

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**January 9, 2018**

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) November 14, 2017 between the CareerSource Gulf Coast Job Center Board Room in Panama City and the Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mrs. Jennifer Conoley (V)  
Ms. Becca Hardin (V)  
Mr. Patrick Farrell (V)  
Ms. Christy McElroy (V)  
Mr. Rod Pearson (V)  
Mr. James "Bo" Patterson (V)

Members Not Present:

Mr. Steve Jordan (V)  
Ms. Lisa Barnes (V)  
Mr. Ed Phelan (V)  
Mr. John Deegins (V)  
Mrs. Betty Croom (V)  
Dr. Patricia Hardman (V)

Members Present by Telephone:

Mr. Ted Mosteller (V)  
Mr. Fred Croon (V)  
Dr. John Holdnak (V)  
Ms. Traci Moses (V)  
Mr. Al McCambry

Also present were: Mr. William Dozier, Chairman - Bay County Board of County Commissioners; Ms. Amy Cooper, Bay County Board of County Commissioners; Ms. Jeanna Olsen, Department of Children & Families via telephone; Ms. Genevieve English-Charles, Division of Blind Services via telephone; Ms. Tina Reddick, Florida Department of Corrections; Ms. Alexandra Murphy, Haney Technical Center; Ms. Sharon Watley, Gulf Coast State College; Ms. Julie Torres, Royal American Management; and CareerSource Gulf Coast board staff: Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Janine Dexter, Mr. Corbett Hines, Mr. Lee Ellzey, Ms. Nancy Schlagheck, Mrs. Shannon Walding, Ms. Donna Stapleton; Mrs. Maria Goodwin and Ms. Johanna White- via video conferencing.

The purpose of the meeting was to review/take action on the following items:

- Consent Agenda Approval
  - Approval to Accept New Funds 2017-2018
  - Approval of Allocations/Rescissions to Service Providers
  - Approval of PY 2017-2018 Budget Modification #3
  - Minutes of Executive/Finance Committee and General Board Meeting November 14, 2017
- New Business:
  - New Board Members
  - 2017-2018 Internal Control Questionnaire and Risk Assessment
- Old Business:
  - Marketing Report through December 2017
  - One Stop Services Report - December 2017
  - Regional Performance Reports through November 2017
- Chair/Executive Director Report
- Public Comments

**CALL TO ORDER:** Mrs. Jennifer Conoley, Board Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

## **INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mr. Bill Dozier gave the Invocation and led the Pledge of Allegiance.

## **Approval of Consent Agenda:**

Mrs. Conoley asked if there were any additional agenda items or questions from the board regarding the Consent Agenda and asked if any member wanted to pull any item from the Consent Agenda for discussion. There being no further agenda items, questions, or request to pull items from the Consent Agenda, she asked for a motion to approve the Consent Agenda as presented and previously discussed and approved by the Executive/Finance Committee.

Mrs. Conoley asked for a motion to approve the Consent Agenda as presented.

**A motion was made by Ms. Christy McElroy to approve the consent agenda. Ms. Becca Hardin seconded and the motion passed unanimously**

## **NEW BUSINESS:**

### New Board Members

Mrs. Kimberly Bodine reported the Gulf County Board of County Commissioners assigned two new board members to our Board of Directors. They will represent Gulf County private sector. The individuals are: Mr. James "Bo" Patterson, representing Bo Knows Pest Control and Dr. Patricia Hardman, representing Gulf to Bay Construction and Development Company. Mrs. Bodine also explained that there was one empty seat in Franklin County for the private sector and three empty seats in Bay County for the private sector. Ms. Conoley asked that if anyone knew of an individual that would be a good fit to our board and would be willing to serve on the board, please let Mrs. Bodine or herself know.

### Risk Assessment Discussion

Ms. Deb Blair informed the board that though the most current Internal Control Questionnaire (ICQ) and Risk Assessment was recently reviewed with the board, it is now time to ask if the board members had any questions or concerns about our organization's internal control practices. In the past, we have asked board members to share any events that may have occurred within their company or best practices they utilized that could be shared with the board. The board had no questions or concerns regarding the ICQ.

## **OLD BUSINESS:**

### Marketing Report through December 2017:

Ms. Nancy Schlagheck reviewed the Marketing Report, which includes social media notes and marketing/public relations activity highlights. She shared that all social media experienced a decrease in December, which was expected during the holidays. Ms. Schlagheck also provided demographics for the month of December only: 99% of users on the website were English speaking; top 5 cities using the website were Blountstown, Orlando, Lynn Haven, and Panama City Beach. Ms. McElroy asked if there was a way to ask visitors to the website why they were looking in this area. Mrs. Bodine said we could look into it, but it may be cost prohibitive. A discussion ensued about building an engineer inventory in our area and several ideas were discussed as to the manner in which engineers could be located.

### One Stop Services Report:

Mr. Lee Ellzey reviewed the One Stop Services report, which captures data for the Job Center, Port St. Joe Community Resource Center, Franklin County office as well as regional data. It also compares the numbers to last year's numbers. Regionally, there were nearly 1,400 visitors to our centers in December, a marked decrease from the previous year. Mr. Ellzey shared information about upcoming events: DR Horton-Windmark will be hiring in

February to build a new community; Nurses Hiring event in conjunction with Bay Medical center will be held January 23<sup>rd</sup> at the Job Center; February 2<sup>nd</sup> – Bay County Job Fair, held at Haney Technical Center, which is usually a large hiring event; and on April 4<sup>th</sup> the Career Expo which will be held at the Holley Center – FSU Panama City

### **Regional Performance Reports:**

Welfare Transition/SNAP – Ms. Julie Torres reviewed the Welfare Transition and SNAP reports. In the Welfare Transition program for November, our area had a 17.2% Entered Employment Rate, which was 21<sup>st</sup> in the state; \$8.83 for the average Wage Rate, which was 22<sup>nd</sup> in the state and; 25.8% for Participation Rate, which is 14<sup>th</sup> in the state. Our region has served 100 clients to date for Welfare Transition, with 48 cases closed due to employment. For the SNAP report, Ms. Torres said there were 4 placements in November, with an average wage of \$8.98 per hour. Mrs. Maria Goodwin reported the WIOA Adult program had 152 enrollments, with 52 entered employment and the average wage was \$19.76 per hour. Ms. Goodwin also reported the Dislocated Worker program exceeded planned enrollments and the average wage was \$16.11 per hour. Mrs. Goodwin said the Fishery Failure grant to date had 20 enrolled in the GED program, with 5 placed in employment at an average wage of \$13.09. There were 4 enrolled in vocational education, with 2 certificates and 2 placed in employment at an average wage of \$12.52. Ms. Sharon Watley reviewed the Cornerstone (Out of School Youth) report. She said that Cornerstone has exceeded the YTD planned enrollments at 44 enrolled, with a 100% positive outcome rate. She said the program staff ensure all are “work ready”, which is sometimes labor intensive. There are 2 case managers with a caseload of approximately 20 each. A discussion ensued regarding those youth that strive to continue forward in receiving training. Ms. McElroy asked Mr. Dozier of the Board of County Commissioners could do a certificate/recognition program for those diligently working towards improving their education/training. Ms. Watley said that “success” may mean something different to each kid.

### **CHAIR/EXECUTIVE DIRECTOR REPORT**

Though Ms. Conoley said she had no formal report, she did report the MQ 9 reaper wing program going in at Tyndall Air Force base, which a huge win for not only Bay County, but our area as a whole. Mrs. Conoley congratulated the Bay Defense Alliance for all that they continue to do for us here and in Washington D. C. to secure those very important squadrons and contracts.

Mrs. Bodine informed the board that she, Ms. German and Mrs. Conoley were going to meetings for the state in February. Mrs. Bodine said they would have a Capital Day there and Mrs. Conoley would, as the chair, talk with legislators. There will not be a board meeting in February because of this Tallahassee trip, but we probably will have a conference call with the Executive Committee. She said there are some plan amendments which is a requirement of the state and we will have to approve that so it can be out on public notice for 30 days before we submit it. We will be sure to make you all aware of the link so you can review the document. We will be sending out for the month of February, the good of the order articles. There were some great articles, particularly one about Ms. Hardin’s hard work in bringing GKN and other companies to our area.

### **GOOD OF THE ORDER**

Articles to read in the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Mrs. Conoley advised that the Executive/Finance Committee and General Board meetings were always open to the public and their attendance and comments were welcomed.

### **ADJOURNMENT**

There being no additional business, Mrs. Conoley adjourned the meeting.