



**Board of Directors meeting \* Sept. 3, 2025 – 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:**

Alan Baggett	Bob Bennett	Sam Burkett
Michele Crocker	Dr. Christopher Gabers	David Haines
Joel Paul	Rebecca Pazik	Cheryl Pedone
Scott Seay	Leslie Sheekley	Michael Smithart
Nathan Sparks	Stephanie Swint	Pam Tedesco
Comm. Curry		

**CSOW staff members present:**

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	Mayra Reynoso
Amber Scamardo	Meds Soukhamneut	

**Mission Moment:** Kelly Jordan introduced Amber Scamardo, who relayed a local success story that has been shared state-wide. Staff were able to support a participant through truck driver training and acquisition of a CDL, and he is now employed at \$25.00/hour.

Kelly then introduced Meds Soukhamneut, CSOW's Workforce Champion 2025. Meds is unable to attend the Summit because she is a military spouse with a young child and her husband is deployed.

**Consent Agenda:**

- June 4, 2025 meeting minutes were presented.

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

**Finance Committee:** Budget Mod #1 was presented. Changes are due to additional funding received, and some we requested were not received. The rent was paid and will be expensed monthly. A lot of our training dollars were spent, and that will be watched carefully. Financials ending 07/31/25 (one month into the fiscal year) and the Discretionary Fund report were presented.

*A motion by Alan Baggett, seconded by Nathan Sparks, to accept the Finance Committee reports as presented.*  
All Ayes.

The finance audit goes on almost continually, and state monitoring began last October and the report was received last month. There were no findings or observations.

**Performance Report:** Will Miles presented the Performance report. CSOW is a Direct Provider of Services, with a cost savings estimated at \$250K. Through Quarter 3, we met or exceeded 15 of 18 measures and received a B+ grade. Four of four "Other Required Performance Metrics were met or exceeded, and our model and best practices were reviewed.

**Infrastructure Finding Agreements (IFAs):** IFAs are based on the Memoranda of Understanding (MOUs), and are updated annually based on budget. Partners sign individual IFAs to contribute proportionately to costs for use of the Center and benefits received.

*A motion by Leslie Sheekley, seconded by Pam Tedesco, to approve the IFAs as presented.*  
All Ayes.

**Education and Industry Consortium:** Kelly Jordan reported that the Consortium met June 12<sup>th</sup>. Labor Market Information was shared, there are still more job postings than unemployed individuals in the Region. Local training is mostly in CompTIA and nursing. The next meeting will be Sept 18<sup>th</sup>.

**Executive Director's Report:** Michele Burns reported we currently have 24 Board staff and 11 State staff. We cross-train when possible, but some programs are very complex making that difficult. The annual Workforce Summit is next week, eight staff will attend and bring information back. We have had some incidents with unruly people in the Resource Rooms and video and audio recording. We are trying to prevent that because of privacy issues. A snapshot of Program year 2024-25 statistics was shared.

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

**Chair's Comments:** Michelle Crocker thanked everyone for the information and participation.

**Adjournment:** Michelle Crocker adjourned the meeting at 10:23am.

**The next Board meeting is scheduled for December 3<sup>rd</sup> at 9:00 am.**