

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
March 13, 2018

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) March 13, 2018 between the CareerSource Gulf Coast Job Center Board Room in Panama City and the Gulf Coast State College Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mr. Ed Phelan (V)
Mr. John Deegins (V)
Mr. Patrick Farrell (V)
Dr. Patricia Hardman (V)
Mr. Rod Pearson (V)
Mr. James "Bo" Patterson (V)

Members Not Present:

Mrs. Jennifer Conoley (V)
Mr. Steve Jordan (V)
Ms. Lisa Barnes (V)
Ms. Christy McElroy (V)
Ms. Becca Hardin (V)
Ms. Traci Moses (V)

Members Present by Telephone:

Mr. Ted Mosteller (V)
Mrs. Betty Croom (V)
Mr. Fred Croon (V)
Mr. Al McCambry (V- Designee)

Also present were: Mr. William Dozier, Chairman - Bay County Board of County Commissioners; Ms. Genevieve English-Charles, Division of Blind Services; Mr. Kendrick Larry, Division of Blind Services; Ms. Paula Davis, UF/IFAS Extension; 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, Mrs. Deb Blair, Mrs. Janine Dexter, Mr. Corbett Hines, Mr. Lee Ellzey, 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 #4
 - Minutes of Executive/Finance Committee and General Board Meeting for January 9, 2018
- New Business:
 - Presentation of audited Financial Statements 2016-2017
 - 2016-2020 Local Workforce Services Plan modification
 - Board Policy #5 – Costs Non-allowable
 - Board Policy #13 – Meeting Expenses
 - Board Policy #25 – Self Sufficiency Definitions
 - Board Policy #26 – Sick Leave Policy
- Old Business:
 - Marketing Report through February, 2018
 - One Stop Services Report - February 2018
 - Regional Performance Reports through January 2018
- Chair/Executive Director Report
- Public Comments

CALL TO ORDER: Mr. Ed Phelan, Board Vice-Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mrs. Kim Bodine gave the Invocation and led the Pledge of Allegiance.

Approval of Consent Agenda:

Mr. Phelan 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, he asked for a motion to approve the Consent Agenda as presented and previously discussed and approved by the Executive/Finance Committee.

A motion was made by Mr. Fred Croon to approve the consent agenda. Mrs. Betty Croom seconded. Al McCambry abstained and the motion passed unanimously

NEW BUSINESS:

Presentation of the audited Financial Statements for PY 2016-2017

Mr. Rich Moreira of Carr, Riggs & Ingram (CRI) reviewed the audited Financial Statements for 2016-2017. He said that our audit opinion is an unqualified or clean opinion. He also said this means the financial statements are free of any material misstatements. Mr. Phelan asked for a motion to approve the audited financial statements for 2016-2017.

A motion was made by Mrs. Betty Croom for the approval of the audited financial statements for 2016-2017. Mr. Rod Pearson seconded and the motion passed unanimously.

2016-2020 Local Workforce Services Plan modifications

Mrs. Kim Bodine explained that we are occasionally asked to update the plan, usually when there is a change in WIOA law. This is basically an overview of how we operate and local labor market information. Mr. Phelan asked for a motion to approve the modifications to the 2016-2020 Local Workforce Services Plan.

A motion was made by Mrs. Betty Croom for the approval of the 2016-2020 Local Workforce Services Plan modifications as presented. Mr. Fred Croon seconded and the motion passed unanimously.

Board Policy #5 – Costs Non-allowable

Mrs. Deb Blair spoke about necessary updates brought to light from the recent DEO monitoring. She explained that more detail was added to the policy due to Florida Statutes that went into effect in 2012, which prohibits our organization from purchasing specific items such as food and drink. Mr. Phelan asked for a motion to approve the modifications to Board Policy #5 as presented.

A motion was made by Mr. Al McCambry for the approval of Board Policy #5 modifications. Mrs. Betty Croom seconded and the motion passed unanimously.

Board Policy #13 – Meeting Expenses

Mrs. Deb Blair indicated this policy was updated to align with Florida Statutes and to remove old OMB references. Mr. Phelan asked for a motion to approve the modifications to Board Policy #13 as presented.

A motion was made by Mrs. Betty Croom for the approval of Board Policy #13 modifications. Mr. Rod Pearson seconded and the motion passed unanimously.

Board Policy #25 – Self-Sufficiency Definitions

Mrs. Kim Bodine explained the changes to this policy, which defines the Adult and Welfare Transition, Dislocated Worker and Employed Worker definitions of self-sufficiency, which is a framework for determining eligibility. Mr. Phelan asked for a motion to approve the modifications to the Self-Sufficiency definitions as presented.

A motion was made by Mrs. Betty Croom for the approval of Board Policy #25 modifications as presented. Mr. Ted Mosteller seconded and the motion passed unanimously.

Board Policy #26 – Sick Leave

Mrs. Kim Bodine reviewed the sick leave policy, explaining the edits/additions to the policy, which include a mandatory doctor's note to return to work after five days absence in a leave without pay situation. Additionally, staff must complete a Leave of Absence form and turn the form in prior to a doctor or dental appointment – this was added for scheduling purposes. Mr. Phelan asked for a motion to approve this policy as presented.

A motion was made by Mr. Fred Croon for the approval of Board Policy #26 modifications as presented. Mrs. Betty Croom seconded and the motion passed unanimously.

OLD BUSINESS:

Marketing Report through February 2018:

Mr. Lee Ellzey reviewed the Marketing Report and also spoke about the 2018 Career Expo, which is scheduled for April 4, 2018 at FSU Holley Center. He also reported some results of the Job Fair at Haney Technical Center on February 2, 2018 whereas 100 veterans, 1,200 job seekers, and 95 employers attended. He said that following that is going to be the annual Career Expo, which will be held at the Holley Center on the FSU-Panama City campus on April 4, 2018. He said the Career Expo is for the employers who post jobs with higher wages, of at least \$15.00 per hour or more.

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.

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 21st in the state; \$8.83 for the average Wage Rate, which was 22nd in the state and; 25.8% for Participation Rate, which is 14th 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 a total of 285 individuals that completed an online orientation and assessment, with 15 job placements year to date, with an average wage of \$10.46 per hour. Ms. Torres then reviewed the Welfare Transition program report: As of January 31, 2018, the Entered Employment Rate was 35.3%, just below statewide average; the average Placement Wage rate was \$10.20, just below statewide average of

\$10.42; and the Participation Rate was 27.2%, with the statewide average of 35.7%, which places our region 15th in the state out of 24 regions.

Mrs. Maria Goodwin reported the WIOA Adult program had 166 enrollments, with 63 participants entering employment. The average wage was \$19.02 per hour. Ms. Goodwin also reported the Dislocated Worker program exceeded planned enrollments at 13 and the average wage was \$19.38 per hour. Our region is exceeding the average wage at placement in both programs. There were 92 participants enrolled in Bay County, 20 in Gulf County, 4 in Franklin County and 10 in other counties.

Mrs. Goodwin said the Fishery Failure grant had four new enrollments for vocational training in the month of January. Those clients are enrolled in LPN, Law Enforcement and CDL – truck driving school. She reported that there has been a lot of outreach in the Franklin County school system, working with the seniors for possible enrollments after high school. There is a field trip planned in April to tour Haney Technical Center and Gulf Coast State College.

Ms. Sharon Watley said that overall the Cornerstone program was doing very well as she reviewed the Cornerstone (Out of School Youth) report. Ms. Watley said her only concern was the median wage at placement, which was \$10.00 per hour, which is actually below the performance measure of \$10.70 per hour. She explained that often times they are working with youth who have barriers to employment. Some of the youth have felony records so sometimes it's difficult for them to obtain employment at a wage of \$10.70 per hour. She explained that staff do continue working with the youth that are employed to increase their skills, which could raise their salary. She also reported that on February 8, 2018, they held a workshop entitled, "I got my GED, now what"? Preparation, planning and goal setting were a few topics discussed. There were also five employers that participated and all five had jobs available. The employers spoke about what they expected when kids came in for an interview or to fill out an application. She also reported that in terms of the Work Experience goal, (20% of youth funds must be spent on work experience), the program is at approximately 83% of that goal in February and she did not anticipate any reason why that goal could not be met.

CHAIR/EXECUTIVE DIRECTOR REPORT

No report.

GOOD OF THE ORDER

Mr. Phelan referred to some articles to read in the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

Mr. Phelan 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, Mr. Phelan adjourned the meeting.