

Board of Directors Meeting Agenda

OCTOBER 25, 2017 • 9 A.M. – 12 P.M. ET

HYATT REGENCY GRAND CYPRESS
1 GRAND CYPRESS BLVD., ORLANDO, FL 32836
MEETING ROOM: REGENCY HALL 5-8

Chairman's Welcome & Remarks	<i>Kevin Doyle</i>
Mission Moment — Hilomast LLC	<i>Bruce Sousa</i>
Consent Agenda	<i>Kevin Doyle</i>
1. Approval of August 2017 Board Meeting Minutes	
2. Approval of CareerSource Okaloosa Walton One-Stop Operator Request	
Council Report	
Strategic Policy and Performance Council	<i>Kevin Doyle</i>
President's Report	<i>Michelle Dennard</i>
Florida 2030 Project: A Blueprint for Florida's Future	<i>John Kaliski</i>
Open Discussion/Public Comment	
Chairman's Closing Remarks	<i>Kevin Doyle</i>

UPCOMING MEETINGS

Executive Committee Meeting
January 10, 2018 — Teleconference

Board of Directors & Related Meetings
February 12-14, 2018 — Tallahassee

Executive Committee Meeting
April 11, 2018 — Orlando

Information Items



November 2017 Mission Moment: Hilomast

[Hilomast LLC](#), in DeBary, Florida, is a growing business with a reputation for quality in the specialized production of telescopic masts for applications in military and civilian markets, specifically communications and security.

Hilomast LLC has nine employees with skills in welding, mast making, custom fitting, engineering, research and development, administration, management and HR. Customers are mostly located in the Americas and the Caribbean, although the company's international footprint is growing. Hilomast has become a leader in innovation by designing new products based on customer feedback and needs; but, as in many expanding enterprises, there have been challenges.

"Since technology and training typically cost a great deal, the primary challenges faced by Hilomast are financial in nature," says Richard Stickney, Ph.D., Special Projects Coordinator. "Keeping up-to-date with technology is, especially, a financial issue."

[CareerSource Florida](#) has helped Hilomast employees acquire skills to build upon the company's success through the [Incumbent Worker Training program](#), which provides grants to Florida companies for educating and training full-time employees.

With a focus on small businesses, the grants reimburse companies up to 75 percent for pre-approved training costs. Companies can be reimbursed for training focused on industry or business-specific skills, technical or computer skills or "soft skills" such as leadership, teamwork and management. Preference may be given to training that represents significant skills advances for employees and/or has the greatest potential for impacting the business' competitiveness. Companies choose their training provider based on the skills needed.

With assistance from the Incumbent Worker Training program, Hilomast received training in internal auditing. Hilomast acquired an independent contractor, [Florida Business & Manufacturing Solutions Inc.](#), to assist in navigating the International Organization for Standardization registration process. As a result, Hilomast received ISO registration, from AJA Registrars, Inc., on its first application. The certification places the company among high-performing organizations across the globe that commit to standards that ensure quality, safety and efficiency.

"Our employees said that the training reminded them to be more consistent and pay attention to detail, as well as conform to international standards," Stickney said. "It raised our entire level of performance. We now perform to a higher standard on behalf of our customers."

Companies like Hilomast that receive Incumbent Worker Training grants benefit from increased competitiveness, a skilled workforce and opportunities for growth, while their employees gain credentials, transferrable skills and increased job retention. Learn more about the Incumbent Worker Training program on [CareerSource Florida's website](#).

**CAREERSOURCE FLORIDA
BOARD OF DIRECTORS MEETING MINUTES
August 9, 2017**

CALL TO ORDER

Chairman Britt Sikes called the meeting of the CareerSource Florida Board of Directors to order at approximately 10:02 a.m. ET on Aug. 9, 2017, by welcoming all board members and partners to the teleconference. Chairman Sikes requested a roll call.

ROLL CALL/QUORUM

A quorum was present with the following board members in attendance:

Chairman Britt Sikes	Elli Hurst
Brittany O. Birken	William Johnson
Robert Campbell	Rick Matthews
Steve Capehart	Thomas McIntosh
Timothy Center	Michael Myhre
Rose Conry	Commissioner Bryan Nelson
Bryan da Frota	Todd Rebol
Kevin Doyle	Rod Duckworth*
Elisha Gonzalez	

Board members not in attendance: Governor Rick Scott, Sen. Bill Montford, Edwin Moore, James Nolan, Rep. Elizabeth Porter, Cissy Proctor, Mike Tomas and Ardian Zika.

*Designees

CHAIRMAN'S WELCOME & REMARKS

Chairman Sikes welcomed the board members, the CareerSource Florida professional team, led by President and CEO Michelle Dennard, and local workforce development boards to the meeting.

Chairman Sikes acknowledged and thanked board sponsors:

- Platinum Sponsors:
 - DEX Imaging
 - Florida Chamber Foundation
 - Gulf Power Company
- Gold Sponsor:
 - Coldwell Banker Commercial AI Group
- Silver Sponsors:
 - New Horizons Computer Learning Center
 - Florida Vocational Institute
 - Independent Colleges and Universities of Florida
 - StaffTime
 - U.S. StemCell, Inc
 - Wexford Strategies

Chairman Sikes recapped the work of the board during the May meeting (refer to May 17, 2017, Board Meeting Minutes). Chairman Sikes noted he would provide opportunities for public comment after a motion and second have been made for any consent and action items, and again toward the end of the meeting at the designated time.

CONSENT AGENDA

Chairman Sikes presented the Consent Agenda:

- Approval of May 17, 2017, Board of Directors Meeting Minutes.
- Department of Economic Opportunity Designee
- Approval to Serve as One-Stop Operator

Chairman Sikes asked for a motion to approve the Consent Agenda as presented to include any modifications or changes noted by the board.

Motion: Steve Capehart

Second: Timothy Center

Chairman Sikes opened the floor for discussion and corrections. Hearing none, Chairman Sikes opened the floor for public comment. Hearing none, he called for a vote. The motion passed. None were opposed. President Dennard will sign and annotate the Meeting Minutes for the official record.

PRESIDENT'S REPORT

Chairman Sikes invited CareerSource Florida President and CEO Michelle Dennard to present her report. President Dennard reviewed the fiscal year 2016-17 Corporate Goals, which included FloridaFlex, Sector Strategies and the Talent and Prosperity Dashboard.

FloridaFlex

Ms. Dennard reiterated CareerSource Florida's goal is for Florida businesses to know the CareerSource Florida network has a flexible toolkit known as FloridaFlex that can be customized for their needs. The FloridaFlex outreach initiative has exceeded expectations in its first year. It provided a platform for securing an increase in funding for Quick Response Training, part of FloridaFlex, with a historic high \$15 million appropriation at a time in which economic development funding was vigorously debated. CareerSource Florida expects the success of the outreach effort to grow as we continue sharing information about services available to Florida businesses.

Sector Strategies

The Sector Strategies approach was identified as a proven means of strengthening the talent supply by engaging business, education and workforce development to address current and future skills needs. The Workforce Innovation and Opportunity challenged us to modernize the way we help businesses and jobseekers.

During CareerSource Florida's May meeting, Rick Maher, a national expert on this subject, presented an overview of Florida's work to date. He identified Florida as a national thought leader in this space.

Driven by a \$7 million grant from the U.S. Department of Labor, and the leadership of Senior Vice President of Business and Workforce Development Andra Cornelius, CareerSource Florida worked to build regional capacity through a series of territory workshops focused on sector strategies. CareerSource Florida served as the convener in this role, first hosting a sector strategies institute in July 2016, then hosting technical assistance workshops, reaching more than 400 attendees from education, economic development, workforce development, colleges, universities, community partners and industry.

Talent and Prosperity Dashboard

A second 2016-17 goal was to facilitate data-informed dialogue, decision-making, policy development and investment by the CareerSource Florida Board of Directors.

The Talent and Prosperity Dashboard was designed to identify metrics that tell us, at the macro level, how we are moving in that direction.

This goal was to build the Dashboard, tell others about it, gain feedback and identify those metrics that align with the goal. Thanks to the work of the council, Vice President of Strategic Policy and Performance Mary Lazor, and her partnership with Adrienne Johnston, Chief of the Bureau of Labor Market Statistics at the Department of Economic Opportunity, the Dashboard is established.

The Dashboard has become a tool to measure and drive WIOA implementation, with the WIOA State Plan Implementation team using it as a guidepost in developing and identify new strategies.

President Dennard also addressed other accomplishments:

- Completion of a comprehensive review and revision of all CareerSource Florida strategic policies.
- Securing a \$1.5 million ApprenticeshipUSA grant to expand apprenticeships in sectors of focus.
- Distributing nearly \$6 million in Performance Funding Awards to local workforce development boards.
- Launching the Performance Funding Model web tool, providing up-to-date data related to the model.
- Receiving a Golden Image Award from the Florida Public Relations Association for CareerSource Florida's Statewide Cooperative Outreach Program that resulted in 28.8 million impressions across digital and traditional channels.

President Dennard then presented the 2017-18 Draft Corporate Goals:

- Goal 1 – Communicate the CareerSource Florida network vision to enhance thought leadership, strategies and policies that strengthen excellence to Florida businesses.

- Goal 2 – Leverage strategic partnerships to cultivate local, regional and state capacity building that increases economic opportunity.
- Goal 3 – Emphasize data-driven decisions to keep Florida’s workforce system accountable by encouraging performance achievement and boosting talent pipeline alignment.

President Dennard concluded her report.

PUBLIC COMMENT/OPEN DISCUSSION

Chairman Sikes asked if anyone would like to make a public comment. Steve Craig with CareerSource Palm Beach County thanked President Dennard for attending the 3rd Annual WIOA Summit.

CHAIRMAN’S CLOSING REMARKS

Chairman Sikes thanked the board and local partners for their participation and engagement.

Chairman Sikes highlighted upcoming meetings:

- Oct. 23-25, 2017: Workforce Professional Development Summit/Board of Directors and Related Meetings in Orlando.

The meeting adjourned at 10:36 a.m. ET. Refer to the CareerSource Florida August 2017 meeting agenda packet and PowerPoint presentation on the CareerSource Florida website for more information: <http://careersourceflorida.com/boardroom>.

BOARD SECRETARY CERTIFICATION

In accordance with Article VII, Section 7.3, I hereby certify that these minutes reflect the proceedings by the Board of Directors of CareerSource Florida, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

Michelle Dennard
Board Secretary

Date

Consent Item 2

APPROVAL OF CAREERSOURCE OKALOOSA WALTON'S REQUEST TO SERVE AS ONE-STOP OPERATOR

The Workforce Innovation and Opportunity Act (WIOA) requires local boards to competitively procure one-stop operators. CareerSource Okaloosa Walton submitted a request to serve as a one-stop operator. A local workforce development board may select a one-stop operator through sole source selection only under the criteria outlined in 20 CFR 678.610 and 2 CFR 200.320(f). Sole source procurement can only be done if:

- the item or service is available only from a single source,
- the public exigency or emergency for the item or service will not permit a delay resulting from competitive solicitation,
- the federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the non-federal entity, or;
- after solicitation of several sources and competition is determined inadequate, whether for reasons of number or quality of proposals/bids.

Local boards that use the sole source selection must prepare and maintain written documentation describing the entire process of making such a selection. Sole source procurement must be done in accordance with locally established internal controls and conflict of interest policies, and procedures pursuant to 20 CFR 679.430.

The Florida Department of Economic Opportunity and the CareerSource Florida professional team reviewed this request, including supporting documentation, and recommend that CareerSource Okaloosa Walton be designated as the one-stop operator.

NEEDED ACTION

- **Approve CareerSource Okaloosa Walton's request to operate as a one-stop operator.**



Workforce Innovation and Opportunity Act One-Stop Operator Services
Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1 2017-June 30, 2020

Background:

WIOA (Workforce Innovation Opportunity Act - Pub. L. 113-128), establishes the requirement for the procurement of One Stop Operators in the workforce system. All (24) Florida CareerSource Boards are required (by July 1, 2017) to solicit One-Stop Operator Services.

This role would not impact or change the already established CareerSource Okaloosa Walton day-to-day operations, but serve as non-staff extension providing input for our services and community partnerships.

The primary requested responsibility roles for the named One-Stop Operator include:

The basic role of a one-stop operator is to coordinate the service delivery of participating one-stop partners and service providers. At a minimum, States and Local WDBs must ensure that in carrying out this role, one-stop operators do the following:

- Disclose any potential conflicts of interest arising from the relationships of the one-stop operators with particular training service providers or other service providers, including but not limited to, career services providers;
- In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

As required to ensure compliance with the WIOA legislation, CSOW released the Invitation to Negotiate for One-Stop Operator as outlined in the following timeline:

- Advertising & Publishing ITN.....February 10, 2017
 - *Posted on CSOW Website*
 - *Letters of ITN forwarded to entities on Vendor List and local education agencies*
 - *Posted in Print Media*
- Proposal Submittal Due Date.....March 13, 2017
- Provision of Services.....Begin July 1, 2017

The CSOW Board Chair appointed an Ad-Hoc One-Stop Operator Services Selection Committee to assist with the oversight of the ITN procurement.



Workforce Innovation and Opportunity Act One-Stop Operator Services
Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1 2017-June 30, 2020

Following approved CSOW local and Florida State procurement policies to ensure a comprehensive outreach to secure ITN's for local One-Stop Operator services, there were NO responses received by CSOW for the local One-Stop Operator services.

Action Requested:

Following documented solicitation and when there are no ITN's received, federal and state (20 CFR 678.610(d)) delineates that local CareerSource Board/s may be named as the One-Stop Operator ensuring the following parameters are in place:

- Eliminate Conflicts of Interest;
- Establishing appropriate firewalls; and,
- Establish oversight, monitoring, and evaluation of performance (The results of monitoring will be reported to each Okaloosa and Walton's Board of County Commissioners)

Attachment A outlines the CSOW required policies outlined to ensure compliance as outlined in the WIOA legislation.

The CareerSource Okaloosa Walton Board of Directors is hereby requesting consideration for approval from the Okaloosa County Board of County Commissioners to name CareerSource Okaloosa Walton the local One-Stop Operator in compliance with the WIOA legislation.

CSOW Board Chair

September 13, 2017

Date

Okaloosa County Commissioners Board Chair
Carolyn N. Ketchel



20 Sept 2017

Date



Workforce Innovation and Opportunity Act One-Stop Operator Services

Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1 2017-June 30, 2020

Attachment A

One-Stop Operator following the required policies outlined in WIOA legislation:

- Eliminate Conflicts of Interest;
- Establishing appropriate firewalls; and,
- Establish oversight, monitoring, and evaluation of performance

Conflict of Interest (CSOW Board Member and CSOW Staff)

- If a Board member is aware (from the published agenda) of a conflict of interest prior to the Board meeting, the Board member must file a disclosure, indicating the nature of the conflict in a written memorandum and will be filed with the person responsible for recording the Board minutes of the meeting, prior to the meeting in which consideration of the matter will take place. The memorandum becomes a public record upon filing, and will immediately be provided to the other members of the Board, and will be read publicly at the next meeting held subsequent to the filing of this written memorandum.

In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure must be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict must be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and will be incorporated into the minutes of the meeting at which the oral disclosure was made. The memorandum becomes a public record upon filing, and will immediately be provided to the other members of the Board. The memorandum will be read publicly at the next meeting held subsequent to the filing of the memorandum.

- No employee of CareerSource Okaloosa Walton shall participate in the selection, award, or administration of a contract involving CareerSource Okaloosa Walton if a real or apparent conflict of interest would be involved. Employees who are directly involved in providing services to clients shall not participate in a transaction if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee or any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest that is the result of the transaction. Any employee who may be engaged in the procurement of goods and services for CareerSource Okaloosa Walton has an obligation to disclose any real or apparent conflict of interest with any vendor or contractor. Any employee who may be engaged in providing program services to clients has an obligation to disclose any real or apparent conflict of interest and to relinquish case management to an appropriate member of the Management Team.

Staff members who have a conflict of interest with any applicant for services may not participate in any eligibility determination, approval for enrollment, or approval for the provision of funded services. The conflict must be made known in writing and submitted to the Executive Director. The Executive Director will assign other staff members to determine eligibility and to provide any additional services. In the event the conflict of interest resides with the Regional Program Manager, the Center Manager will notify the Executive Director in writing so that the Executive Director may assign appropriate staff



Workforce Innovation and Opportunity Act One-Stop Operator Services

Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1 2017-June 30, 2020

to provide services. Reports of improper practice should be submitted directly to the Executive Director, except when the alleged impropriety appears to involve the Executive Director. Then, in such cases, reports should be referred to the Chair of the Executive Committee.

Firewall

- Continued communication from the CSOW Executive Director to CSOW Board of Directors is delivered that the Board's primary mission is one of design, oversight, and policy making and not management of day to day operations. Board members and Councils are keenly aware of the distinction in the roles of Board Oversight and role of staff to manage the operations. The Executive Director has been clearly designated as the sole person accountable to the Workforce Board. All other Board staff report to and take direction from the Executive Director.
- The Operations Organizational Structure shows the Executive Director has delegated authority for day-to-day operations management to the Chief Operating Officer (COO). The Chief Operating Officer has authority and responsibility for all programs and services provided through the CareerSource Okaloosa Walton system. The Chief Operating Officer provides direct supervision to the CareerSource Okaloosa Walton Center Managers. All staff located within a CareerSource Okaloosa Walton One Stop Center, including Department of Economic Opportunity staff, report to the Center Manager for day to day operations.

Oversight, monitoring, and evaluation of performance (Fiscal and Program)

- CareerSource Okaloosa Walton measures fiscal performance based upon several fiscal requirements. These include our Annual Independent Audit conducted by an outside firm; the Fiscal Monitoring conducted by DEO; our adherence to all required percentages outlined by the State. All required fiscal percentages and audits are reviewed with the CareerSource Okaloosa Walton Board of Director and Finance Committee at the applicable regularly scheduled meeting, as well as monthly financial statements and year-end financial statements as they are completed. The results of monitoring will be reported to this region's Chief Elected Officials.
- Historically, CSOW has been a high-performing board and expects to continue this high level of performance under WIOA. Internal quality assurance monitoring of all programs and processes is conducted on a minimum bi-annually. CareerSource Okaloosa Walton management also conducts frequent monitoring and review of processes, services, and performance for continuous improvement purposes. All CSOW monitoring related activities are reviewed by the Executive Director and if warranted, immediate corrective action plans are implemented for any concerns identified.

REQUEST FOR EXTENSION

RWB Number: 2 RWB Name: CareerSource Okaloosa Walton

Contact Name: Michele Burns, Executive Director

Contact Phone Number: 850-651-2315

The Regional Workforce Board seeks to extend its designation as a One-Stop operator by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Regional Workforce Board as a One- Stop operator is to be effective for the period July 1, 2017 through June 30, 2020.

The signatures below certify agreement to the request for extension submitted by the Regional Workforce Board and the assurance that the Regional Workforce Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

Okaloosa County Commissioners Board
Chair

Carolyn N. Ketchel
Signature

Carolyn N. Ketchel
Name (printed or typed)

Chairman
Title

20 Sept 2017
Signature Date



Chairman, Regional Workforce Board

Pamela A. Tedesco
Signature

Pamela A. Tedesco
Name (printed or typed)

Chairman
Title

9/1/17
Signature Date



Workforce Innovation and Opportunity Act One-Stop Operator Services
Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1, 2017-June 30, 2020

Background:

WIOA (Workforce Innovation Opportunity Act - Pub. L. 113-128), establishes the requirement for the procurement of One Stop Operators in the workforce system. All (24) Florida CareerSource Boards are required (by July 1, 2017) to solicit One-Stop Operator Services.

This role would not impact or change the already established CareerSource Okaloosa Walton day-to-day operations, but serve as non-staff extension providing input for our services and community partnerships.

The primary requested responsibility roles for the named One-Stop Operator include:

The basic role of a one-stop operator is to coordinate the service delivery of participating one-stop partners and service providers. At a minimum, States and Local WDBs must ensure that in carrying out this role, one-stop operators do the following:

- Disclose any potential conflicts of interest arising from the relationships of the one-stop operators with particular training service providers or other service providers, including but not limited to, career services providers;
- In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

As required to ensure compliance with the WIOA legislation, CSOW released the Invitation to Negotiate for One-Stop Operator as outlined in the following timeline:

- Advertising & Publishing ITN.....February 10, 2017
 - *Posted on CSOW Website*
 - *Letters of ITN forwarded to entities on Vendor List and local education agencies*
 - *Posted in Print Media*
- Proposal Submittal Due Date.....March 13, 2017
- Provision of Services.....Begin July 1, 2017

The CSOW Board Chair appointed an Ad-Hoc One-Stop Operator Services Selection Committee to assist with the oversight of the ITN procurement.



Workforce Innovation and Opportunity Act One-Stop Operator Services
Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1, 2017-June 30, 2020

Following approved CSOW local and Florida State procurement policies to ensure a comprehensive outreach to secure ITN's for local One-Stop Operator services, there were NO responses received by CSOW for the local One-Stop Operator services.

Action Requested:

Following documented solicitation and when there are no ITN's received, federal and state (20 CFR 678.610(d)) delineates that local CareerSource Board/s may be named as the One-Stop Operator ensuring the following parameters are in place:

- Eliminate Conflicts of Interest;
- Establishing appropriate firewalls; and,
- Establish oversight, monitoring, and evaluation of performance (The results of monitoring will be reported to each Okaloosa and Walton's Board of County Commissioners)

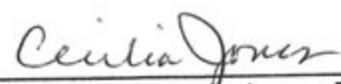
Attachment A outlines the CSOW required policies outlined to ensure compliance as outlined in the WIOA legislation.

The CareerSource Okaloosa Walton Board of Directors is hereby requesting consideration for approval from the Walton County Board of County Commissioners to name CareerSource Okaloosa Walton the local One-Stop Operator in compliance with the WIOA legislation.



CSOW Board Chair

September 13, 2017
Date



Walton County Commissioners Board Chair

9/25/17
Date

Board Approved

SEP 25 2017

Walton County
Board of County Commissioners

Workforce Innovation and Opportunity Act One-Stop Operator Services
Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1, 2017-June 30, 2020

Attachment A

One-Stop Operator following the required policies outlined in WIOA legislation:

- Eliminate Conflicts of Interest;
- Establishing appropriate firewalls; and,
- Establish oversight, monitoring, and evaluation of performance

Conflict of Interest (CSOW Board Member and CSOW Staff)

- If a Board member is aware (from the published agenda) of a conflict of interest prior to the Board meeting, the Board member must file a disclosure, indicating the nature of the conflict in a written memorandum and will be filed with the person responsible for recording the Board minutes of the meeting, prior to the meeting in which consideration of the matter will take place. The memorandum becomes a public record upon filing, and will immediately be provided to the other members of the Board, and will be read publicly at the next meeting held subsequent to the filing of this written memorandum.

In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure must be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict must be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and will be incorporated into the minutes of the meeting at which the oral disclosure was made. The memorandum becomes a public record upon filing, and will immediately be provided to the other members of the Board. The memorandum will be read publicly at the next meeting held subsequent to the filing of the memorandum.

- No employee of CareerSource Okaloosa Walton shall participate in the selection, award, or administration of a contract involving CareerSource Okaloosa Walton if a real or apparent conflict of interest would be involved. Employees who are directly involved in providing services to clients shall not participate in a transaction if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee or any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest that is the result of the transaction. Any employee who may be engaged in the procurement of goods and services for CareerSource Okaloosa Walton has an obligation to disclose any real or apparent conflict of interest with any vendor or contractor. Any employee who may be engaged in providing program services to clients has an obligation to disclose any real or apparent conflict of interest and to relinquish case management to an appropriate member of the Management Team.

Staff members who have a conflict of interest with any applicant for services may not participate in any eligibility determination, approval for enrollment, or approval for the provision of funded services. The conflict must be made known in writing and submitted to the Executive Director. The Executive Director will assign other staff members to determine eligibility and to provide any additional services. In the event the conflict of interest resides with the Regional Program Manager, the Center Manager will notify the Executive Director in writing so that the Executive Director may assign appropriate staff

Workforce Innovation and Opportunity Act One-Stop Operator Services

Request for CareerSource Okaloosa Walton to be Named as One Stop Operator July 1, 2017-June 30, 2020

to provide services. Reports of improper practice should be submitted directly to the Executive Director, except when the alleged impropriety appears to involve the Executive Director. Then, in such cases, reports should be referred to the Chair of the Executive Committee.

Firewall

- Continued communication from the CSOW Executive Director to CSOW Board of Directors is delivered that the Board's primary mission is one of design, oversight, and policy making and not management of day to day operations. Board members and Councils are keenly aware of the distinction in the roles of Board Oversight and role of staff to manage the operations. The Executive Director has been clearly designated as the sole person accountable to the Workforce Board. All other Board staff report to and take direction from the Executive Director.
- The Operations Organizational Structure shows the Executive Director has delegated authority for day-to-day operations management to the Chief Operating Officer (COO). The Chief Operating Officer has authority and responsibility for all programs and services provided through the CareerSource Okaloosa Walton system. The Chief Operating Officer provides direct supervision to the CareerSource Okaloosa Walton Center Managers. All staff located within a CareerSource Okaloosa Walton One Stop Center, including Department of Economic Opportunity staff, report to the Center Manager for day to day operations.

Oversight, monitoring, and evaluation of performance (Fiscal and Program)

- CareerSource Okaloosa Walton measures fiscal performance based upon several fiscal requirements. These include our Annual Independent Audit conducted by an outside firm; the Fiscal Monitoring conducted by DEO; our adherence to all required percentages outlined by the State. All required fiscal percentages and audits are reviewed with the CareerSource Okaloosa Walton Board of Director and Finance Committee at the applicable regularly scheduled meeting, as well as monthly financial statements and year-end financial statements as they are completed. The results of monitoring will be reported to this region's Chief Elected Officials.
- Historically, CSOW has been a high-performing board and expects to continue this high level of performance under WIOA. Internal quality assurance monitoring of all programs and processes is conducted on a minimum bi-annually. CareerSource Okaloosa Walton management also conducts frequent monitoring and review of processes, services, and performance for continuous improvement purposes. All CSOW monitoring related activities are reviewed by the Executive Director and if warranted, immediate corrective action plans are implemented for any concerns identified.

REQUEST FOR EXTENSION

RWB Number: 2 RWB Name: CareerSource Okaloosa Walton

Contact Name: Michele Burns, Executive Director

Contact Phone Number: 850-651-2315

The Regional Workforce Board seeks to extend its designation as a One-Stop operator by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Regional Workforce Board as a One- Stop operator is to be effective for the period July 1, 2017 through June 30, 2020 .

The signatures below certify agreement to the request for extension submitted by the Regional Workforce Board and the assurance that the Regional Workforce Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

Walton County Commissioners Board Chair

Chairman, Regional Workforce Board

Cecilia Jones Signature

Pamela A. Traesio Signature

Cecilia Jones, Chair Name (printed or typed)

Pamela A. Traesio Name (printed or typed)

Title

Chairman Title

9/25/17 Signature Date

9/1/17 Signature Date

Board Approved

SEP 25 2017

Walton County Board of County Commissioners



John Kaliski

John Kaliski is a Principal of Cambridge Systematics with expertise in economic development, transportation, and strategic planning.

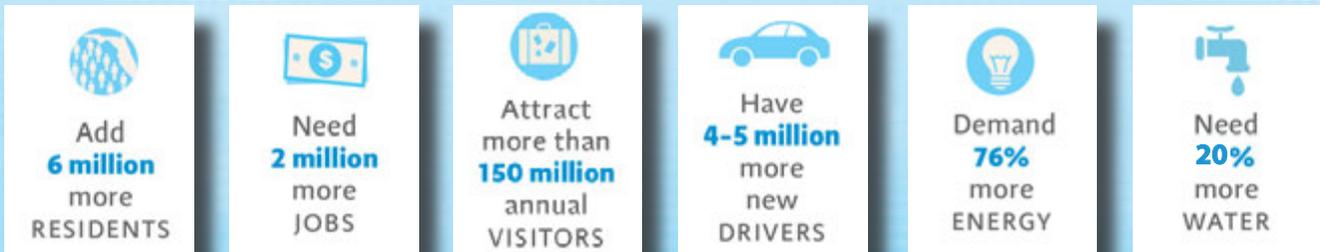
Mr. Kaliski is currently the consultant Project Director working with the Florida Chamber Foundation on the *Florida 2030* initiative, which is developing a blueprint for Florida's economy in the year 2030. Mr. Kaliski has supported the Foundation in a series of research studies, including leading the *Florida Trade and Logistics Study* and supporting development of *the Six Pillars of Florida's Future Economy* and *The Florida Scorecard*.

Mr. Kaliski worked with the Florida Department of Economic Opportunity to develop the *Florida Strategic Plan for Economic Development*. Mr. Kaliski also has helped develop long-range visions and economic prosperity strategies for several Florida regions, including East Central Florida (*How Shall We Grow?*), South Central Florida (*Heartland 2060*), and Southeast Florida (*Seven50*).

Mr. Kaliski has worked with the Florida Department of Transportation over the past decade on a series of initiatives which have reshaped the state's transportation policy framework, including the Florida Transportation Plan, the Strategic Intermodal System, and the Future Corridors planning process.

IS FLORIDA READY FOR THE FUTURE?

By the year 2030, Florida will:



The Florida 2030 Project

By 2030, six million more residents will call Florida home and two million net new jobs will need to be created. To prepare for this continued growth and ensure Florida remains successful, we need a plan for Florida's future that develops high-wage jobs, diversifies the economy, ensures global competitiveness and creates vibrant and sustainable communities.

The Florida Chamber Foundation is leading the charge to write the blueprint for Florida's future — Florida 2030. This two-year research program will stimulate strategic thinking about Florida's future and engage business and community leaders in each of Florida's 67 counties in identifying key trends and the factors that can drive their regional economy.

Florida 2030 is our opportunity to work together to strengthen your community, your business, and your future.

Here's How You Can Help Secure Florida's Future:

- **LEND YOUR EXPERTISE and help us roll out our Florida 2030 report.** Help us bring the Florida 2030 initiative to your community by helping plan or hosting a Florida 2030 roll out. Contact us at bbrown@flfoundation.org to be a part of the conversation.
- **INVEST IN FLORIDA'S FUTURE.** Preparing a roadmap is essential to building a future where all Floridians succeed. Florida 2030 is driven by and funded by corporations, small businesses, nonprofits, and individuals who are committed to securing Florida's future. Contact Jane McNabb today at jmcnabb@flfoundation.org to learn how you can help invest in Florida's future.

WEBSITE

Total Users

65.8K ↑ .47% Previous: 65.5K



New vs Returning

● New Users Total: 43.9K ↑ 1.5%
● Returning Total: 21.9K ↓ 1.5%



Total Followers TO DATE

12.2K Facebook

7.4K Twitter

4.1K LinkedIn

106 YouTube

Clicks



292 ↑ 22%
Previous: 240

Reach



49K ↓ 2%
Previous: 50K

Bounce Rate



Industry Average Bounce Rate: 10% - 30%



Mobile vs Desktop



Desktop Sessions:

40.4K

↓ 5%

Previous: 42.9K



Smart Phone:

22.1K

↑ 13%

Previous: 19.5K



Tablet Sessions:

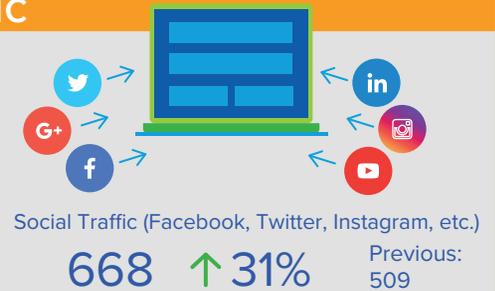
3.2K

↑ 5%

Previous: 3K

Sources of Web Traffic

1	Organic Search	34.1K
2	Referral	16.3K
3	Direct Traffic	13.1K
4	Paid Search	1.15K
5	Other	418



SOCIAL MEDIA

Views

992 ↓ 20%
Previous: 1240



Top Video
Sector Strategies
South Florida
180 Views

Impressions



82K
↓ 10%
Previous: 90K

Entry-Level	26.6%
Senior	25%
Manager	13.4%
Owner	12.3%
Director	5.7%