

**Workforce Development Board of Okaloosa and Walton Counties
Board Meeting * February 3, 2010 9:30 a.m.
Sandestin Hilton * Emerald Ballroom C**

Call to Order: Chair David Miller called the Workforce Development Board of Okaloosa & Walton Counties (WDB) meeting to order at 9:40 a.m.

Board members in **Bold** were present:

Don Amunds	Carlene Anderson	Bill Arnett
Jack Azzaretto	Dianne Barlar	Felix Beukenkamp
Larry Boldin	Don Brown	Mike Brown
Earnestine Carswell	Dale Cope	Marj Cummins
Bill Dillman	Cindy Frakes	Ron Garriga
David Goetsch	Leigh Grantham	Barbara Griffin
Sylvia Hanks	Wayne Harris	Dwight Howard
David Miller	Martha Miller	John Mirra
Dawn Moliterno	Kenneth Pridgen	Bobby Rains
Lane Rees	Judy Byrne Riley	Bill Robinson
Larry Sassano	Greg Smith	Shayne Stewart
Pam Tedesco	Janice Thomas	Alexis Tibbetts
Al Ward	David Whalen	Lynn Yort
Bill Zell		

Jerry Miller, Board Counsel

Guests present: Jim Breitenfeld

WDB/JobPlus staff members present:

Mary Lou Reed	Art Lee-Drewes	Will Miles
Linda Sumblin	Kate Doheny	Trisha King
Randy Hunter	Rita Smith	Mike WrightReynolds
DeDe Haynes		

Conflict of Interest Statements: Reminder that Board members need to sign a conflict of interest statement each program year. Please see Sue Berntsen if you need to sign a statement for 09-10 or if you have any questions.

Approval of Minutes: Dr. Miller asked if there were any corrections or comments from the December 2, 2009 Board minutes as distributed.

*Motion by Al Ward, seconded by Judy Byrne Riley to approve the Board meeting minutes for December 2, 2009 as distributed.
All Ayes.*

COUNCIL REPORTS

Business Competitiveness Council: Dr. Jack Azzaretto discussed the January 20th meeting. Lee McGehee, Director, Manpower & Personnel (AAC - Eglin AFB) provided the Council with a thorough update on their ongoing Civilian Workforce Reconstitution Initiatives, which on completion, AAC/Eglin will have added 1050 new federal civil service positions. Pam Tedesco, of the Arland Affiliation, provided the Council with a **STEM**florida update. **STEM**florida is a business-led initiative guided by a business steering council which provides input and counsel to the implementation team who directs the **STEM**florida program activities. Ms. Tedesco announced that the final business roundtable is scheduled for March 1st and being hosted by Gulf Power in Pensacola. For more information, she encouraged everyone to visit their new website at www.stemflorida.net .

Joint JobsPlus and Youth Councils Report: Linda Sumblin explained that the Councils continue to meet jointly to work on common targets and interests as partners, and support Workforce in a new way. The Councils met on January 21st and topics of discussion included Ticket to Work program, BRAC updates, confirmation from Washington that funding will be available for another summer youth work experience (SYWE) and youth related partnerships around the region. Bill Dillman announced that Goodwill Easter Seals had recently been awarded three grants to serve students with disabilities and offer a mentoring program for at-risk youth.

Operations Report: Ms. Sumblin shared that the services of the JobsPlus One-Stop Centers, to include the Mobile, continue to be used at record-breaking paces. In December, the One-Stop Center Utilization report demonstrated that over 7500 jobseekers entered our facilities. These numbers were indicative to the unemployment data released for December. Staff continues to do a phenomenal job with the in-house and outreach opportunities presented to them. She highlighted the Veterans Services Teams six-series seminar, entitled “The Art and Science of Job Search – What Your Competition Doesn’t Know.” Ms. Sumblin concluded by drawing the Board’s attention to the Balanced Scorecard (preliminary), which is the report card, for the Workforce Board’s performance, as of December 2009. She thanked the Board for their guidance as the Board assumed the delivery of the direct services in the One-Stops and stated how incredibly proud they were to receive such high marks and hopes the Final Report will be the same. She added that the scorecard will be finalized at the State Board meeting.

Finance Committee Report: Judy Byrne Riley briefly reviewed the “Line Item Budget vs. Actual Mid Year Analysis” and the “YTD Expense Analysis: Balance to Spend by Funding Source” sheets in the packet which lists and explained the year-to-date expenditures for each funding source. The Finance Committee met January 26th to review Budget Mod #3, which is in the packet and highlights the variances between Modifications #2 and #3.

<p><i>Motion by Judy Byrne Riley, seconded by Dr. David Goetsch to approve Budget Modification #3.</i></p>	<p><i>All Ayes.</i></p>
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Ms. Byrne Riley provided the Board with an update on the State imposed moratorium on food and beverage purchases. She explained that since their last meeting, the Finance department was tasked to provide a report accounting for every dollar spent on food/beverages since 1 July 2009. The State requested and the Board has passed a local operating procedure outlining the State's current stance on food/beverage purchases until further notice.

She also reviewed the Back-to-Work program sheet and explained the allocation of reimbursement. The next item pertained to the report on incentive funds. In 2008/09, Region 2 received \$134,721 of which some has been spent on allowable purchases. There are \$120,091 remaining and the Finance Committee and Executive Board has recommendations for allocating the remaining funds. First, they propose to upgrade the IT equipment/programs in the One-Stop Centers and administrative office (approx. cost \$60K). The final item and in Ms. Byrne Riley's opinion, the most important, was to award the staff with a one-time 5% incentive award. With the exception of the Executive Director who exempted herself from the pool, the remaining \$53,700 would be shared amongst the staff. One-Stops have shouldered the increase in customers, doubled their output; however, have only increased in number by five positions. Al Ward spoke in favor of the awards and stated it was unfortunate that recent incidents of fiscal irresponsibility in other regions prompted the Executive Director to eliminate herself from the pool. David Goetsch noted that although Mary Lou Reed declined to receive this one-time incentive, the Board feels that she is most deserving of it.

<i>Motion by Judy Byrne Riley, seconded by Ernestine Carswell to approve Earned Performance Incentive Funds Usage</i>	<i>All Ayes.</i>
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Economic Development Update: Bill Arnett, Executive Director of the Walton Economic Development Alliance stated that they had recently selected an engineering firm to develop phase two of the Industrial Park (IP) in Freeport and work is underway. Once completed, the Alliance will have forty additional acres of "shovel-ready" space for businesses. Mr. Arnett said they are also working with three potential IP tenants as well as one that is interested in moving into the Mossy Head area. The Alliance has also unveiled their marketing materials and plans and will provide more information during their "Power of Business" luncheon. Finally, he was extremely pleased to share that they had partnered with UWF's Small Business Office to conduct a seminar, "How to Plan a Business" in Walton County and the attendance was encouraging.

Larry Sassano, Okaloosa EDC, asked Lynn Yort, North Okaloosa Medical Center (NOMC), to share information on recent county commission activities. The county has offered tax incentives to businesses that create new jobs and/or expand their business and retain the employees in those positions. Because of these incentives, NOMC will be able to expand their current facility by 40,000 square feet and provide new specialty services for the community. This expansion is going to create 27 new jobs and add \$1.6M to their payroll, with the average salary of \$55-60K per person. The expansion is a 13-month process and should begin by the end of the quarter. Ms. Sassano stated that Ms. Yort did an outstanding job marketing and educating the masses about this initiative and should be commended for her efforts. He concluded his report by explaining the new format of the TeCMEN membership.

Dept. of Children and Families: Janice Thomas reported that volume is up and their number of staff remains the same. She thanked Ms. Reed and her staff for working with them to submit a proposal for additional staff through the Florida Back-to-Work Program.

Education Updates: On behalf of Carlene Anderson, superintendent of Walton County Schools, Mike Davis, director of the Walton Career Development Center (WCDC), shared news from Tallahassee regarding Sen. Gaetz “right-size” amendment to the class-size law. If passed, it will give the school districts more flexibility in the room-teacher-student ratio. As the law stands today, one increase of the limit forces the school district to both hire a new teacher and reassign current classes to accommodate the new teacher, or bus the transferring student into another school or even district. This proposal allows the district to exceed the current “class-size” by three students.

Dr. Goetsch of NWFSC stated that South Walton Center recently opened its doors and he appreciated everyone who was able to participate. He shared the interest was so great that they could have opened with 50 classes and they all would have been filled. On the presidential search, their goal is to have someone in place by July 1st.

UWF - Dr. Jack Azzaretto offered the floor to Mr. Sassano so that he could share the news about the ribbon-cutting ceremony at the W.E. Combs Campus for the grand opening of their Business Incubator. He also mentioned the dedication of the School of Science and Engineering on their Pensacola campus and encouraged everyone to join them. Ms. Tedesco announced that the Roundtable, highlighted earlier in the meeting, would also be available via live webcast courtesy of the five workforce development boards of Northwest Florida. She also noted that the Workforce Development Board and UWF were charter partners/supporters of the STEM Florida initiative from the very beginning. Dr. Azzaretto remarked that they now have a signed agreement with WCDC and they are eager for the partnership to flourish.

Ron Garriga reported that Embry-Riddle recently hired an associate director at their Hurlburt Field campus and are also in the process of hiring new faculty for their Airframe and Powerplant certification program. Ms. Garriga stated the post 9/11GI Bill has been a blessing for those receiving it and has increased their enrollment. ERAU is doing their best to prepare students for employment and based on a recent survey of their students, 90% of their students are entering employment in their field of study.

BRAC Report: Jim Breitenfeld reported on the recent dismissal of the two-star general in charge of the Joint Strike Fighter (JSF) program and the appointment of a new Chief due to issues in the development of the program. It is important to note that the 59 planes due to arrive at Eglin AFB are on schedule. He reiterated that Eglin will have to compete with other bases for the remaining 49 planes; however, all of the Maintainers will be trained at Eglin. Construction of the training facility is on track and going well. Mr. Breitenfeld mentioned that Lockheed Martin holds the training contract for the JSF/F-35 project and plans to move 250 personnel into the area by the end of the year. He continued by stating the model that the Workforce Development Board has created to transition the Army Families into the community could also be used to assist the spouses of the JSF incoming personnel. The 7th Special Forces Group (Airborne) construction is ahead of schedule. He asked Linda Sumblin to share a brief report on her most recent trip to Ft. Bragg. Ms. Sumblin reported that she and Kaye McKinley, Deputy Superintendent, Okaloosa County

School District, travelled at the request of LTC Bloomberg and the US Army to Ft. Bragg where they participated in two Townhall meetings. With over 150 attendees, Ms. Sumblin provided detailed employment information to the groups. During her visit, she had the opportunity to meet Chaplain Miracle, who shared that he would be bringing 20 couples to Ft. Walton Beach for a couple's retreat. On Chaplain Miracle's behalf, Ms. Sumblin coordinated local representatives to cover the requested topics – education, employment and housing. Ms. Sumblin contacted the area chambers of commerce for "Welcome Packets" to give to each participant. Mr. Breitenfeld stated we can expect some of the Army families to begin moving to the area this summer. He concluded by sharing that he continues to work with various organizations to complete military issues in the forefront. DeDe Haynes briefly reported on the activities of the Northwest Florida BRAC Families' Transition Council, www.WelcometoNorthwestFlorida.com website and the upcoming trip to Ft. Bragg tentatively scheduled for April.

Executive Director's Report: Mary Lou Reed shared that their inaugural Military Spouse Appreciation was a huge success and she thanked Larry Sassano and the EDC for their support in sponsoring the luncheon. This event was well attended and comments were extremely positive. One of the symbols of appreciation shared with the military spouses was a coin designed by Stephanie Jacobs, one of our military spouse advocates. Dawn Moliterno, president and CEO of the Walton Area Chamber of Commerce, congratulated Ms. Reed on a job well done and added that she attended this event with one of her staff members. Afterwards, her staff member told her that the best part of the day for her was receiving the special Military Spouse coin for it validated her sacrifice as a military spouse. Ms. Reed continued by requesting the Board help JobsPlus spread the word that CAA dollars remain available. She shared that the final Fiscal Monitoring Report has been delayed due to the recent food/beverage report requested by AWI. The staff is currently preparing for the upcoming AWI – quality assurance programmatic monitoring visit scheduled for February 15-19th. She also mentioned that WDB recently hosted monitors from USDOL – Atlanta division and they had nothing but good things to say about our BRAC performance.

She provided an update on Florida Back to Work (B2W) program and shared to date, seventeen local organizations have applied to participate in the program. If all of the positions are filled, the project will have created 164 new jobs in Okaloosa and Walton counties. The Board was waiting for the appropriation of the funds. She stated there is a plan for a phase 2 and if monies are available, the Board plans to apply for additional funds. She continued her briefing by sharing they hope to learn more about the B2W program, jobs creation legislation, the state's budget and its impact on workforce issues.

Ms. Reed announced that a small group would be attending the National Association of Workforce Boards in Washington D.C March 3-6. She noted also that the Workforce Board had partnered with other organizations to host a focus group for the Aerospace and Aviation Banner Center scheduled for February 18th at the REEF. Ms. Reed thanked the Board for their continuous support of her and the staff. She concluded her briefing by asking the Board to join her in recognizing Valerie McLaughlin, AWI employee and center

manager for the Fort Walton Beach JobsPlus One-Stop Center, for twenty-five years of AWI dedicated service and commitment to the citizens of Florida.

Old/ New Business: None

Comments: Dwight Howard, J & P Khamken Industries, shared that his organization had recently completed the AS9100 certification, which is the highest certification in his industry. He thanked Dr. Goetsch for his assistance.

Announcements: Next Executive Committee meeting – March 3, 2010
Next Board of Directors meeting – April 7, 2010 Location TBD

Adjournment: The meeting was adjourned at 11:02 a.m.