



**Workforce Development Board of Okaloosa and Walton Counties  
Board of Directors Meeting \* Nov 2, 2011 8:30 a.m.  
415 Racetrack Rd. NE (City Plaza Conference Room) – Ft. Walton Beach, FL**

**Call to Order:** Chair Dr. David Miller called the Workforce Development Board of Okaloosa & Walton Counties (WDB) meeting to order at 8:35 a.m.

Board members in **Bold** were present:

Carlene Anderson	<b>Jack Azzaretto</b>	<b>Alan Baggett</b>
<b>Dianne Barlar</b>	<b>Toni Beck</b>	Felix Beukenkamp
Larry Boldin	Don Brown	Mike Brown
Sam Burkett	<b>Earnestine Carswell</b>	Dale Cope
Marj Cummins	<b>Bill Dillman</b>	<b>Randy Fleming</b>
Cindy Frakes	<b>Ron Garriga</b>	<b>Leigh Grantham</b>
Ty Handy	Dwight Howard	<b>Diane Jackson</b>
Scott Jackson	David Jefferson	Cathy Magnuson
<b>David Miller</b>	<b>Martha Miller</b>	<b>Scarlett Phaneuf</b>
<b>Lane Rees</b>	Bill Robinson	<b>Larry Sassano</b>
Ron Shaw	Shayne Stewart	<b>Pam Tedesco</b>
<b>Alexis Tibbetts</b>	<b>Al Ward</b>	David Whalen
<b>Kitty Whitney</b>		

<b>Jerry Miller</b> , Board Counsel	Don Amunds, Okaloosa County Board of County Commissioners	Kenneth Pridgen, Walton County Board of County Commissioners
-------------------------------------	---	--

**Guests present:**

<b>Mike Davis</b> Walton School District	<b>Joyce Gossom</b> City of Ft. Walton Beach	<b>Jim Breitenfeld</b> , Breitenfeld Consulting
<b>Brenda Smith</b> Okaloosa Saves		

**WDB/JobsPlus staff members present:**

<b>Linda Sumblin</b>	<b>Art Lee-Drewes</b>	<b>Will Miles</b>
<b>Sue Berntsen</b>	<b>Angie Olberding</b>	<b>Rebecca Pazik</b>
<b>Rita Smith</b>	<b>Robin Reich</b>	<b>Larry Tipton</b>
<b>Valerie McLaughlin</b>	<b>Robert Vanden Berg</b>	

Dr. Miller welcomed new board members and all attendees and asked everyone to sign in.

**Approval of Minutes:** Dr. Miller asked if there were any corrections or comments to the September 7, 2011 Board minutes as distributed.

<i>Motion by Dianne Barlar, seconded by Al Ward to approve the Board meeting minutes for Sept 7, 2011 as distributed.</i>	<i>All Ayes.</i>
---	------------------

**Finance Committee:** Lane Rees reported that the Finance Committee met Oct 25<sup>th</sup> to review the financials and Budget Mod #2 which is in the packet. Total funds of \$4,824,974 are broken down and he reviewed the changes which are highlighted. Dr. Miller asked for questions or discussion.

<i>Motion by Bill Dillman, seconded by Earnestine Carswell to approve Budget Mod #2 as presented.</i>	<i>All Ayes.</i>
---	------------------

Dr. Barlar asked how many front-line staff will attend the Workforce Summit in December. Approximately 15 are planned, depending on costs.

Lane Rees reiterated how seriously the Committee takes their responsibility and how detailed the review of funding and expenditures is when the Committee meets.

**Economic Development Updates:** Larry Sassano stated that the University of Florida Research Center and the Air Force Research lab project is progressing. An autonomous vehicle center will be located at the REEF and will house development and testing of ground and air (but not water) vehicles software and hardware. Many local contractors are interested in this type of project and TeCMEN is involved.

Jim Breitenfeld confirmed that diversification of industry is critical, and basing it on existing projects is important as well. Space Florida (the state lead for federal designation for creating a UAS test area in Florida) will be in the area in the near future. There is a great deal of interest in this test center, and drones and micro drones are the future. All are looking at a new industry cluster and funding in partnerships. The Center would draw companies to the area to test and host robotics competitions for UWF, whose robotic team is #2 ranked nationally. Innovation and entrepreneurship is vital, and this would be a 45,000 sq. ft. facility with a 50' apex for testing and include offices and labs. It is expected to be approved in the first quarter of next year.

Dr. Tibbetts added that Okaloosa Schools has been included in the project and are jump-starting high school students with STEMM work. Elementary and middle school programs will be added. Twenty percent of jobs in Florida are going unfilled because the numbers of graduate majors in STEMM are not sufficient. Eight hundred to 1,000 new jobs are expected to be created by current local companies and new company jobs will be added to that number.

Jim Breitenfeld then discussed a briefing to Congressman Miller later today about major realignments of the Air Armament Center, the 46<sup>th</sup> Test Wing and 96<sup>th</sup> Air Base Group. Major Command commanders and local commanders will be briefed in the next few days. Budget cutting pressures are responsible. Functions will be spread to other locations, with Wright-Patterson AFB in Dayton, OH and Edwards AFB in CA being the major winners. Most specifics are rumors and subject to discussion and negotiation at this stage. It is likely Eglin will drop from a two star command to a one star command. There will be significant civilian workforce downsizing. Right now there is no plan to force Reduction in Forces (RIF) but to eliminate already vacant positions, normal retirement and separations and incentive laden packages for voluntary retirement. This is the beginning of a process

with a one to two year timeline. Eglin will look different in five years, and very different in 10 years.

Scarlett Phaneuf said Walton County EDA has seen a major spike in project activity. They are working more projects in the last three months than in the past two years, a large portion of which is attributable to the UWF Office of Economic Development and Engagement and the \$10M in funding for job creation which is part of the Oil Spill Recovery Act. One hundred to 300 new jobs are anticipated from four current projects. FGNW Focus recently concluded, 12 site selection consultants came to the area from across the country.

**Education Updates:** Ron Garriga echoed the focus on STEMM emphasis in elementary and middle school. Students currently taking college credit classes at the high school level must take prerequisite STEMM formatted classes to get into the college classes. Reports that tuition assistance may be down in 2012 has education institutions planning. Non-traditional enrollment is up 26%. Opening of the new Crestview Embry-Riddle facility has been postponed from January to March.

Mike Davis said that Walton County schools will have a STEMM academy open at the middle school level next year. The Walton Career Development Center will host the next JobsPlus/Youth Development Council meeting Thursday, 11/17 at 9:30am.

Dr. Azzaretto said UWF is recruiting for a new Ed.D. cohort program. Students in the first program will graduate this year. They are also initiating a hospitality program in partnership with NWFSC. The two schools have instituted a NWF2UWF program which will allow students to seamlessly transfer through a four year degree.

Dr. Barlar noted that there is a 5<sup>th</sup> grade robotics competition in Pensacola this weekend and that Dr. Miller will be teaching one of the hospitality courses in the NWFSC/UWF program.

**Dept. of Children & Families:** Randy Fleming discussed a slight increase in food stamp program applications and improvements made in the state-wide call-in center. A temporary injunction was granted suspending the drug test component for TANF applicants. Applications will be reviewed and anyone declined due to failing the test or failing to complete the process will be reevaluated for eligibility. An increase in the WT population is anticipated. Also, the benefits card will be changed and the look updated.

## **COUNCIL UPDATES**

**Business Competitiveness Council:** Dr. Jack Azzaretto recounted the Oct 13th meeting where the incumbent worker training program was discussed. The WDB, TeCMEN and UWF are engaging in Six Sigma and Lean Manufacturing training programs. These are high end training programs in high demand by local businesses. The state is looking at the program as a best practice, where using the umbrella of TeCMEN multiple employers are able to participate. Pam Tedesco introduced the group to Good Samaritan Institute which facilitates communications between biologists researching cancer. They are expanding the facility for a sabbatical center to collaborate and initiate a virtual mentorship program

via 20-30 minute video lessons. This organization is a non-profit grant and donation funded program. The next Council meeting is Nov. 16<sup>th</sup>.

**JobsPLUS/Youth Development Council:** Earnestine Carswell reported that the Council supported Career Quest VI at NWFSC in lieu of their October meeting. Tours and information on programs from Certificates to Bachelor's degrees was available. The next meeting will be Thursday, Nov 17<sup>th</sup> at the Walton Career Development Center in DeFuniak Springs. Employment rates, jobs, hiring and youth in Walton County will be discussed and a tour of the programs and facilities will be included.

**Executive Director's Report:** Linda Sumblin thanked the Board members and staff for their support during the transition. She stated that this program year will be "back to basics" because most of our special grants are ending and there have not been opportunities to apply for other special funds at this time. There is a written report in the packet. She announced Shirley Cliff's selection to fill the COO position. Also included in the packet is labor market data, unemployment statistics and Help Wanted On Line (HWOL) information. Data on walk in traffic and services for the One-Stop Centers is also included.

A new component of the Provelt! Assessment program used in the Centers has been added, behavioral or soft skills testing. This was requested by many employers.

The updated Workforce Plan was submitted to Tallahassee and after some questions has been recommended for approval at the next Workforce Florida, Inc. (WFI) board meeting next week.

Staff Development Day was conducted Oct. 10<sup>th</sup>. Centers were closed due to a non-state recognized holiday and all staff met at the conference room. One agenda item was review by Dr. Joyce Gossom of the overall results of the work climate survey. There was an 85% response rate and healthy feedback provided. An in-depth review of the Center specific results will be conducted with the respective staff and next steps determined. A follow up survey will be available in January for the next (Feb. 20<sup>th</sup>) Staff Development Day.

The WDB will be given the opportunity to speak at this Friday's Walton Chamber Breakfast courtesy of the sponsor, CHELCO.

Also in the packet is an updated Board member roster and meeting schedule.

The WDB has opened a location in South Walton at the Regis facility at Grand Blvd. This will be available for Business Services and Vet Services, and is not a full-service one-stop.

Statewide workforce board issues were reviewed. Previous expenditures in 11 Regions are still being evaluated going back about four years. The State Office of Inspector General (OIG), and Governor Scott are involved. Some Board members and Executive Directors and staff at involved regions have been removed or resigned. Region 2 is not one of the Regions involved at this time. Pam Tedesco asked if there is any potential for Region 2 to be involved, there is one past contract with a Board member which could be considered. Linda discussed the local elected officials' oversight responsibilities, the Interlocal agreement and plan approval process. The Board has designated

representatives from both Okaloosa and Walton County Boards of County Commissioners. A request from the state for salary and benefit information by staff name was recently received. More requests for information are anticipated. The Governor and administration are very supportive of the workforce initiative. There are limited discretionary funds available for disallowed costs, and the Board carries Directors' & Officers' insurance.

**Chair's Comments:** An Audit Committee is needed. Independent review of financials is a recommended best practice. Also, the current audit firm is at the end of the five year engagement and the state requires that we change firms if possible, via RFP. The Audit Committee will meet quarterly or semi-annually as needed to review policies, procedures and financials. Please see Dave Miller or Linda Sumblin to volunteer.

**Comments/Announcements:**

- Al Ward was among a large community turnout who enjoyed the 7<sup>th</sup> Special Forces Ribbon Cutting and Open House. They are still growing, with another battalion anticipated. The Explosive Ordinance Disposal (EOD) school at Eglin is also expanding and the 7<sup>th</sup> Special Forces welcoming will be used as a model for assisting new EOD personnel. The WelcomeToNorthwestFlorida.com website is being updated and finalized to more general information as the special funding is ending.
- Dr. Gossom announced that development, construction and legal entities should watch the City of Ft. Walton Beach website for proposal opportunities. The City would prefer to buy local but must have competitive applicants.
- Art Lee-Drewes stated that the current year audit is completed with a draft with no findings being received. The RFP for the new audit firm will be based on the last RFP.
- Lane Rees announced that Dr. David Goetsch will be joining his firm, Human Resource Solutions, upon retirement from NWFSC in mid-December.
- Dr. Barlar said that the Florida Growth Acceleration program is to provide second stage businesses with five or more employees the opportunity to work with consultants to assist with company growth free of charge.
- Kitty Whitney said the Chamber has also experienced increased demand for project assistance. JobsPlus is a critical partner and resource.
- Larry Sassano announced that Dr. Goetsch has given his NWFSC office to UWF and taken up residence at the EDC. A Foundation drive is being conducted to provide \$1 for every \$2 raised to name a building at the college for Dr. Goetsch.

There will be a brief break and then a new Board member orientation will be conducted.

**Old/ New Business:** None

**Adjournment:** The meeting was adjourned at 9:45 a.m.