

**Workforce Development Board of Okaloosa and Walton Counties  
Board of Directors Meeting \* June 15, 2011 8:30 a.m.  
415 Racetrack Rd. (City Plaza) – Ft. Walton Beach, FL**

**Call to Order:** Chair David Miller called the Workforce Development Board of Okaloosa & Walton Counties (WDB) meeting to order at 8:30 a.m. He welcomed new Board members Cathy Magnuson, and Scott Jackson and David Jefferson. Ms Magnuson and Mr. Jefferson introduced themselves.

Linda Sumblin welcomed Maureen Edwards from USDOL. She is in the area reviewing our programs paid with ARRA funds.

Board members in **Bold** were present:

Carlene Anderson	<b>Jack Azzaretto</b>	Dianne Barlar
<b>Felix Beukenkamp</b>	Larry Boldin	<b>Don Brown</b>
Mike Brown	Sam Burkett	<b>Earnestine Carswell</b>
Dale Cope	<b>Marj Cummins</b>	<b>Bill Dillman</b>
<b>John Eckert</b>	<b>Cindy Frakes</b>	<b>Ron Garriga</b>
Leigh Grantham	Kitty Whitney	<b>Dwight Howard</b>
Scott Jackson	<b>David Jefferson</b>	<b>Cathy Magnuson</b>
<b>David Miller</b>	<b>Martha Miller</b>	Scarlett Phaneuf
<b>Lane Rees</b>	<b>Bill Robinson</b>	Larry Sassano
<b>Greg Sheffield</b>	<b>Shayne Stewart</b>	<b>Pam Tedesco</b>
Janice Thomas	<b>Alexis Tibbetts</b>	Al Ward
David Whalen		

<b>Jerry Miller</b> , Board Counsel	<b>Don Amunds</b> , Okaloosa County Board of County Commissioners	Kenneth Pridgen, Walton County Board of County Commissioners
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**Guests present:**

<b>Maureen Edwards</b> USDOL	<b>Diane Thomas</b> United Way	<b>Elaine Courtney</b> Okaloosa Saves
<b>Jim Breitenfeld</b> , Breitenfeld Consulting	<b>Randy Fleming</b> , DCF	

**WDB/JobsPlus staff members present:**

<b>Mary Lou Reed</b>	<b>Linda Sumblin</b>	<b>Art Lee-Drewes</b>
<b>Will Miles</b>	<b>Sue Berntsen</b>	<b>DeDe Haynes</b>
<b>Cindy Critcher</b>	<b>Michelle Guy</b>	<b>Kate Doheny</b>
<b>Angie Olberding</b>	<b>Rebecca Pazik</b>	<b>Rita Smith</b>
<b>Shirley Cliff</b>	<b>Larry Tipton</b>	<b>Jerry McDaniel</b>
<b>Valerie McLaughlin</b>	<b>Kelly Jordan</b>	<b>Robin Reich</b>

**Approval of Minutes:** Dr. Miller asked if there were any corrections or comments from the May 4, 2011 Board minutes as distributed.

*Motion by Lane Rees, seconded by Earnestine Carswell to approve the Board meeting minutes for May 4, 2011 as distributed.*  
*All Ayes.*

**Request for Approval of Modification 2 of the Workforce Plan:** Request to renew the waiver to allow the Board to provide Direct Services. The original waiver was requested and approved as of July 1, 2008. Walton County has approved Mod 2, and it is on the agenda for Okaloosa County.

*Motion by Bill Robinson, seconded by Shane Stewart to approve Modification 2.*  
*All Ayes.*

**Request for approval of a layoff policy for the Board:** At this time, no layoffs are expected to be required at the new fiscal/program year.

*Motion by Dwight Howard, seconded by Earnestine Carswell to approve the layoff policy.*  
*All Ayes.*

**Request for appointment of David Miller to the State Chairs' Association:** A new organization being formed to promote statewide cooperation among the Regions.

*Motion by Shayne Stewart, seconded by Bill Dillman to appoint David Miller as the Board's representative to the State Chairs' Association.*  
*All Ayes.*

**Finance Committee:** Lane Rees reported the details of 2010-2011 Budget Mod #5 that the Finance committee met June 2<sup>nd</sup> to review. Mod #5 was recommended for approval to the full Board.

*Motion by Bill Robinson, seconded by Shayne Stewart to approve Budget Mod #5 as presented.*  
*All Ayes.*

The initial 2011-2012 Budget as reviewed by the Finance Committee was presented by Art Lee-Drewes. The revenue sources beginning amounts are about \$2.5M lower this year than last, most of the variance is special projects which end June 30, 2011 including BRAC, CAA and ARRA. The 2011 budget is approximately equal to 2008 funding levels. Veterans funding of \$571K was requested and \$403K received, no pass through funds have been received yet. Estimates of carry forward amounts are included. Strategies are updated weekly based on new information. Rural Initiative and Military Spouse funds are estimated based on last year's funding.

The initial budget for the new year does cover expense items for staff salaries and benefits, leases, facilities, equipment and participant training and support services. . Some line items such as outreach and professional development begin at \$0 and will be determined later. Contingency funds are small.

*Motion by Cindy Frakes, seconded by Ron Garriga to approve the initial Budget for 2011-2012 as presented.*  
*All Ayes.*

Cuts in TANF funds were anticipated and current WT funds were extended through Sept 30<sup>th</sup>. WT caseload had been declining, but with a recent uptick. BRAC planning funds were unexpectedly extended so \$165K was carried forward and an additional \$75K may be received. Wagner-Peyser and UC funds were also extended and carried forward.

**Election of Officers:** Pam Tedesco, for Nominations Committee Chair Al Ward, presented the slate of nominees for Board officers. The Committee met May 20<sup>th</sup>, and had a huge well qualified field to choose from. The Nominees all agreed to serve if elected. The slate is included in the packet. Additional nominations will be taken from the floor.

<i>Motion by Felix Beukenkamp, seconded by Jack Azzaretto to approve the slate of nominees as recommended by the Nominations committee and presented. All Ayes.</i>
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**Economic Development Updates:**

Don Brown described a major reorganization of the Walton Economic Development Alliance approved at their meeting yesterday. They expect it will make the organization more streamlined, nimble and flexible as a result.

Jim Breitenfeld for Okaloosa County reported that Larry Sassano is on his way to the Paris Air Show. He calls on vendors and suppliers for local businesses and contractors while there. Capital Avionics is a small company from Tallahassee relocating locally, expected to peak at 15 – 20 employees. It is a niche avionics company. The incubator has a new tenant, Dwight Howard’s company. The EDC through TeCMEN is partnering with the Space Coast to have Florida designated as a test area for UAVs.

**Operations Update:** Linda Sumblin introduced Shirley Cliff, the new Ft Walton Beach JobsPlus Center Manager. Shirley worked in employment and training in Missouri prior to moving to the area. Ms Sumblin reported that unemployment rates are down slightly as was walk in traffic in the Centers during the month of May. Since July 1, 2010, the three Centers and the Mobile have served about 78,000 people. Operations is pleased with the budget news, allowing us to keep all staff in place to continue services. Unemployment Claimants will have more required activities to receive benefits, including possible drug testing. The legislation that will reform unemployment compensation has not been finalized yet.

Ms Sumblin concluded by saying that the past year has been fulfilling with the special grants some of which would be reported on by Will Miles. She said that next year it will be back to basic funding.

Will Miles provided an overview of five special grants, four of which are ARRA funded and two of which are National Emergency Grants (NEG.) They have varying restrictions and requirements. The Digital Access grant has 479 enrolled, there is also UI Reemployment providing IT and web design courses and internships, The Non-Custodial Parent Ex Offender grant with 60 enrolled and 30 placed and the Youth program has been reenergized with 113 enrolled. This summer there will be a Youth program at each Center for 25 youth. Recent Job fairs include the first ever Youth Job Fair June 1<sup>st</sup> and the IT Job Fair on June 14<sup>th</sup>.

## **COUNCIL UPDATES**

**Business Competitiveness Council:** Dr. Jack Azzaretto recounted the June 12<sup>th</sup> meeting where they conducted a focus group facilitated by Linda Sumblin, Will Miles and Nicole Gislason of UWF on local IT needs. The group looked at employment and training gaps. Both the Focus Group and the IT specific Job Fair were a part of the special UI Reemployment grant that will end June 30, 2011,

**JobsPLUS/Youth Development Council:** Earnestine Carswell announced the next meeting will be July 28<sup>th</sup> at Northwest Florida State College where a tour will be conducted. June 16 and 17 there will be training on Post Traumatic Stress Disorder and Traumatic Brain Injury. The first day is for Community Based Organizations on how to recognize the problems and direct them to the proper services. The second day will be in depth information for counselors with Continuing Education Units available if appropriate. These training sessions were made possible by funds from the BrAlve Grant.

Dave Miller reported on the Workforce Florida Inc. Board meetings held May 25 & 26 in Marianna, FL. The Chairs group met to organize with the intent of mentoring new Chairs and smoothing the constant changeover. Financial information for the new program year was provided to the Boards and a tour of the Family Dollar Distribution Center was conducted. Rep. Marti Coley introduced several of the business in Jackson County and discussed their problems getting quality employees at the dinner meeting. Governor Scott was scheduled but did not attend.

Local Board member Dwight Howard of J&P Khranken Industries was congratulated for the company's National Subcontractor of the Year award and Small Business of the Year award. They were nominated by Lockheed Martin for the Defense Logistics Agency award. Mr. Howard gave a brief history of the company being formed by two brothers who were refugees from Laos, and its growth to success.

**Executive Director's Report:** Mary Lou presented an "Above and Beyond" award to Linda Sumblin for her triple duty as Assistant Director, Chief Operating Officer and Interim Director of the Ft Walton Beach JobsPlus.

The state legislative session resulted in an update of the organizational structure which is in the packet. AWI will become the Division of Workforce Services under the Dept. of Economic Opportunity. The Department will report to the Secretary of Commerce. This will align jobs and economic growth agencies. The Early Learning Coalitions will transfer to the Dept. of Education. There will be a transitional period between now and Oct. 1, our AWI staff should see no major changes.

Ms Reed expressed her thanks and appreciation to the new Board members for their commitment. The Board will schedule a New Board Members Orientation soon.

Ms Reed announced that the Workforce Board and some of its partners will make a presentation at the Association of Defense Communities conference in Norfolk, VA in July. The current trend is increasing support of our military families. Mary Lou Reed, DeDe Haynes, Jim Breitenfeld and Kay McKinley will represent our area.

Mary Lou and Linda will attend the Florida Economic Development Conference June 23 & 24 in Orlando.

Mary Lou announced her plans to retire in September. She thanked the Board for the honor of working with everyone for the past 15 years since the Board was incorporated in 1996. Dave Miller will head up the search for the next Executive Director supported by the Board and the staff.

**Comments/Announcements:**

- Cindy Frakes stated that 51% of the students moving into Okaloosa County are locating in the north end of the county. Dr. Tibbetts clarified that “north” is north of the Shoal River and the Ft. Bragg students are also locating in the central zone, which is good, because 2000 new students in one zone would be difficult to accommodate.
- Okaloosa County students had the highest mean score and the highest percentage of students proficient on the new Algebra 1 exam which is the exit exam for math. Okaloosa’s top performing school district status was removed because of one “F” school which was actually closed 14 months ago. This is why the school calendar was changed at the last minute.
- Dr. Tibbetts was delayed this morning because three local students were killed in a car accident last night.
- Dwight Howard announced that J&P Khranken Industries opened a new office 1t 720 Lovejoy Rd. June 1<sup>st</sup>. They have added 25 employees this year including contractors and anticipate continued growth.

**Old/ New Business:** None

**Adjournment:** The meeting was adjourned at 9:55 a.m.