

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
June 12, 2018

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) on June 12, 2018 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)
Mr. Ed Phelan (V)
Mr. Steve Jordan (V)
Mr. John Deegins (V)
Mr. Patrick Farrell (V)
Dr. Patricia Hardman (V)
Dr. Randy Pridgeon (V)
Mr. Garrett Wright (V), designee for Becca Hardin

Members Present by Telephone:

Mrs. Betty Croom (V)
Mr. Ted Mosteller (V)
Mr. Fred Croon (V)
Ms. Traci Moses (V)

Members Not Present:

Mr. Rod Pearson (V)
Ms. Lisa Barnes (V)
Dr. John Holdnak (V)
Ms. Sandra Henry (V)

Also present were: Mr. William Dozier, Chairman - Bay County Board of County Commissioners; Mr. Rob Forbus, Department of Children & Families; Mr. Dayton Lister, Department of Corrections; Mr. Kendrick Larry, Division of Blind Services; Ms. Sharon Watley and Ms. Naisy Dolar, Gulf Coast State College; Ms. Julie Torres and Ms. Carlas Wodford, Royal American Management; via telephone - Mrs. Genevieve English-Charles, Division of Blind Services; Ms. Pauline Mills, NCBA; Walter Sachs, Dept. of Children and Families; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Ms. Deb Blair, Mrs. Janine Dexter, Mr. Corbett Hines, Mrs. Shannon Walding, Ms. Donna Stapleton and Mrs. Maria Goodwin and Mrs. 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 for PY 2017-2018
 - Approval of Allocations to Service Providers for PY 2017-2018
 - Approval of Budget Modification #5 for PY 2017-2018
 - Minutes of Executive/Finance Committee and General Board Meeting 3/13/2018 and Telephonic Executive Board minutes – 4/16/18
- New Business:
 - Approval to Accept New Funds for PY 2018-2019
 - Approval of Board Budget PY 2018-2019
 - Approval of Service Provider Allocations for PY 2018-2019
 - Approval Authority for Executive Director to Move Funding
 - Approval to Request ITA Waiver for PY 2018-2019
 - Approval to Accept Rating Committee's recommendations for Out of School Youth Services and for Audit Services
 - 2018-2019 Demand Occupation List
 - 2016-2020 Local Workforce Services Plan –DEO requested edits
- Old Business:
 - Marketing Report through May 2018
 - Traffic Report – May 2018

- Regional Performance Reports for April 2018
- 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 let 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.

A motion was made by Mr. Fred Croom to approve the consent agenda. Mr. Steve Jordon seconded and the motion passed unanimously

Emergency Item:

A certificate for 35 years of service was presented to Deeyon Kalil, which was sent to our local office by Cissy Proctor, Executive Director of the Department of Economic Opportunity. CareerSource Gulf Coast also presented her with a gift certificate in appreciation of her dedicated service.

NEW BUSINESS:

Approval to Accept New Funds for PY 2018-2019

Mrs. Deb Blair reviewed each funding stream for the PY 2018-2019 budget. Carry forward numbers are estimated at this time. The total is \$3,920,982.00. Mrs. Conoley asked for a motion to accept the new funds for PY 2018-2019 as presented.

A motion was made by Mr. Steve Jordon to accept the new funds for PY 2018-2019 as presented. Mr. Fred Croon seconded and the motion passed unanimously.

Approval of Board Budget for PY 2018-2019

Mrs. Deb Blair reviewed the PY 2018-2019 Board Budget which totals \$2,756,141. Mrs. Conoley asked for a motion to approve the board budget for PY 2018-2019 as presented.

A motion was made by Mr. Steve Jordon to approve the Board Budget for PY 2018-2019 as presented. Mr. Ed Phelan seconded and the motion passed unanimously.

Approval of Service Provider Allocations for PY 2018-2019

Ms. Deb Blair reviewed the allocations to the service providers for 2018-2019: Royal American Management for WT/SNAP services - \$286,000; Gulf Coast State College for the Job Center Operator - \$552,000; Gulf Coast State College for the OOSY program - \$217,041, Gulf Coast State College for the Advanced Manufacturing program,

\$30,000 and for Haney Technical, \$79,800 for the Pipefitter program for a total of \$1,164,841. Mrs. Conoley asked for a motion to approve the service provider allocations for PY 2018-2019 as presented.

A motion was made by Mr. Steve Jordon to approve the service provider allocations as described above. Mr. Fred Croon 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. Mrs. Conoley asked for a motion to approve the Executive Director to move funding as needed.

A motion was made by Mr. Steve Jordon 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 2018-2019

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 46.36%. 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. Mrs. Conoley asked for a motion to approve the request for an ITA Waiver for PY 2018-2019.

A motion was made by Ms. Ed Phelan for the approval to request an ITA Waiver for PY 2018-2019. Mr. Steve Jordon seconded and the motion passed unanimously.

Approval to accept the rating committee's recommendation for Out of School Youth Services and for Audit Services

Mrs. Jennifer Conoley said that she had the privilege of serving on the rating committee for the Out of School Youth Services and for Audit Services. She said that there was only one response for the Youth contract, which was Gulf Coast State College and there were six responses for the audit services. She indicated that the front runner for audit services was James Moore and Co., as their response was outstanding, responding to each area as directed and in the requested order. Mrs. Conoley asked for a motion to approve the rating committee's recommendations as presented.

A motion was made by Mr. Ted Mosteller to accept the rating committee's recommendation for Out of School Youth Services and Audit Services as presented. Mr. Fred Croon seconded and the motion passed unanimously.

Approval of the 2018-2019 Demand Occupation List

Ms. Jennifer German reviewed the Demand Occupation List released and sent to us by the state and explained the reasoning behind the occupations that were recommended for ITA support. Mrs. Conoley also said that, as discussed in the Executive Board, that if a need for certain occupations became known, this list is flexible and can be changed to meet the training needs of our community. Mrs. Conoley asked for a motion to approve the 2018-2019 Demand Occupation list as presented.

A motion was made by Mr. Ed Phelan to the 2018-2019 Demand Occupation list as presented. Mr. Steve Jordon seconded and the motion passed unanimously.

2016-2020 Local Workforce Services Plan – DEO requested edits

Ms. Kim Bodine explained that the 2016-2020 Local Workforce Services Plan was approved by the board and the county commissioners in March. Once it was sent to Tallahassee, DEO responded with requested edits and clarification to areas of the plan; all regions in Florida received feedback from DEO. The changes requested were very minor and she requested board approval to send the edits back to Tallahassee. She explained that we did not want to take the changes to the commissions at this time until we were sure there were no more changes requested. Mrs. Conoley asked for a motion to approve the 2016-2020 Local Workforce Services Plan with requested edits as presented.

A motion was made by Mr. Steve Jordon to approve the 2016-2020 Local Workforce Services Plan with edits. Mr. Ed Phelan seconded and the motion passed unanimously.

OLD BUSINESS:

Marketing Report through May 2018

The marketing report was reviewed through May 2018. Staff also reviewed the analytics of the website traffic, with 19% of users being new visitors, 11% are from Orlando and 3% are from Atlanta.

Traffic Report through May 2018

We continue to see a lower unemployment rate so with that, the traffic coming into the Job Center continues to decline. However, Mr. Phelan pointed out that the total employer services has doubled from the previous year and he said the team had done a great job.

Regional Performance Reports:

Ms. Julie Torres reviewed the Welfare Transition report through April 2018. The entered employment rate through April was 44.4%, higher than the statewide average of 36.2%. She said our region ranked fourth in the state for entered employment rate.

Ms. Torres reviewed the SNAP report for ABAWDs, which are able bodied adults without dependents. She reported that our region has 30 placed in jobs year to date, with an average wage of \$10.04

Ms. Sharon Watley reported for the Out of School Youth program. She said that for this fiscal year, there were 39 new students. The total of GED's earned is 38 to date. There is 100% positive outcome rate for the program in exits, either in employment, post-secondary education or both.

Mrs. Maria Goodwin presented the WIOA report through April 2018. She stated that there are 199 adults and 13 dislocated workers enrolled, with an average wage at placement of \$19.19 for adults and \$19.38 for dislocated workers, amounts which exceed goals.

Ms. Goodwin also reviewed the Fishery Failure program and reported that there has been a lot of activity in the last month or so. One participant finished CDL School and went to work. She also reported that 22 students will be enrolled in school in the fall, the majority of them living in Franklin County. She said about half will be attending school at Haney or at Gulf Coast State College, either in Panama City or at the Gulf/Franklin campus.

Also, about two weeks ago, the Franklin County office was re-located, which is now in the Apalachicola Community Resource Center (where the city commission meetings are held). She encouraged all to come to the new office and take a tour.

CHAIR/EXECUTIVE DIRECTOR REPORT

Mrs. Conoley thanked the entire team for all of the hard work in assisting the community to obtain employment.

Mrs. Conoley also wanted to congratulate our Executive Director, Mrs. Kim Bodine for winning the Toni Jennings Workforce Development Professional Award at the Florida Economic Development Council's Annual Conference. She said this was a very prestigious award and she believed this was long overdue. She wanted everyone's help in congratulating Mrs. Bodine for receiving this award.

Mrs. Bodine thanked all her staff for being there for her and she said she would not have won this award without her staff's support.

Mrs. Conoley said that the Form 1's are being sent out/have been sent out by the supervisor of elections. Please complete them timely as they are due by July 1st.

GOOD OF THE ORDER

Articles to read in the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

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

Naisy Dolar, staff person at the Corporate College on Gulf Coast State College, wanted to discuss an online career training program which is tied to a certification. She wanted the attendees to know about the program and also discussed funding options.

ADJOURNMENT

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