

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**June 11, 2019**

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) on June 11, 2019 between the GCSC Advanced Technology building in Panama City and the GCSC Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mr. Ed Phelan (V)  
Mr. John Deegins (V)  
Mrs. Becca Hardin (V)  
Mr. Rod Pearson (V)

Members Present by Telephone:

Mrs. Betty Croom (V)  
Mr. Ted Mosteller (V)  
Mr. Fred Croon (V)  
Ms. Sandra Henry (V)  
Ms. Lisa Barnes (V)  
Mr. Patrick Farrell (V)  
Dr. Patricia Hardman (V)

Members Not Present:

Dr. John Holdnak (V)  
Mr. Steve Jordan (V)  
Dr. Randy Pridgeon (V)  
Mrs. Jennifer Conoley (V)

Also present were: Mr. William Dozier, Chairman - Bay County Board of County Commissioners; Ms. Julie Torres and Ms. Carlas Wodford, Royal American Management; Mr. Patrick Wright, Office of the Apprenticeship program; Ms. Tassalhie Dekouche, Gulf Coast State College, and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Ms. Brittany Rock, Mr. Jerry Bushee, Mr. Corbett Hines, Ms. Donna Stapleton and Mr. Lee Ellzey- via telephone.

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

- Consent Agenda Approval
  - Approval to Accept New Funds for PY 2018-2019
  - Approval of Allocations to Service Providers for PY 2018-2019
  - Approval of Budget Modification #7 for PY 2018-2019
  - Approval of Budget Modification #8 for PY 2018-2019
  - Minutes of Executive/Finance Committee and General Board Meeting 4/23/2019 and Telephonic Executive Board minutes – 6/4/19
- New Business:
  - Approval to Accept New Funds for PY 2019-2020
  - Approval of Board Budget PY 2019-2020
  - Approval of Service Provider Allocations for PY 2019-2020
  - Approval Authority for Executive Director to Move Funding
  - Approval to Request ITA Waiver for PY 2019-2020
  - Subsequent Designation Approval from DEO/CSFL
- Old Business:
  - Marketing Report through May 2019
  - Traffic Report – May 2019
  - Regional Performance Reports for April 2019
- 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 Mr. Ed Phelan led the Pledge of Allegiance.

**Approval of Consent Agenda:**

Mr. Ed 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 and the motion passed unanimously.**

**NEW BUSINESS:**

**Approval to Accept New Funds for PY 2018-2019**

Mrs. Deb Blair reviewed each funding stream for the PY 2019-2020 budget. The total is \$13,065,785. Mr. Phelan asked for a motion to accept the new funds for PY 2019-2020 as presented.

**A motion was made by Mrs. Becca Hardin to accept the new funds for PY 2019-2020 as presented. Mr. Fred Croon seconded and the motion passed unanimously.**

**Approval of Board Budget for PY 2019-2020**

Mrs. Deb Blair reviewed the PY 2019-2020 Board Budget which totals \$11,694,865. Mr. Phelan asked for a motion to approve the board budget for PY 2019-2020 as presented.

**A motion was made by Mr. Fred Croon to approve the Board Budget for PY 2019-2020 as presented. Mr. Rod Pearson seconded, and the motion passed unanimously.**

**Approval of Service Provider Allocations for PY 2019-2020**

Mrs. Deb Blair reviewed the allocations to the service providers for 2019-2020: Royal American Management for WT/SNAP services - \$276,000; Gulf Coast State College for the Job Center Operator - \$550,855; Gulf Coast State College for the OOSY program - \$184,065 She said this also includes the carryforward of some contracts that were awarded last fiscal year but were carrying forward into this current fiscal year: Advanced Manufacturing, ARC of the Bay contract, City of Apalachicola, and for the Bay District Schools contract for a total of \$1,370,920. Mr. Phelan asked for a motion to approve the service provider allocations for PY 2019-2020 as presented.

**A motion was made by Mrs. Becca Hardin to approve the service provider allocations as described above. Ms. Sandra Henry abstained. Mr. Rod Pearson seconded, and the motion passed unanimously.**

**Approval authority for Executive Director to move funding**

Mrs. Kim Bodine explained that if a current service provider is not going to be able to expend all of their funds prior to year's end, she needs permission to move funds to where they could be used before the end of the year. Mr. Phelan asked for a motion to approve the Executive Director to move funding as needed.

**A motion was made by Mr. Fred Croon for the approval authority for the Executive Director to move funding as needed. Mr. John Deegins seconded, and the motion passed unanimously.**

Approval to Request an ITA Waiver for PY 2019-2020

Mrs. Kim Bodine explained the state-imposed 50% limit on Individual Training Accounts (ITA's) and the rules regarding the ITA's. Each year, we request a 30% waiver; however, by the end of April of this year, we were already at 49.31%. She said each year we strive for 50%, but just to be sure, we apply for the waiver and then we are not penalized the following program year. Mr. Phelan asked for a motion to approve the request for an ITA Waiver for PY 2019-2020.

**A motion was made by Ms. Sandra Henry for the approval to request an ITA Waiver for PY 2019-2020. Mr. Fred Croon seconded, and the motion passed unanimously.**

Subsequent Designation Approval from DEO/CSFL

Mrs. Bodine said that for information only, she wanted the board to know that the subsequent designation sent to DEO and CSFL recently has been approved.

**OLD BUSINESS:**

Marketing Report through May 2019

The marketing report was reviewed through May 2019. Ms. Rock said there was a social media campaign on LinkedIn for positions such as engineering, manufacturing and aerospace. Ms. Rock also shared that our Executive Director was recognized by the Florida Economic Development Council for her two years serving as the FWDA president. Additionally, Mrs. Bodine recognized CareerSource Florida and the Department of Economic Opportunity at the CareerSource Florida Board meeting for all their assistance directly following the hurricane. Mrs. Bodine also recognized CareerSource Okaloosa Walton staff at their board meeting on June 4<sup>th</sup>. Mrs. Bodine also said she was going to the Ocala region later that day to recognize those folks and to Jacksonville to do the same later in the month – Mrs. Bodine thought it was important to recognize all for helping us out after the Hurricane Michael aftermath. Mrs. Bodine wanted to thank Ms. Rock for all her hard work organizing these “Thank you” meetings.

Commissioner Dozier asked if it was possible to find out the where the folks were from that were viewing our website. He said it would be nice to know if residents that relocated in another area of Florida after the hurricane – may be looking for employment to return. Ms. Rock said that she would get that information.

Traffic Report through May 2019

Ms. Goodwin said that the numbers are lower in the traffic report due to low unemployment and less people in Panama City looking for positions. However, there is a strong demand on our employer services. Mrs. Bodine pointed out that Gulf County had an increase of visitors in the Gulf County CRC office.

**Regional Performance Reports:**

Mrs. Maria Goodwin presented the WIOA report through April 2019, stating the numbers were slightly behind on enrollments with the adults. She indicated she checked the numbers right before the meeting and we are right on target for May; we are really where we need to be. There are 213 adults and 10 dislocated workers enrolled, with an average wage at placement of \$18.67 for adults and \$19.64 for dislocated workers, amounts which exceed goals. Commissioner Dozier asked if there was a way to pull the average wage for Bay County over a period of time, such as five years, ten years, or a year. He wanted to show that Bay County's wages are going up. Mrs. Goodwin indicated that there was labor market information and she could pull that information, either by just our clients or the county overall – the average wage in Bay County.

Ms. Julie Torres reviewed the Welfare Transition report through April 2019. She said the caseloads do remain low at this time, possibly due to the amount of available jobs in the area. The participation rate is 28%, which is up from previous reports. The wage rate is just over \$10 per hour and there have been 136 participants served year to date.

Ms. Torres reviewed the SNAP report for ABAWDs, which are able bodied adults without dependents. She reported that our region has served 240 SNAP clients. The average placement wage rate is \$12 per hour and the year to date wage rate is \$10.95 per hour. The region's entered employment rate for the month of April was ranked #1 in the state at 22%, while the statewide average was only 6.3%.

Mrs. Tassalhie Dekouche reported for the Out of School Youth program. She said that she is pleased to announce that the target goal has been met. She reported there were 22 enrollees for this program year, there were 10 carry forwards from last program year. The total of GED's earned is 16 for this program year. There were eight positive outcomes, which means a participant completed a GED and then entered employment.

Mr. Ellzey reviewed the Fishery Failure program and reported 5 participants received a certificate of completion in May (welding, LPN, computer programming), two more in June and in July respectively scheduled to complete and receive a certificate. He said at the next board meeting, he is hopeful he can report new placements

Ms. German reported on Hurricane Michael DWG. She said that there are currently 181 working. There have been 8 placed in permanent jobs at an average wage of \$14.72 per hour. Mrs. Bodine commented that many of those coming in to be interviewed about eligibility are some long-term unemployed applicants, sometimes more than five years. She said this an "untapped" segment and we are getting pretty good results.

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

Mrs. Bodine said that the Financial Disclosures (Form 1) have been sent out by the supervisor of elections. Please complete them timely as they are due by July 1<sup>st</sup>. Additionally, there will be no board meeting in July. The next scheduled board meeting is in August.

#### **GOOD OF THE ORDER**

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.