Bob Bennett, seconded by Ron Garriga, to approve the ETPL as presented. Chris Gabers (NWFSC), Jennifer Beasley (Okaloosa Schools), Melinda Bowers (UWF), Greg Ryneerson (Okaloosa Schools) and Michael Smithart (Walton Schools) abstained due to their status with Providers.
All Ayes.

Individual Training Accounts (ITA): FloridaCommerce has developed a template for ITAs with providers. Our local cap is \$6K per student.

A motion by Nathan Sparks, seconded by Bob Bennett, to approve the ITA form as presented.
All Ayes.

ITA Waiver: Request approval to submit an ITA Waiver Request to FloridaCommerce reducing the 50% spending required to 35% for CSOW. We strive to meet the 50% requirement but it's difficult to with the funds that we have.

A motion by Pam Tedesco, seconded by Ron Garriga, to approve the ITA Waiver request as presented.
All Ayes.

Policies: Records Retention, Confidentiality of Customer Records and Personal Information, Related Party & Contracting for Services, Board Governance, IT Manual, Finance, and Commercial Insurance policies were presented and discussed .

*A motion by Jennifer Beasley, seconded by Stephanie Swint, to approve the LOPs as presented.
All Ayes.*

Adopt State Policy in Absence of Local Policy: If a policy comes from the State and we do not have time to develop our own policy, we can say that we're going to follow that State policy.

*A motion by Chris Gabers, seconded by Bob Bennett, to approve the request as presented.
All Ayes.*

Education and Industry Consortium: Kelly Jordan reported that the Consortium has not met since the last Board of Directors meeting, and will meet again June 12th.

Executive Director's Report: Michele Burns discussed how Hope Florida has been in the news lately and that CSOW does have Hope Florida grants. It really just give us more funding to do more for our clients and give better referrals that do have the resources to help as well.

Kelly attended the CSF Board meetings and was on a panel. We have lost a few employees recently, and will look at the budget to try to add staff back.

Planning Regions (1-4) will meet next week to look at Merit Staffing. Right now it sounds like Capital Region (5 – Tallahassee) may be added to our Planning Region. A Planning Region must have more than one Region included, and Capital was left out when the Planning Regions were organized. This had to go to the Boards of County Commissioners, and was accepted, so if the State mandates the change it will have to go back again.

Based on the increase in responsibilities mandated by the State, James Moore has revised their cost quote for the Audit.

We did a two-day Educate, Grow & Succeed with Okaloosa Schools Foundation Able Trust grant. Companies & Educators came in and participated in a job fair-like event.

Partner Updates: The floor was opened for Board members to give brief updates about their organizations.

Chair's Comments: Michelle Crocker announced the next Board meeting is Sept 3rd and wished everyone a Happy Independence Day

Adjournment: There being no further business, the meeting was adjourned at 10:14am

The next Board meeting is scheduled for September 3, 2025 at 9:00 am.