



Board of Directors meeting * December 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:

Jennifer Beasley	Bob Bennett	Sam Burkett
Michele Crocker	Kevin Crystal	Ron Garriga
David Haines	Joel Paul	Rebecca Pazik
Cheryl Pedone	Greg Rynearson	Scott Seay
Leslie Sheekley	Michael Smithart	Nathan Sparks
Stephanie Swint	Pam Tedesco	
Terry Cowan	Andrew Merchel	Carrie Durkee

CSOW staff members present:

Michele Burns	Kelly Jordan	Shawn Knobel
Will Miles	Sue Berntsen	CSOW Vet team

Mission Moment: Kelly Jordan introduced the CSOW Veterans team and reviewed various events: The Veterans’ Service Organizations Networking meetings, the Veterans’ Standdown, Paychecks for Patriots, the Veterans’ Day observance, Veteran Breakfast, Military Family Appreciation Day, and the Honor Foundation Graduation. She announced that we are a 5th year Winner of the Veterans Incentive Award from FloridaCommerce. Joanna Sorensen won the 2025 Roland Williams Veteran Readiness & Employment award for exceptional service and commitment to Veteran success. CSOW is the proud recipient of the Florida Purple Star Award, the only Workforce Board to win, the HIRE Vets Medallion Award from the US Dept. of Labor, (Gold in 2022, 2023 and 2024, and Platinum for 2025.) Marcus Sallee is the Florida Veteran of the Quarter award.

Consent Agenda:

- Sept 3, 2025 meeting minutes
- Updated Bylaws
- Updated Employee Handbook

A motion by David Haines, seconded by Cheryl Pedone, to approve the consent agenda as presented.
All Ayes.

Finance Committee: Bob Bennett presented Budget Mod #2. Updates are due to changes received from the State. Financials ending 10/31/25 and the Discretionary Fund report were presented.

A motion by Nathan Sparks, seconded by Leslie Sheekley to accept the Finance Committee reports as presented.
All Ayes.

A 3% COLA increase for all staff was presented by Michele Burns and Shawn Knobel. The COLA increase will include the Executive Director.

A motion by Leslie Sheekley, seconded by Pam Tedesco, to approve the 3% COLA increase for all staff including the Executive Director.
All Ayes.

Policy Approvals: Will Miles presented and reviewed three new policies:

- Board Governance
- SNAP

A motion by David Haines, seconded by Bob Bennett, to approve the Board Governance & SNAP policies as presented
All Ayes.

- RESEA Design & Framework

A motion by Nathan Sparks, seconded by :Leslie Sheekley, to approve the RESEA policy as presented
All Ayes.

Education and Industry Consortium: Kelly Jordan reported that the Consortium will meet Thursday, Dec. 11th.

Executive Director's Report: Michele Burns reported that we continue to review our building space and staffing costs. We cross-train when possible. The insurance premium for staff increased by 145% this year, and we pay a stipend to staff who do not use the insurance. She will continue to review options. Partnering with other organizations or LWDBs may be possible. Educate the Educator was conducted for south-end schools, starting at CSOW and going to Magna Manufacturing, Kratos, and Boeing. The students seemed to enjoy the day.

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

The 2026 Board meeting schedule was distributed. The March 2026 meeting has been moved from March 3rd to March 11th because of the FP&L Economic Symposium.

Happy Holidays to everyone!

Adjournment: The meeting was adjourned at 10:11am.

The next Board meeting is scheduled for March 11, 2026 at 9:00 am.