

Board of Directors Meeting

December 3, 2025 - 9:00 a.m.

All Board Meetings are open to the Public and are electronically recorded

- I. Call to Order.....Michelle Crocker, Chair
- II. Mission Moment.....Kelly Jordan
- III. Consent Agenda.....Michele Burns
 - Approval of Sept. 3, 2025 meeting minutes
 - Approval of Bylaws update
 - Approval of Employee Handbook update
- IV. Finance Committee.....Bob Bennett
 - Budget Mod #2
 - Financials as of 10/31/25
 - Discretionary Funds report
 - 3% COLA increase
- V. Policy Approval.....Will Miles
- VI. Education and Industry ConsortiumKelly Jordan
- VII. Executive Director's ReportMichele Burns
- VIII. CareerSource Okaloosa Walton Partner Updates
 - Education
 - Vocational Rehabilitation
 - Okaloosa EDC/Walton EDA
 - Okaloosa & Walton Boards of County Commissioners
 - Military
 - Tri-County Community Council
- IX. Chair's Comments.....Michelle Crocker
- X. Roundtable Board Members Updates/Public Comments.....Michelle Crocker/All
- XI. Adjournment.....Michelle Crocker

The next CareerSource Okaloosa Walton Board meeting: March 4, 2026 at 9:00 a.m.

Board members who have a conflict of interest on any issue coming before the board for a vote must declare the nature of the conflict, abstain from discussions, and not offer any motion or second on the issue. Board members declaring a conflict of interest must also complete a Conflict of Interest Form.

Financial Disclosure Notice: All Board members are required to file appropriate financial disclosure form(s) within 30 days of appointment, within 60 days of resignation and annually by July 1st. Information is available at [Home - Ethics](#).

This project is fully supported by the U.S. Departments of Labor, Health and Human Services, Education, and Agriculture as part of awards totaling \$3,174,965, with 0% financing from non-governmental sources.