

**Workforce Development Board of Okaloosa and Walton Counties
Board of Directors Meeting * Sept 7, 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.

Board members in **Bold** were present:

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

Jerry Miller , Board Counsel	Don Amunds, Okaloosa County Board of County Commissioners	Kenneth Pridgen, Walton County Board of County Commissioners
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Guests present:

Jay Barber VP, Workforce Florida	Sylvia Hanks City of Ft. Walton Beach	Joyce Gossom
Jim Breitenfeld , Breitenfeld Consulting	Dort Baltes	Jeff Scroggins
Ron Reed	Ron Shaw Florida Transformer	Chris Budney Paxen
Charlotte Fillius	Brenda Smith	

WDB/JobPlus staff members present:

Mary Lou Reed	Linda Sumblin	Art Lee-Drewes
Will Miles	Sue Berntsen	DeDe Haynes
Cindy Critcher	Michelle Guy	Kate Doheny
Angie Olberding	Rebecca Pazik	Rita Smith
Shirley Cliff	Larry Tipton	Jerry McDaniel
Valerie McLaughlin	Kelly Jordan	Robin Reich
Carol Bowen	Trish King	Bob McClyman

Dr. Miller welcomed new board members Dr. Ty Handy (NWFSC,) and Scott Jackson (Gulf Power,) and special Guests Jay Barber, (VP – WFI) and Ron Shaw (Florida Transformer.)

Approval of Minutes: Dr. Miller asked if there were any corrections or comments from the June 15, 2011 Board minutes as distributed.

Motion by Bill Robinson, seconded by Bill Dillman to approve the Board meeting minutes for June 15, 2011 as distributed. All Ayes.

Finance Committee: Lane Rees reported the committee met Aug. 24 to review the unaudited details of the final budget from 2010-11 and Budget Mod #1 for 2011-12. Information is in the packet and was summarized. Several funds were extended.

Budget Mod #1 highlighted areas show changes since the original budget was approved at the June Board meeting.

Motion by Lane Rees, seconded by Dianne Barlar to approve Budget Mod #1 as presented. All Ayes.

Special Guest: Jay Barber, VP & Counsel, Workforce Florida, Inc. Mary Lou Reed introduced Jay Barber, VP & Counsel for Workforce Florida, Inc. Workforce Florida, as governing board, is required to present a performance report to each workforce board at least annually. He is also here to help celebrate our 15th anniversary.

Mr. Barber presented letters from Chris Hart, Curtis Austin and Mike Switzer congratulating Mary Lou Reed on her upcoming retirement and a Balanced Scorecard recognizing her performance as #1.

Action Items:

- WFI adopted a new contracting policy at their last Board meeting. It spells out all new requirements on contracting with Board members, in general prohibiting such contracts and then establishing specific exceptions, for example Board members representing educational institutions and the Dept. of Children & Families. The full policy is in the packet. Approval is requested to add this new policy to our local General Policies.

Motion by Felix Beukenkamp, seconded by Ernestine Carswell to approve adopting the contracting policy as presented. All Ayes.

- Local procurement policy on documenting sole source and emergency procurements was suggested during the last monitoring visit. Full documentation will be attached to the file.
- Stipulate frequency of monitoring and a monitoring checklist for contracts.

Motion by Dianne Barlar, seconded by Bill Dillman to approve adopting the procurement policy as presented. All Ayes.

Partners' Updates:

Larry Sassano reported for Okaloosa EDC that three announcements before the end of the year should produce 600 new local jobs. The EDC Roundtable will be held at the Emerald Coast Convention Center Sept. 28th at 7:30am. Tourism and the Arts will be recognized.

Jim Breitenfeld representing DSI, TeCMEN and BRAC and Beyond affirmed that BRAC officially ends in eight days, on Sept 15th. Four of 59 Joint Strike Fighters are in place. The JSF will continue to ramp up to the total over the next three years and international training will be a factor after that. About one-half of the 7th Special Forces soldiers have arrived and there will be about 2250 total. They are already looking at expansion and growth.

The Military Families Transition Council is moving from planning to implementation. There is a meeting next week to continue to move forward. The next Eglin growth announcement is expected come by the end of the year regarding a UAV (Predator) group of about 140 personnel. Environmental impact statements are pending, five locations are being considered, all on Eglin.

The Emerald Coast Research & Technology Park (about 100 acres around the current REEF Center in Shalimar) is also pending environmental impact studies. Record of Decision is expected in March, 2012.

Cindy Frakes for Okaloosa Schools reported a good start to the year, with current enrollment of about 30,000.

Dr. Ty Handy stated that Northwest Florida State College enrollment is down 6%. Other institutions indicated they are also flat or down.

UWF enrollment is about 12,200 reported by Dianne Barlar.

COUNCIL UPDATES

Business Competitiveness Council: Dr. Jack Azzaretto did not meet during the summer but are scheduled to meet Sept. 20th. The ECD Military Skills Report from the Haas Center will consider military skills upon exit and how they can be transferred to the community. The Council also convened as a focus group on IT industry skill sets needed in the local area. The results will be presented and a work plan discussed.

JobsPLUS/Youth Development Council: Earnestine Carswell invited everyone to join the Councils and discussed the effect of the August 1st implementation of Unemployment Compensation changes. Claimants are required to contact five potential employers each week OR visit a One-Stop for reemployment readiness services.

The Dept. of Children & Families requirement for cash assistance applicants to take a drug test has also affected the Centers. Many claimants do not understand that the One-Stops are not responsible or involved in the testing. The \$35 cost is reimbursed when the applicant passes the test. Year end One-Stop traffic numbers show 84,424 customers in the Centers last program year.

The Youth program continues to serve both in-school and out-of-school youth.

The next joint meeting is scheduled for Sept 22nd at the Walton Career Development Center and will include a tour of the facility.

Jim Breitenfeld thanked Earnestine for her presentation on the BRAC Families Transition Council at the Association of Defense Communities national annual meeting. Kay McKinley, Col. Sal Nodjomian, DeDe Haynes and Jim Breitenfeld also attended. Eglin received two of seven national awards, Installation of the Year and Don Salter, Santa Rosa County Commissioner received Community Volunteer of the Year.

Ty Handy asked if the \$35 charge and drug test have changed the demand pattern for services. Earnestine Carswell responded that the requirements are too new to tell, but numbers have been stable so far. There is also a \$35 fee for GED now, and Dr. Handy commented that the students cannot or will not pay and are remaining on assistance and suffering the long term consequences.

Executive Director's Report: The Regional Workforce Boards are periodically required to update or rewrite the local plan. This year's update was so substantial that it is virtually a rewrite. Mary Lou distributed the Executive Summary to the Board, copies of the full plan are available. The Board, partners and the public have review and input opportunity in the process. All programs and services are included in the plan. The QATA team is providing the major portion of the rewrite. It includes the Interlocal Agreement establishing the local region and the waiver to provide direct services. The Plan will be presented to the Okaloosa County Board of County Commissioners Sept 20th and the Walton County Board of County Commissioners Sept 27th for their approval. It is posted on www.jobstop.com and must be submitted to WFI by Sept 30th.

<p><i>Motion by Jack Azzaretto, seconded by Lane Rees to approve submitting the Plan as presented.</i></p>	<p><i>All Ayes.</i></p>
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Military Families Transition Council: The Council is moving forward after BRAC, the next meeting is Sept 14th. The five work groups will meet to transition forward. The website www.welcometonorthwestflorida.com is being revamped to meet more general interests of all military coming to the area.

Statewide Workforce Board issues: Statewide, Boards are being questioned about contracting policy with Board members. Federal and State legislation differs, full disclosure of conflict of interest or financial interest. Florida's policy further limits it now to those exceptions. Boards supplied information which was reported at the state level, and \$7M of expenditures with private sector Board members is involved. USDOL OIG is investigating all 24 Boards, and the expenditures include utility and education partners. Region 2 has not yet been contacted. Jay Barber emphasized that there is no criminal activity so far, and the Federal vs. State statutes. Gov. Scott is trying to eliminate any appearance of impropriety. Several versions of the Florida policy were considered before adopting the current policy.

Federal legislation prescribes makeup of the Boards, and education institutions and the exception are perfectly legal. The main concern is private sector Board members.

Several Boards have had questions regarding cars, facilities and food and beverage purchases which instigated the query. Proviso or implementation language may be removed in the future.

Executive Director Search Committee: Chair Al Ward reported for the Committee, Dave Miller, Martha Miller, Earnestine Carswell, Lane Rees and Dave Goetsch. The Committee met June 29 to establish qualifications, a process and timeline. Deadline for applications was July 22nd, 58 applications were received. Aug. 5th the top candidates were selected and interviewed on August 15th. The unanimous recommendation of the Search Committee to the Executive Committee was made on Aug 31. Dave Miller thanked the Committee for their time and effort. He then announced Linda Sumblin as the candidate recommended by the Search Committee and presented by the Executive Committee for full Board approval. The announcement was met with a standing ovation.

<i>Dave Miller restated the recommendation of the Executive Committee to hire Linda Sumblin as the next Executive Director and called for the vote.</i>	<i>All Ayes.</i>
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Lane Rees proposed that authority be given to Dave Miller to negotiate starting salary with Linda Sumblin within the range of \$59,500 - &76,500 previously stated

<i>Motion by Lane Rees, seconded by Bill Dillman to give Dave Miller salary negotiation authority within the stated range.</i>	<i>All Ayes.</i>
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Linda Sumblin thanked the Search Committee, Executive Committee, Board and staff and her family for their support. She pledged continued transparency and integrity for the Board and Region. She thanked Mary Lou Reed for being her mentor and friend for 22 years.

Mary Lou Reed acknowledged the Boards' most important decision for the benefit of the Community in selecting Linda as the next Executive Director.

The Board's 15th Anniversary: The Board was incorporated in May of 1996 and has been blessed with the best leadership from the community. A plaque honoring all the previous Chairs will be hung in 415 City Plaza. Dave Miller continues the tradition. The Board has had \$48,928,527 in funding from 1996 to date. We have been very successful in pursuing special grants funding to supplement our mainstream formula funds.

Chair's Comments/Announcements:

- Dave Miller plans to attend a Chair's meeting in October which will encompass board development, public and media relations and crisis management.
- Three Chairs are being invited to join state committees. Dave Miller was encouraged to pursue, but chose not to at this time.

Public Comment:

- Felix Beukenkamp announced that Florida Homebuilders just had a statewide board of directors meeting and Okaloosa and Walton Counties lead the state in building starts. Safety is a major issue with OSHA descending and issuing fines of \$7K per infraction.
- Dianne Barlar commented that the Florida SBDC received a grant for a growth acceleration program which will help second stage business to continue to create jobs.

Dave Miller thanked all for their time attending and invited everyone to stay for the 15th Anniversary Celebration and to congratulate Linda Sumblin

Linda Sumblin announced that culminating Mary Lou Reed Appreciation Month there will be a Community Event on Sept 29th at O'Sullivan Creel. Please contact Linda for information.

Mary Lou Reed thanked her husband of 50 years, Ron, for his support.

Adjournment: The meeting was adjourned at 10:07 a.m.